

Checklist - "Corporate/Pvt. Ltd,"

1.	- "BOARD RESOLUTION" on company letter head for opening DP/Trading Account - <i>(Format Enclosed-Annexure-1)</i>
2.	- "List of Authorized Signatories" on company letter head - <i>(Format Enclosed - Annexure-2)</i>
3.	- "List of All Directors" on company letter head - <i>(Format Enclosed - Annexure-3)</i>
4.	- Copy of latest "Share Holding Pattern" including list of all those holding control, either directly or indirectly, in the company in terms of SEBI takeover Regulations, duly certified by the company secretary/Whole time director/MD – <i>(Format Enclosed - Annexure-4)</i> Note : a) If share holder is corporate entity and holding more than 25%, than provided share holding pattern of the holding company on its letter head And subsequent share holding patterns till the beneficiary owner is identified. b) The total % percentage of share should always be 100%
5.	- Copy of Company PAN Card
6.	- Proof of Address of the Company (Any One of the following) a) Bank Statement / Passbook with latest transaction details for 3 months b) Electricity bill (Not more than 3 months old) c) Proof of address issued by Statutory / Regulatory Authorities / Central-State Govt.
7.	- Copy of PAN Card & Copy of AADHAAR Card of Individual Director(s)/Authorized Signatory(s) (Minimum two directors details are mandatory to be submit)
8.	-CIN No. Company
9.	-DIN No. of All Director
10	-Two Year ITR Return Copy (Latest)
11	- Copy of the "Balance Sheet" for the last 2 financial years
12	- Memorandum (MOA) and Articles of Association (AOA) - Including latest certificate of incorporation
13	- Incase of Registered office address changed - Provide FORM-18
14	- Incase Current directors name not available in MOA/AOA - Provide FORM-32
15	- Incase of other DP client master copy duly attested with stamp by DP official & self attested by BO require
16	MCA – Website Print out duly Signed by Authorized Signatory.
17	For a Private Limited company, the physical form must be stamped and signed by the authorized signatory. Click here for form
18	Separate KYC forms will be filled for each director, duly stamped and signed by them.
19	RBI Declaration (signed) and Importer-Exporter Code (IEC) Certificate. These documents are mandatory for Currency Segment activation. Without them, the Currency Segment cannot be enabled
	Note : a) All company documents should be certified by authorized director(s)/signatory(s) with company seal b) IPV (In Person Verification) would be done by concerned Branch/Franchisee/RM/BM. c) Register office address is mandatory to be field in KYC form. f) If the firm is newly registered: Please submit Annexure-5 on the company letterhead, clearly mentioning that the specified documents are not yet available/ready as the company has been recently registered.

BOARD RESOLUTION

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED IN THE MEETING OF THE BOARD OF DIRECTORS OF (Company Name)
..... HAVING ITS REGISTERED OFFICE

AT.....

..... HELD ON..... DAY OF 20AT

"Resolved that the company do agree to open a trading and / or demat (CCRL, COMRIS, NERL)account with M/s. SBJ MULTICOM, Member of the National Stock Exchange of India Ltd. (NSE), Bombay Stock Exchange, Ltd (BSE) Metropolitan Stock Exchange of India Limited (MSEI), Multi Commodity Exchange (MCX), National Commodity and Derivatives Exchange (NCDEX) and Depository Participant with Central Depository Services (India) Limited (CDSL) and Repository Participant of CDSL Commodity Repository Ltd and NERL of NCDEX and COMRIS of MCX for the purpose of dealing in capital market/cash Segment/Future and Option/Currency Derivative Segment, Commodity Segment or any other segment that may be introduced at a later stage by any regulator and recognized Exchanges and Depositories and Repositories and their participant in future".

Resolved that the said Member(s) be and is/are hereby authorized to honour instructions, oral/written or electronic, given on behalf of the company by any of the under noted authorized signatories:-

Sr. No.	Name	Designation	Specimen Signature
1.			
2.			
3.			
4.			

Who is/are Singly/Jointly/Severally authorized to sell, purchase, endorse, transfer, negotiate and/or otherwise deal in securities and commodities through SBJ MULTICOM, on behalf of the Company.

RESOLVED FURTHER to designate company Email id to receive all the electronic communications on behalf of company & also Authorize Mr./Ms.....Director/Authorized Signatory of the company having mobile no..... to receive all the electronic communications & SMS communications on behalf of company, all the communications sent to us on this email-id shall be legal and binding upon us.

RESOLVED FURTHER THAT Mr./Mrs. Director/Authorized Signatory, and/or Mr./Mrs Director/Authorized Signatory and/or Mr./Mrs..... Director/Authorized Signatory of the company be and hereby Singly/Jointly/severally authorized to sign, execute and submit such applications, undertakings, agreements and other requisite documents, writings and deeds as may be deemed necessary or expedient to open and close account and give effect to this resolution.

AND RESOLVED FURTHER THAT, the common seal of the company is affixed, wherever necessary, in the presence of any directors or of any one director and Company Secretary, who shall sign the same in token of the presence

For.....

Mr./Mrs.....
Partner

Mr./Mrs.....
Partner

Mr./Mrs.....
Partner

Mr./Mrs.....
Partner

List of Authorized Signatories

Sr. no.	Name	Photo	Sign with company stamp
1.			
2.			
3.			
4.			

For.....

1. Mr./Mrs.....
Managing Director

3. Mr./Mrs.....
Director

2. Mr./Mrs.....
Director

4. Mr./Mrs.....
Director

List of Directors as on.....

Sr. no.	Name	Photo	Sign with company stamp
1.			
2.			
3.			
4.			

For.....

1. Mr./Mrs.....
Managing Director

3. Mr./Mrs.....
Director

2. Mr./Mrs.....
Director

4. Mr./Mrs.....
Director

Share Holding Pattern

Share holding pattern of M/s. as on dated Paid
up capital Rs. Face value of each equity share (or any other instrument): Rs

Sr. no.	Share Holder Name	No. of Shares	% (Percentage)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
Total			

For.....

1. Mr./Mrs.....
Managing Director

3. Mr./Mrs.....
Director

2. Mr./Mrs.....
Director

4. Mr./Mrs.....
Director

Date :- _____

UNDERTAKING FOR SUBMISSION OF FINANCIAL / STATUTORY DOCUMENTS

We, _____ (Name of the Firm/ Company/ LLP/ Partnership/ Proprietorship), hereby acknowledge the request for the following documents/information:

<i>Sr. No.</i>	<i>Document Name</i>
1.	
2.	
3.	
4.	
5.	

With reference to the above, we would like to inform you that certain documents mentioned above are presently unavailable due to the following reasons:

- The entity has been recently incorporated/constituted on /_____.
- The relevant financial year/compliance period is currently under process.
- The documents are in the process of preparation/verification.
- Any other reason (if applicable): _____

We assure you that we are taking necessary steps to compile and arrange the required documents and will submit the same at the earliest, subject to applicability and eligibility.

We remain committed to full compliance with all applicable statutory and regulatory requirements. In case any additional clarification or alternative documentation is required, kindly let us know.

Thank you for your understanding and cooperation.

For: _____

(Name of the Firm/Company/LLP/Partnership/Proprietorship)

Mr./Mrs.
Managing Director

Mr./Mrs.
Director

Mr./Mrs.
Director

Mr./Mrs.
Director