

Check List Of Documents To Be Enclosed

Copies of the following documents may be obtained after due verification with the originals thereof

For Corporate/Partnership Clients :-

- Copies of the balance sheet for the last 2 financial years (copies of annual balance sheet to be submitted every year).
- Net worth certificate by a chartered accountant.
- Copy of latest share holding pattern including list of all those holding more than 5% in the share capital of the company, duly certified by the company secretary / whole time director / MD (copy of updated shareholding pattern to be submitted every year).
- Certified true copies of the memorandum and articles of association in case of a company / body incorporated / partnership deed in case of a partnership firm.
- Certified true copy of the resolution of board of directors approving participation in equity derivatives / debt trading and naming authorized persons for dealing in securities.
- Authority Letter.
- Letter from the banker, certifying the account number and the period of which the account is in operation.
- Copy of income tax return.
- Photographs of partners / whole time directors, individual promoters holding 5% or more, either directly or indirectly, in the shareholding of the company and of persons authorized to deal in securities.

Personal Details of Promoters / Directors / Partners

- Copy of income tax returns.
- Copy of MAPIN UIN Card.
- Salary Certificate (if applicable).
- Proof of residence (copy of ration card, passport, voter id, driving license, bank passbook, res. tel. bill, electricity bill, flat maintenance bill, consumer gas card, leave & license agreement, agreement for sell, rent agreement & certificate issued by employer registered under MAPIN, insurance policy).
- Demat account details (copy of demat account opening or copy of the latest statement of holdings).

For All Clients

- **Copy of the income tax-pan card or get form-60 duly filled and signed.**
- **Copy of the MAPIN UIN card (compulsory for the corporates).**
- **Photograph of the holders seeking to open an account and should be signed across.**
- **Proof of identity i.e copy of passport, voter id, driving license.**
- **Proof of address i.e. copy of ration card, passport, voter id, driving license, bank passbook, res. tel. bill, electricity bill, flat maintenance bill, consumer gas card, leave & license agreement, agreement for sell, rent agreement & certificate issued by employer registerd under MAPIN, insurance policy.**
- **Letter from the banker, certifying the account number and the period of which the account is in operation.**
- **Demat account details (copy of demat account opening or copy of the latest statement of holdings).**