

## CHECK LIST

### ➤ INDIVIDUAL -

1. Recent, Coloured Passport Size Photograph.
2. Copy of Pan Card.
3. Mask Aadhaar Card / Driving License / Passport / Voter Id Card (Aadhaar is Preferable) as address Proof.
4. Self-Attested Cheque / Cheque copy with Name Printed on Cheque. (If Client name not printed on Cheque than req. Bank Passbook or Bank Statement Copy with Latest Bank transaction along with Bank Logo or Bank Stamp.)
5. Latest copy of ITR or Six Months Salary Slip or Form no 16 or CA Certified Net worth Certificate or Demat Holding Statement with Holding Valu 10000 for activation of F&O Segment.
6. All Documents & Proofs must be Clear & Self Attested by the Client.
7. KRA of All Account Holders in Case Demat Account Opened Jointly.

Note: Minors cannot open joint A/C. with other holders.

## ➤ HUF

1. Recent Coloured Passport Size Photographs of Karta.
2. Karta's Individual & HUF Pan Card Copy.
3. Latest Bank Passbook / Bank Statement of HUF not more than 3 Months old transactions entry with Bank's Logo or Bank Stamp as an address proof of HUF and Karta's Masked Aadhaar / Driving License / Passport / Voter Id Card (Aadhaar is Preferable) as address Proof.
4. Self-Attested Cheque / Cheque copy Req.
5. HUF Declaration Req. by Karta.
6. Latest copy of ITR or CA Certified Net worth Certificate or Demat Holding Statement with Holding Valu 10000 for activation of F&O Segment.
7. All Documents, proofs must be clear and Self – attested with HUF Stamp & Karta's Sign.
8. KRA of HUF & Karta.

Note: HUF Cannot open joint A/C with other holders and cannot Nominate the Nominee.

## ➤ NRI

1. Recent, Coloured Passport size Photographs of Client.
2. Pan Card Copy.
3. Enclose Foreign address proof with the account opening form. If a client wishes to have Local Address as correspondence address, then along with the foreign address kindly write the local address in the form and tick the LOCAL Address option for Correspondence address. Address Proof is required for both the addresses (Local & Foreign) Proof of foreign address and Indian address e.g. Driving License / Passport / Voter ID card / Aadhar Card. (anyone).
4. Photocopy of Bank Statement and Cancelled Cheque Bearing NRE/NRO Status (not older than 3 Months).
5. Portfolio investment scheme (PIS) Registration proof (RBI Registration Number) and that will be provided by Bank to the Client.
6. FEMA declaration duly signed by account holders.
7. If the client is outside of India, the documents need to be notarized by the Indian embassy or any other competent authority, such as authorised officials of overseas branches of scheduled commercial banks registered in India, public notaries, court magistrates, judges, or the Indian embassy or consulate general in the country where the NRI resides. The attesting authority should affix a verified with original stamp, name, designation, authority or employee code, signature, and date on the said documents.
8. Require TIN/SSN or similar like that, which can be their tax Identification number for taxpayers of particular country.

➤ **CORPORATE**

1. Recent, Coloured Passport Size Photograph of all Directors & Authorised Signatories.
2. Copy of Pan Card & address proof of the Company & all Directors & Authorised Signatories.
3. List of Directors req. with their residential address proof with Photograph, DIN No, Pan No and Signatures on Letter of the Company, Certified by all the Directors/ Chairman. And List of Authorised Signatory req.
4. Latest Bank Statement or Bank Passbook req. with latest bank entry (not more than 3 Months old) and bank Stamp or Logo.
5. Self-attested Cheque/Cheque copy req.
6. Copy of Certificate of Incorporation req.
7. Memorandum & Articles of association of the Company Req.
8. Board Resolution on letter Head of the Company for Investment in Securities Market. (as per sample format).
9. Copy of the latest share holding pattern including list of all those holding 10% or more than in the share capital of the company, duly Certified by the company secretary / whole time director / MD (copy of the updated shareholding pattern to be submitted every year)
10. Copy of company's Income Tax returns of last 2 Financial Years (to be submitted every year)
11. Net worth Certificate from Chartered Accountant (not older six months) or Audited Balance Sheet for the last two years (to be submitted every year).
12. Form no 32 / DIR 12 Req. along with ROC Receipt for Change of Directors.
13. Ultimate Beneficiary Owner (UBO) Declaration. KRA with Supporting Documents Req.
14. KRA of Company All Directors & Authorised Signatory Req.
15. All documents, proofs must be clear and self-attested and must be with Stamp.

➤ **PARTNERSHIP FIRM**

1. Recent, Coloured Passport Size Photograph of all Partners & Authorised Signatories.
2. Copy of Pan Card & Address Proof of all Partners, Authorised Signatory & The Partnership Firm.
3. Bank Statement of Partnership Firm (Not more than 3 Months old) with bank stamp or Logo along with Latest Bank entry.
4. Self-Attested Cheque or Cheque copy req of Partnership Firm.
5. List of Partners with Residential Name, Address, Photograph, Mobile No, and Signature on Letter Head of the Firm. And Authorised Signatory List req.
6. Copy of Partnership Deed Req.
7. Certificate of registration (for registered Partnership Firms only) Req.
8. Copy of Latest Share Holding Pattern / List of Profit-Sharing ratio of the Firm req.
9. Last 2 Years Copy of Income Tax returns of the Firm. (If not available, provide the justification on letter head of the firm.) (to be submitted every year).
10. Net worth Certificate from Chartered Accountant (not older six months) or Audited Balance Sheet for the last two years (to be submitted every year).
11. Bank Statement / Bank Passbook with latest 6 months transaction. Or Last year Income Tax Return (ITR) Or CA Certified Net worth Certificate or Demat holding statement with holding value above 10000 for activation of F&O segment.
12. Undertaking, Trading account OPS Letter & Demat account opening letter. (as per sample format).
13. All documents, proofs must be clear and self-attested and must be with Stamp.
14. KRA of partnership firm, All partners & authorized signatory
15. Ultimate Beneficiary Owner (UBO) Declaration. KRA with supporting documents of all Ultimate Beneficiary Owners.

**Note:** Demat account will be opened in the name of Partner.

➤ **TRUST**

1. Recent, Coloured Passport Size Photograph of all Trustees & Authorised Signatories.
2. Copy of Pan Card & Address Proof of all Trustees, Authorised Signatory & The Trust.
3. Bank Statement of Trust (Not more than 3 Months old) with bank stamp or Logo along with Latest Bank entry.
4. Self-Attested Cheque or Cheque copy req of Trust.
5. Copy of Trust Deed Req.
6. Certificate of Registration (for Registered Trust Only).
7. List of all trustees with residential address, photograph, Mobile No. and signature on letter head of the trust. And Authorised Signatory List Req.
8. Authority letter authorizing anyone and more than one trustee to operate the demat and Trading account on the letterhead of Trust (as per sample format) certified by all trustees.
9. Bank Statement / Bank Passbook with latest 6 months transaction. Or Last year Income Tax Return (ITR) Or CA Certified Net worth Certificate or Demat holding statement with holding value above 10000 for activation of F&O segment.
10. Last 2 Years Copy of Income Tax returns of the Trust. (If not available, provide the justification on letter head of the firm.) (to be submitted every year).
11. Net worth Certificate from Chartered Accountant (not older six months) or Audited Balance Sheet for the last two years (to be submitted every year).
12. All documents, proofs must be clear and self-attested and must be with Stamp.
13. KRA of Trust and all the Trustees and Ultimate Beneficiary Owner (UBO) Declaration.

**Note:** Demat will be opened in the name of Trustee. (for unregistered Trust only)

If Trust is registered than account will be opened in the name Trust.

➤ **LLP**

1. Recent, Coloured Passport Size Photograph of all Partners & Authorised Signatories.
2. Copy of Pan Card & Address Proof of all Partners, Authorised Signatory & The LLP.
3. Bank Statement of Firm (Not more than 3 Months old) with bank stamp or Logo along with Latest Bank entry.
4. Self-Attested Cheque or Cheque copy req of LLP.
5. Copy of Certificate of Incorporation req.
6. Copy of LLP Agreement Req.
7. List of Partners with Residential Name, Address, Photograph, Mobile No, and Signature on Letter Head of the Firm. And Authorised Signatory List req.
8. Board Resolution on letter Head of the Company for Investment in Securities Market. (as per sample format).
9. Copy of Latest Share Holding Pattern / List of Profit-Sharing ratio of the Firm req.
10. Last 2 Years Copy of Income Tax returns of the Firm. (If not available, provide the justification on letter head of the firm.) (to be submitted every year).
11. Net worth Certificate from Chartered Accountant (not older six months) or Audited Balance Sheet for the last two years (to be submitted every year).
12. Bank Statement / Bank Passbook with latest 6 months transaction. Or Last year Income Tax Return (ITR) Or CA Certified Net worth Certificate or Demat holding statement with holding value above 10000 for activation of F&O segment.
13. All documents, proofs must be clear and self-attested and must be with Stamp.
14. KRA of partnership firm, All partners & authorized signatory
15. Ultimate Beneficiary Owner (UBO) Declaration. KRA with supporting documents of all Ultimate Beneficiary Owners.