

1	<b>Copy of PAN Card</b>
2	<b>Proof of Address (Any One)</b> a) Passport (Validity period to be checked) b) Voter ID Card c) Driving License (Validity period to be checked) d) AADHAAR Card e) Bank Statement / Passbook with latest transaction details for 3 months f) Electricity bill (Not more than 3 months old) g) Ration Card h) Residence MTNL/BSNL landline telephone bill (Not more than 3 months old) i) Registered Lease Or Sale Agreement of Residence (Original Notarized Copy) j) Leave & License agreement (Valid only for Correspondence address proof) k) Identity Card / document with address, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members.
3	<b>Bank Proof (Any One) – Client should be the first holder in Bank</b> a) Cancelled Cheque (With client name and a/c number printed) b) Latest Bank Statement/Passbook with MICR & IFSC code printed (Not more than 3 months old) c) Bank Verification Letter ( <b>ORIGINAL</b> )
4	Rs. 224 cheque in the name of " <b>Emkay Commotrade Limited</b> " - Account opening charges
5	<b>In case of registration of third party address proof for correspondence address, please ensure to obtain the below documents</b> a) PAN Card copy of the third party person b) Proof of Address of the third party person c) Third Party Address Letter ( <b>Format Enclosed</b> ) Note : (Ensure document should be attested by both persons - Account Holder & Third Party Person)
	Note : a) All documents should be self attested by client & IPV (In Person Verification) would be done by concerned Branch Person/SEBI Registered Franchisee person /Relationship Manager/Branch Manager. b) One set of each document is required.

# Letter for Third Party Address

Date:

To,  
Emkay Commotrade Limited.  
KYC Department  
Paragon Center, C-06, Ground floor  
P B Marg, Worli Mumbai – 400013.

Dear Sir/Madam,

We wish to open Trading and/or Demat account with you and wish to inform you that for my correspondence address, I wish to use following address \_\_\_\_\_

\_\_\_\_\_ of my relative Mr./ Ms. / Mrs.

\_\_\_\_\_ and same is with his/her consent and knowledge.

I have also obtained the photo ID (PAN Card) & Proof of address of my relative as per the requirement.

Request you to oblige the same.

Thanking you,

Client Signature : \_\_\_\_\_

Client Name : \_\_\_\_\_

I confirm that address mentioned above is in my name and I further agree & I don't have any objection in Mr./ Ms./Mrs. \_\_\_\_\_

\_\_\_\_\_ using my address as his/her correspondence address proof.

Relative Signature : \_\_\_\_\_

Relative Name : \_\_\_\_\_

Relation with client : \_\_\_\_\_