

# Checklist For HUF Account

## NOTE

- Documents in the name of Individual Karta, should be attested by individual Karta without stamp only
- Documents in the name of HUF, should be attested by HUF with stamp
- Affix IPV stamp on all the documents submitted
- HUF Name should be same on PAN Card, Bank Account, HUF Stamp and KYC
- In case of third party address as a correspondence address, so same can be accepted along with third party person's NOC & his address & identity proof
- HUF cannot appoint any nominee
- HUF account cannot open with joint holders
- In account opening form, the karta shall sign under the HUF stamp
- Co-parcener's ID and Address proof is mandatory in case of commodity segment
- Only Son, Daughter & Wife relation will be consider in Co-parceners list where father is Karta of Family
- All co-parceners name and signature is mandatory on POA page, minor co-parcener's name need to be specify but signature is not require on POA

Types of Document	Documents Requirement (Any One)	Need to be Checked before submitting documents to HO
<b>DOCUMENTS REQUIRED OF KARTA</b>		
PAN COPY	Pan Copy (Mandatory)	Pan card copy in the name of HUF only.
ADDRESS PROOF	Bank Account Statement/ Passbook	<ol style="list-style-type: none"> <li>Bank Statement /passbook should not be more than 3 months old</li> <li>Client should be first holder in the given bank account.</li> <li>Original cancelled cheque leaf with name pre-printed on it</li> <li>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)</li> </ol>
BANK PROOF	Bank Account Statement/ Passbook	<ol style="list-style-type: none"> <li>Bank Statement /passbook should not be more than 3 months old</li> <li>Client should be first holder in the given bank account</li> <li>Original cancelled cheque leaf with name pre-printed on it</li> <li>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)</li> </ol>
	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.
ANOTHER DP MAPPING (IF SUBMIT)	Client Master Report/List (CMR/ CML)	<ol style="list-style-type: none"> <li>Client Master Report should be of current date</li> <li>The demat account should be in the name of HUF only</li> <li>Status of account should be ACTIVE</li> <li>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</li> </ol>
	DP Holding Statement/ DP Transaction Statement	<ol style="list-style-type: none"> <li>Latest DP Holding Statement (should not be more than 6 months old).</li> <li>The demat account should be in the name of HUF only</li> <li>Client ID and DP ID along with Depository name and logo required and attested by the DP in original</li> </ol>
INCOME PROOF (Additional documents in case of trading in Derivatives, Currency & Commodity segments) Any one	Copy of ITR Acknowledgment	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)
<b>DOCUMENTS REQUIRED OF HUF</b>		
PAN COPY OF KARTA	Pan Copy (Mandatory)	card copy in the name of HUF only
ADDRESS PROOF	Passport	Check validity (expiry date) & Provide front and back side of passport copy
	Voter ID	Provide front and back side copy of Voter ID
	UID (Aadhar)	Provide front and back side of AADHAAR card
	Ration Card	Provide front and back side copy of Ration card where details of Family members are mentioned
	Bank Account Statement	<ol style="list-style-type: none"> <li>Bank Statement /passbook should not be more than 3 months old.</li> <li>Client should be first holder in the given bank account.</li> <li>Original cancelled cheque leaf with name pre-printed on it</li> <li>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)</li> </ol>
	Driving License	Check validity (expiry date) & Provide front and back side copy of Driving License
	Telephone Landline bills	Should not be more than 3 months old
	Electricity Bills	Should not be more than 3 months old
	Registered Lease or Sale Agreement	For correspondence address only. And should be valid for next 3 months from date of account opening
	Flat Maintenance Bill	For correspondence address only. And should be valid for next 3 months from date of account opening
	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