

**"One set of each document"**

1.	- Certified True Copy of Memorandum and Article of Association of the Company
2.	- Certified True copy of the Board Resolution, duly signed by Managing Director / Company Secretary, authorizing opening of a Demat and Trading Account specifying name of persons authorized to open and operate the Demat Account as per prescribed format. It should specify the manner of operation of the account by the authorized persons.- on company letter head <b>(Format Enclosed)</b>
3.	- List of Authorized Signatories, their designation, photographs and their specimen signatures duly verified by the Managing Director or the Company Secretary - on company letter head <b>(Format Enclosed)</b>
4.	- List of Director (on the letter head of the company) - on company letter head <b>(Format Enclosed)</b>
5.	- 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 – <b>(Format Enclosed)</b> <b>Note :</b> 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%
6.	- Check the clause that company can invest in share market etc. in main and other object clause. If Yes, then only company can open a trading account
7.	Copy of Company PAN Card
8.	Proof of address evidenced by documents registered with registering authority or bank statement or agreement for sale or leave and license agreement or acknowledgement for sale or leave and license agreement or acknowledged copy of income tax return.
9.	- <b>Bank Proof (Any One)</b> a) Copy of cancelled cheque having the name of the account holder where the cheque book is issued. b) Copy of bank statement having name and address of the BO and not more than 2 months old c) Copy of the Passbook having name and address of the BO d) Letter from the bank having name, account no. & type, branch address, MICR and IFSC code.
10.	- Individual PAN Card Copy of Director(s)/Authorized Signatory(s)
11.	- <b>Address proof of Director(s)/Authorized Signatory(s) duly self attested by him/her self (Any One)</b> 1. Passport   2. Voter ID Card   3. Driving License   4. AADHAAR Card   5. Bank Statement / Passbook with latest transaction details for 3 months   6. Ration Card   7. Electricity bill (Not more than 3 months old)   8. Residence MTNL/BSNL landline telephone bill (Not more than 3 months old)   9. 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.
12.	- Declaration from the OCB that it meets with guidelines issued by RBI/ Ministry of finance.
13.	- Certificate from overseas auditors in form OAC or OAC – 1, as may be applicable
14.	- Copy of RBI registration certificate
15.	- Copy of the "Balance Sheet" for the last 2 financial years (to be submitted every year)
16.	- Rs.1000 cheque in the name of " <b>Emkay Global Financial Services Limited</b> " - Account opening charges
17.	- Incase of other DP client master copy duly attested with stamp by DP official & self attested by BO require

**Note:**

a) All supporting documents should be self attested by authorized signatories with Rubber Stamp of Corporate and personally verified by the official from branch office bearing name/ signature/ employee code of the official

b) Any alteration on KYC form should be authenticated by all the authorized signatories by counter signing besides such correction(s)

c) Kindly fulfill the KRA requirements too. Incase already done provide with the relevant acknowledgment copy.

## **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 20 .....AT .....**

**Resolved** that the company do agree to open a trading and / or demat account with M/s. Emkay Global Financial Services Ltd., 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 & 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 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 seal
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