

Equity Checklist – ESCROW –“CORPORATE”

“One set of each document”	
1.	- “ BOARD RESOLUTION ” on company letter head for opening DP/Trading Account - <i>(Format Enclosed)</i>
2.	- “ List of Authorized Signatories ” on company letter head - <i>(Format Enclosed)</i>
3.	- “ List of All Directors ” on company letter head - <i>(Format Enclosed)</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)</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) MTNL/BSNL landline telephone bill (Not more than 3 months old) d) Copy of Form 18 e) 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.	- Proof of Address of Individual Director(s)/Authorized Signatory(s) duly self attested by him/her self (Any One of the following) - (Minimum two directors details are mandatory to be submit) 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) Ration Card g) Electricity bill (Not more than 3 months old) h) Residence MTNL/BSNL landline telephone bill (Not more than 3 months old) i) 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.
9.	- Proof of Bank account of the Company (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 (to be submitted every year)
11.	- Memorandum (MOA) and Articles of Association (AOA) - Including latest certificate of incorporation
12.	- Incase of Registered office address changed - Provide FORM-18
13.	- Incase Current directors name not available in MOA/AOA - Provide FORM-32
14.	- Rs.1000/- cheque in the name of “ Emkay Global Financial Services Limited ” - Account opening charges
15.	- Escrow agent pan & Escrow agreement copy
16.	- Copy of escrow advertisement
17.	- GST number
18.	- Account Closure Form
17.	- Account Modification Form (In case if any Modification required further)
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	

Board Resolution - On Letter Head

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 account with M/s. Emkay Global Financial Services Ltd.(EGFSL), Member of the National Stock Exchange of India Ltd. (NSE), Bombay Stock Exchange, Ltd (BSE) MCX Stock Exchange Ltd (MCX-SX) and Depository Participant with Central Depository Services (India) Limited (CDSL) and Comtrack Participant with National Commodity, NERL (National E-Repository), CCRL (CDSL Commodity Repository Limited) & Derivatives Exchange Ltd (NCDEX), for the purpose of dealing in Capital Market/Cash segment/Futures & Options /Currency Derivatives segment, Commodity segment or any other segment that may be introduced at a later stage by NSE/BSE/MCX-SX, CDSL, NCDEX-Comtrack, NERL, CCRL or any other segments, Exchange or Depositories 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
1.		
2.		
3.		

Who is/are **Singly/Jointly/Severally** authorized to sell, purchase, endorse, transfer, negotiate and/or otherwise deal through M/s. Emkay Global Financial Services Ltd., 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 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. _____
Managing Director

Mr./Mrs. _____
Director

Mr./Mrs. _____
Director

On Letter Head

List of Authorized Signatories

Sr. no.	Name	Photo	Specimen Signature with company stamp
1.			
2.			
3.			

For _____

Mr./Mrs. _____
Managing Director

Mr./Mrs. _____
Director

Mr./Mrs. _____
Director

On Letter Head

List of Directors as on _____

Sr. no.	Name	Designation
1.		Director
2.		Director
3.		Director
4.		Director

For _____

Mr./Mrs. _____
Managing Director

Mr./Mrs. _____
Director

Mr./Mrs. _____
Director

On Letter Head

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 _____

Mr./Mrs. _____
Managing Director

Mr./Mrs. _____
Director

Mr./Mrs. _____
Director