

Checklist for Individual Client Registration Form

- 1) Copy of PAN Card and Aadhar Card
- 2) Copy of Address Proof (Any one) - Aadhar Card / Passport / Voter Id / Driving Licence / Bank (Passbook / Statement), Telephone Bill / Electricity Bill
- 3) Cancelled cheque leaf & Copy of Bank Statement / Pass Book (not more than 2 months old)
- 4) Copy of Demat Account Proof - Client Master / Holding Statement (not more than 2 months old)
- 5) Copy of Financial Proof - P&L and Balance Sheet / ITR Acknowledgement

Note : All the documents should be self attested.

**Combined Check List for HUF / Partnership Firm / Company Client
Registration Form**

- 1) Photocopy of Id Proof of HUF / Partnership Firm / Company - PAN Card
- 2) Photocopy of Address Proof of HUF / Partnership Firm / Company (Any one) - Bank (Passbook / Statement) / Telephone Bill / Electricity Bill / Rent Bill (not more than 2 months old), Rent Agreement / MCA Form INC-22 with Challan
- 3) Board Resolution approving participation in equity / derivatives market and naming authorized persons for dealing in securities as per format mentioned in kyc form required on letterhead in case of Partnership Firm / Company
- 4) Photocopy of Certificate of registration in case of Partnership Firm / Certificate of incorporation in case of Company
- 5) Photocopy of the Memorandum and Articles of Association in case of company / Partnership Deed in case of Partnership Firm
- 6) List of Partners / Directors as on current date on letterhead in case of Partnership Firm / Company :
Name, Address, Mobile No., E-mail Id, PAN No., DIN No, Aadhar No.
- 7) List of Authorised Signatories as on current date on letterhead in case of Partnership Firm / Company :
Name, Designation, Address, Photo, Specimen signature
- 8) List of Shareholding Pattern as on current date on letterhead in case of Partnership Firm / Company :
Name, No. of Shares, Face Value, Total Amount, % of Shares
- 9) Copy of Cancelled Cheque leaf of HUF / Partnership Firm / Company
- 10) Photocopy of Bank Statement for last 2 months in case of HUF & Partnership Firm / for last 3 months in case of Company
- 11) Photocopy of Demat Client Master / Holding Statement (not more than 2 months old) of HUF / Partnership Firm / Company
- 12) Photocopy of GST Certificate, if any in case of Partnership Firm / Company
- 13) Photocopy of Id Proof of Karta / Partners / Directors - PAN Card
- 14) Photocopy of Address Proof of Karta / Partners / Directors (Any one) - Aadhar Card / Passport / Voter Id / Driving Licence / Latest Bank (Passbook / Statement), Latest Telephone Bill / Latest Electricity Bill / Rent Bill
- 15) Photocopy of latest ITR acknowledgement in case of HUF / Audited Financial including Profit/Loss & Balance Sheet for the last 2 Financial Year along with ITR acknowledgement / Latest Networth Certificate in case of Partnership Firm / Company

Note : 1) All the documents of HUF / Partnership Firm / Company should be self attested with rubber stamp

2) All the documents of Karta / Partners / Directors should be self attested without rubber stamp