

Checklist For Corporate Account

Note:

- Documents in the name of Individual Director, should be attested by individual Director without stamp
- Provided documents in the name of Company, should be attested by Authorised signatory with stamp
- Affix IPV stamp on all the documents submitted.
- Bank Account should be in the name of Company.
- Address proof should be in the name of Company.
- Trading account will be open in the name of Company as per PAN.
- DP account will be opened in the name of Company as per PAN.
- Form 32 required, in case if authorized signatories name is not mentioned in MOA/AOA or provide copy of MCA site.
- Form no.18 require, if Company address has changed and it is not as per the MOA/AOA, Also provide proof of new registered address.
- Name change certificate in case of change in name of the Company along with renewed registration and incorporation certificate of the Company (If applicable)
- Require investment clause in MOA for opening trading account.
- Board resolution should be on the Company letter head, also should be attested by any two Directors or CMD or Company Secretary, other than authorised person. On Board Resolution Date and place of passing the resolution is must.

| Types of Document | Documents Requirement (Any One) | Need to be Checked before submitting documents to HO |
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| DOCUMENT REQUIRE OF PARTNERSHIP FIRM | | |
| PAN COPY | Pan Copy (Mandatory) | Pan card copy in the name of Company. |
| ADDRESS PROOF | Bank Account Statement/ Passbook | 1. Bank Statement /passbook should not be more than 3 months old. 2. Client should be first holder in the given bank account. 3. Original cancelled cheque leaf with name pre-printed on it 4. Bank Name and Bank logo should be available on statement / passbook. If logo is missing OR passbook is hand written, then bank attestation is mandatory. (Clear and visible bank stamp duly signed by Authorised Signatory) |
| | Telephone Landline bills | Should not be more than 3 months old |
| | Electricity Bills | Should not be more than 3 months old |
| BANK PROOF | Bank Account Statement/ Passbook | 1. Bank Statement /passbook should not be more than 3 months old. 2. Client should be first holder in the given bank account. 3. Original cancelled cheque leaf with name pre-printed on it 4. Bank Name and Bank logo should be available on statement / passbook. If logo is missing OR passbook is hand written, then bank attestation is mandatory. (Clear and visible bank stamp duly signed by Authorised Signatory) |
| | Cheque Leaf | If only cheque leaf is given as a proof of bank, then the same should be personalized i.e. with Client name and bank account number, IFSC and MICR should be printed on it. MICR starting with 000 will not be accepted. |
| BOARD RESOLUTION | As per KYC Format | Certified true copy of Board Resolution of Company having date and place of passing on Board Resolution for opening of Trading and Demat / Trading / Demat account and specifying the name of persons authorized by the board to operate the said trading and demat account. The board resolution should be on the Company letter head and should signed by minimum two Director OR Managing Director OR Company Secretary. |
| MOA and AOA | As per Company Format | Certified true copy of MOA and AOA required with Company Stamp and authorized person's signature on first and last 3 pages of the MOA and AOA |
| SHARE HOLDING PATTERN | As per KYC Format | Latest Share Holding pattern duly certified by Managing Director/ Company Secretary / Directors OR by Authorised signatory. In case of any of the share holder is a corporate and holding more than 25% of shares then share holding pattern of the said Company also has to be provided and same will continue till the share holder comes to individual. Share holding pattern must be certified by the CA. |
| LIST OF Director | As per KYC Format | Should be attested by all authorised Directors |
| BALANCE SHEET (Latest for two years balance sheet with audited balance sheet) | Profit & Loss, Balance Sheet copies | Provide Net worth certificate wherever balance sheet is not available. (For newly formed Firm before 1 year from today's date) |
| ANOTHER DP MAPPING (IF SUBMIT) | Client Master Report/List - (CMR/ CML) | 1. Client Master Report should be of current date 2. The demat account should be in the name of Company. 3. Status of account should be ACTIVE. 4. Client ID and DP ID along with Depository name and logo should be available in the CML copy and attested in original by the DP. |
| | DP Holding Statement / DP Transaction Statement | 1. Latest DP Holding Statement (should not be more than 6 months old). 2. The demat account should be in the name of Company. 3. Client ID and DP ID along with Depository name and logo required and attested by the DP in original |
| INCOME PROOF (Additional documents in case of trading in Derivatives, Currency & Commodity segments) | Copy of ITR Acknowledgement | Provide copy of ITR for latest financial year |
| | Bank account statement | Bank Statement /passbook should not be more than 6 months old. |
| | Copy of Demat account Holding statement | Latest DP Holding Statement (should not be more than 3 months old) |
| | Net worth certificate | Provide latest financial year |
| DOCUMENT REQUIRE OF ALL Directors | | |
| PAN COPY | Pan Copy (Mandatory) | Self certified copy of Pan card of all the Directors. |
| ADDRESS PROOF | Passport | Check validity (expiry date) & Provide front and back side copy |
| | Voter ID | Provide front and back side copy |
| | UID (Aadhar) | Provide front and back side copy along with complete client details |
| | Ration Card | Provide front and back side copy |
| | Bank Account Statement / Passbook | 1. Bank Statement /passbook should not be more than 3 months old. 2. Client should be first holder in the given bank account. 3. Original cancelled cheque leaf with name pre-printed on it 4. Bank Name and Bank logo should be available on statement / passbook. If logo is missing OR passbook is hand written, then bank attestation is mandatory. (Clear and visible bank stamp duly signed by Authorised Signatory) |
| | Driving License | Check validity (expiry date) & Provide front and back side copy |
| | Telephone Landline bills | Should be of latest 3 months |
| | Electricity Bills | Should be of latest 3 months |
| | Registered Lease or Sale Agreement | For correspondence address only. And should not be expired within the 3 months from date of account opening). |
| | Flat Maintenance Bill | Require Flat maintenance bill along with Agreement, should be latest and not more than one year old |
| | Insurance Copy | Policy letter with latest premium copy - Policy document with latest Premium receipt. |
| | Govt. Authorized Gas Connection Bill | Should be of latest 3 months |