

Checklist For Partnership Account

Note:

- Documents in the name of partners, should be attested by individual partner without Partnership Firm's stamp
- Provided documents in the name of firm, should be attested by authorised partners with stamp as Resolution passed
- Affix IPV stamp on all the documents submitted
- Bank Account should be in the name of the Partnership firm
- Address proof should be in the name of partnership firm
- Trading account will be open in the name of Partnership firm as per PAN
- DP account will be opened in the name of authorized partners and same cannot be open in the name of Firm
- DP account can have maximum three partners
- If one of the Partners is Corporate/ Trust / LLP and is one of the authorised partner then provide all the documents as per the requirement mentioned in respective sheet. For e.g. if one of the Partners is registered Trust then all the documents mentioned in "Registered Trust Account" should be considered"
- In partnership account, do not affix firm stamp on DP pages no, 06 (Clause of Declaration by Partnership Firm), 08 (Clause of Declaration), 20 (DP Tariff Sheet) 26 (POA) & Last page of declaration (Demant Account)
- Partnership account cannot be opened where HUF is a partner
- Require investment clause in partnership deed to open the account
- Require partner's profit sharing ratio in partnership deed
- If account is for commodity segment and in Share holding Pattern any individual person is holding more than 25% of shares then provide ID and Address proof
- Require KRA for authorised partners
- The DP account will be open as per the status of 1st holder:

| 1st Holder | 2nd Holder | Type of Demat account |
|------------|------------|------------------------------|
| Individual | Individual | Individual |
| Individual | Corporate | Individual |
| Corporate | Individual | Corporate |
| Trust | Individual | Trust |
| Individual | Trust | Individual |
| LLP | Individual | Corporate (sub-status - LLP) |
| Individual | HUF | Not Allowed |

| Types of Document | Documents Requirement (Any One) | Need to be Checked before submitting documents to HO |
|---|---|---|
| DOCUMENT REQUIRE OF PARTNERSHIP FIRM | | |
| PAN COPY | Pan Copy (Mandatory) | Pan card copy in the name of partnership firm |
| ADDRESS PROOF | Bank Account Statement | 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. |
| PARTNERSHIP DEED | | Should be attested by the authorised persons |
| REGISTRATION COPY | Partnership Registration Certificate | Pan card name & Registration certificate name should be same |
| LIST OF PARTNERS | As per KYC Format | Should be attested by authorised Partners |
| LIST OF AUTHORISED SIGNATORY | As per KYC Format | Should be attested by all Partners |
| BALANCE SHEET (Latest for two years balance sheet with audited balance sheet) | Profit & Loss, Balance Sheet copies | Provide Net worth certificate, in case where balance sheet is not available. (For newly formed Firm within 1 years view on 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 Partnership Firm 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 Partnership Firm 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) Any one | 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 INDIVIDUAL PARTNERS | | |
| PAN COPY | Pan Copy (Mandatory) | Require Individual Partners PAN copy |
| 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 / 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 be of latest 3 months |