

1	"BOARD RESOLUTION" on company letterhead for opening DP/Trading Account - (Format Enclosed)
2	"List of Authorized Signatories" on company letterhead - (Format Enclosed)
3	"List of All Directors" on company letterhead - (Format Enclosed)
4	<p>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 – (Format Enclosed)</p> <p>Note :</p> <p>a) If shareholder is a corporate entity and holding more than 25% of equity, then provide shareholding pattern of the holding company on its letterhead and subsequent share holding patterns till the beneficiary owner is identified.</p> <p>b) The total percentage (%) of shares should always add up to 100%.</p>
5	Copy of Company PAN Card
6	<p>Proof of Address of the Company (Any One)</p> <p>a) Bank Statement / Passbook with latest transaction details for 3 months</p> <p>b) Electricity bill (Not more than 3 months old)</p> <p>c) MTNL/BSNL landline telephone bill (Not more than 3 months old)</p> <p>d) Copy of Form 18</p> <p>e) Proof of address issued by Statutory / Regulatory Authorities / Central-State Govt.</p>
7	Copy of PAN Card of Individual Director(s)/Authorized Signatory(s) (Minimum two directors)
8	<p>Proof of Address of Individual Director(s)/Authorized Signatory(s) duly self attested by him/her self (Any One)</p> <p>a) Passport (Validity period to be checked)</p> <p>b) Voter ID Card</p> <p>c) Driving License (Validity period to be checked)</p> <p>d) AADHAAR Card</p> <p>e) Bank Statement / Passbook with latest transaction details for 3 months</p> <p>f) Ration Card</p> <p>g) Electricity bill (Not more than 3 months old)</p> <p>h) Residence MTNL/BSNL landline telephone bill (Not more than 3 months old)</p> <p>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.</p>
9	<p>Proof of bank account of the company (Any One)</p> <p>a) Cancelled Cheque (With client name and a/c number printed)</p> <p>b) Latest Bank Statement/Passbook with MICR & IFSC code printed (Not more than 3 months old)</p> <p>c) Bank Verification Letter (ORIGINAL)</p>
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	In case of registered office address changed - Provide FORM-18
13	In case current directors' names 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	In case of other DP - Client Master Copy duly attested with stamp by DP official & self attested by BO required
	<p>Note :</p> <p>a) All company documents should be certified by authorized director(s)/signatory(s) with company seal.</p> <p>b) IPV (In Person Verification) would be done by concerned Branch/Franchisee/RM/BM.</p> <p>c) Registered office address is mandatory to be filled in KYC form.</p> <p>d) One set of each document is required.</p>

List of Authorized Signatories

On Letter Head

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

For _____

Mr./Mrs. _____ Mr./Mrs. _____ Mr./Mrs. _____

Managing Director

Director

Director

List of Directors as on _____

On Letter Head

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

For _____

Mr./Mrs. _____ Mr./Mrs. _____ Mr./Mrs. _____

Managing Director

Director

Director

Share Holding Pattern

On Letter Head

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.	Name	No. of Shares	Percentage (%)
1			
2			
3			
4			
5			
6			
7			
Total			

For _____

Mr./Mrs. _____ Mr./Mrs. _____ Mr./Mrs. _____

Managing Director

Director

Director