

Document Check List For “Limited Liability Partnership - (LLP)”

1.	Registration Certificate granted by the Registrar to the LLP under the LLP Act 2008.
2.	Declaration on the letterhead of the LLP signed by all the designated partner/s clearly stating that the within named persons, who are partners of the LLP, have been nominated as authorized signatories to open and operate the said demat & trading account on behalf of the LLP - (Format Attached) Annexure-1
3.	List of All Signatories . (Format Attached) Annexure-2
4.	The declaration shall specify the manner in which the account will be operated, that is : jointly or severally and shall give details of the names, addresses and DPIN (Designated Partner Identification Number allotted by the Registrar for each designated partner), along with their signatures and photographs on the letterhead of LLP - (Format Attached) Annexure-3
5.	PAN Card Copy of LLP Firm
6.	Address Proof of LLP Firm (Any One of the following) a) Bank Statement / Passbook with latest transaction details (Last transaction date should not more than 6 months old) b) Electricity bill (Bill date should not more than 3 months old) c) Proof of address issued by Statutory / Regulatory Authorities / Central-State Govt.
7.	Copy of PAN card & AADHAAR Card of all Designated Partner(s)/ Partner(s) duly self-attested
8.	Address proof of Designated Partner(s)/ Partner(s) duly self attested by him/her self (Any One of the following) a) Passport (Validity period to be checked) b) Voter ID Card c) Driving License (Validity period to be checked) d) AADHAAR Card
9.	Bank Proof of LLP Firm (Any One of the following) a) Cancelled Cheque (With client name and A/c no. pre-printed) b) Latest Bank Statement/Passbook with MICR & IFSC code printed (Not more than 3 months old) c) Bank Verification Letter (ORIGINAL)
10	Copy of the "Balance Sheet" for the last 2 financial years
11	DEED of LLP (Limited Liability Partnership)
12	Incase of other DP client master copy duly attested with stamp by DP official & self attested by BO require
13	Five passport-sized photographs of the Authorized Person and Three passport-sized photograph of each partner.
14	Separate KYC forms will be filled for each Partner, duly stamped and signed by them.
15	For a Partnership firm, the physical form must be stamped and signed by the Partners Click here for form
	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 concern Branch/Franchisee/RM/BM. c) Register office address is mandatory to be field in KYC form d) If the firm is newly registered: Please submit Annexure-4 on the company letterhead, clearly mentioning that the specified documents are not yet available/ready as the company has been recently registered.

Declaration for authorized signatories

Date :

To,
Shree Balaji Multicommodities Pvt. Ltd.
724-725 Sun & moon Chamber,
Near Ajmeri Gate Pulia
Jaipur Raj. 302001

Dear Sir,

We, the undersigned partners' of _____ carrying on business at _____ desire to open and closing a Trading and Demat account with you for the purpose of buying and selling of securities, commodity and / or other investment products(s) or the services through you.

We, the partners jointly authorize our partner(s), Mr / Mrs _____ Mr / Mrs _____ Mr / Mrs _____ authorized Singly/Jointly/Severally to issue instructions to you as our broker for securities, commodity traders, funds, investments, etc., and undertake that all the acts of the said partner in this connection purporting to be done on behalf of the firm shall be binding on the firm and each one of us and respective estate until liabilities if any, occurred in respect of such acts has been discharged.

RESOLVED FURTHER to designate company Email id _____ to receive all the electronic communications on behalf of company & also Authorize Mr./Ms. _____ Partner /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.

Thanking You,
Yours faithfully,

Sr. No.	Full Name of the Partners	Stamp & Signature
1.		
2.		
3.		
4.		

List of All Signatories

Date:

DECLARATION

This is to confirm & declare that the following persons are designated partners of M/s

.....

..... Details of

which is as under.

Sr. no.	Name & Address Partners	Designation & DPIN	Photograph with across Signature & Stamp
1.		Designation – PARTNER DIPN No. -	
2.		Designation – PARTNER DIPN No. -	
3.		Designation – PARTNER DIPN No. -	
4.		Designation – PARTNER DIPN No. -	

For.....

Mr./Mrs.....
Managing Director

Mr./Mrs.....
Director

Mr./Mrs.....
Director

Mr./Mrs.....
Director

List of Authorized Signatories

Date:

Sr. no.	Name	Photo	Signature & Stamp
1.			
2.			
3.			
4.			

For.....

Mr./Mrs.....
Managing Director

Mr./Mrs.....
Director

Mr./Mrs.....
Director

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
Partner

Mr./Mrs
Partner

Mr./Mrs
Partner

Mr./Mrs
Partner