

Checklist for Account Opening (Body Corporate)

1) Documents required (Self attested Copy):
a. PAN Card of Body Corporate
b. PAN Card of Authorised Signatory & Two Directors who are in charge of day to day operation
c. Proof of address in the name of body corporate:
• Registered Lease or Sale Agreement
• Land line Telephone Bill (Note more than 3 months old)
• Electricity Bill (Not more than 3 months old)
• Latest Bank Statement (Not more than 3 months old)
d. Proof of address of Authorized Signatory & Two Directors who are in charge of day to day operation
• Aadhar Card
• Valid passport copy
• Valid driving license
• Voter ID
e. Bank Proof (any of the following in the name of Body Corporate)
• Photocopy of the Bank passbook with latest transaction (not more than 3 months old)
• Bank Statement with bank stamp & authorized signature ((not more than 3 months old)
• Cancelled cheque copy with name printed
f. Proof of Income:
• Copy of ITR,
• Copy of Demat account holding statement
• Bank Statement for last 6 months
• Networth certificate
g. KYC & CKYC and FATCA of all Directors/ Authorized signatory of the Company.
h. KYC and CKYC of Corporate
2) 2 Photographs of whole time Directors/ authorized signatories /two Directors in charge of day to day operations
3) Authorised Signatory List with signature and photograph on the letter head of the Company
4) Audited Balance Sheet for the last 2 financial year
5) Copies of Income Tax Return (ITR) of last 2 years
6) Certificate of Incorporation and MOA & AOA (Investment clause must be mentioned)
7) Board Resolution to open and operate the trading & demat account (Clearly mention mode of operation) on the letter head of the company
8) List of Directors on the letter head of the Company (duly signed)
9) Copy of the latest share holding pattern including list of all those holding control, either directly or indirectly, in the Company in terms of SEBI takeover Regulations and other bylaws from time to time, duly certified by the Company Secretary/Whole Time Director/ MD on the letter head of the Company
10) Mobile number and Email Id should be unique (in case of common email/Mobile no.- duly signed declaration and should be given by all common holders of email/mobile no.)
11) Income details should be mentioned in the form (wherever asked)
12) POA should be filled up along with details and signature of witness.
13) In ECN declaration, email id should be filled up