

# Checklist For Unregistered Trust Account

**Note:**

- Documents in the name of trustee, should be attested by individual trustee without Trust stamp.
- Provided documents in the name of Trust should be attested by authorised Trustees with stamp as Resolution passed.
- Affix IPV stamp on all the documents submitted.
- Bank Account should be in the name of Trust.
- Address proof should be in the name of Trust.
- Trading account will be open in the name of Trust as per PAN.
- DP account will be opened in the name of authorized Trustees and same cannot be open in the name of Trust.
- DP account can have maximum three Trustees.
- If one of the Trustee is Corporate/ Trust / LLP and is one of the authorised Trustee then provide all the documents as per the requirement mentioned in respective sheet. For e.g. if one of the Trustee is registered Trust then all the documents mentioned in "Registered Trust Account" should be considered
- If any Company is holding shares more than 25% then require Beneficial Owner Certification with Individual Name attested by C.A - Format available in KYC page no 12.
- In unregistered Trust 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).
- Trust account cannot be opened where HUF is a Trustee.
- Require investment clause in Trust deed to open the account.
- Require Trustee's profit sharing ratio in Trust deed.
- If account is for commodity segment and in Share holding patten any individual person is holding more than 25% of shares then provide ID and Address proof
- Require KRA for authorised Trustees
- 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
<b>DOCUMENT REQUIRE OF TRUST</b>		
PAN COPY	Pan Copy (Mandatory)	Pan card copy in the name of Trust.
ADDRESS PROOF	Bank 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
TRUST DEED		Should be 'Certified true copy' duly attested by the authorised person/s
LIST OF TRUSTEE	As per KYC Format	Should be attested by authorised person/s
LIST OF AUTHORISED SIGNATURE	As per KYC Format	Should be attested by all Trustee
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
<b>DOCUMENT REQUIRE OF INDIVIDUAL TRUSTEE</b>		
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