

Checklist For Individual Account

NOTE:

1. KYC & all provided documents should be self attested by an Individual
2. Affix IPV stamp on all the documents submitted
3. Bank account should be in the name Individual
4. In case of third party address as a correspondence address, same can be accepted along with third party person's NOC & his address & identity proof
5. If correspondence & permanent address are different, then provide proof for both address

Types of Document	Documents Requirement (Any One)	Need to be Checked before submitting documents to HO
IDENDITY PROOF	Pan Copy (Mandatory)	Pan card copy of Individual is mandatory
	Passport	Check validity (expiry date) & Provide front and back side of passport copy
ADDRESS PROOF	Voter ID	Provide front and back side of AADHAAR card
	Driving License	1. Check expiry date of driving license. 2. Provide front and back side copy.
	UID (Aadhar)	Provide front and back side copy along with complete client details
	Passport	Check validity + front and back side of passport required
	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 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	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 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.
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 Individual 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 Individual only 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 segments)	Copy of ITR Acknowledgement	Provide copy of ITR for latest financial year
	Copy of Form 16 in case of salary income	Bank Statement /passbook should not be more than 6 months old
	Bank account statement	Latest DP Holding Statement (should not be more than 3 months old)
	Copy of Demat account Holding statement	Provide latest for 3 months