

1	Copy of PAN Card
2	<p>Proof of Address (Any One)</p> <p>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.</p>
3	<p>Bank Proof (Any One) – Client should be first holder in Bank</p> <p>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 (ORIGINAL)</p>
4	Rs. 1000 cheque in the name of " Emkay Global Financial Services Limited " - Account opening charges
5	<p>Documentary evidence of financial details (Applicable to clients trading in Derivative segment of stock exchange) – (Any One)</p> <p>a) Copy of ITR - Last 2 years b) Copy of Balance Sheet - Last 2 years c) Copy of Form 16 in case of salary income d) Salary Slip - Last 2 months e) CA certified Net Worth Certificate f) Bank account statement for last six months g) Copy of latest demat account holding statement h) Any other relevant documents substantiating ownership of assets</p>
6	<p>In case of registration of third party address proof for correspondence address, please ensure to obtain the below documents</p> <p>a) PAN Card copy of the third party person b) Proof of Address of the third party person c) Third Party Address Letter (Format Enclosed)</p> <p>Note : (Ensure document should be attested by both persons - Account Holder & Third Party Person)</p>
7	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 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.</p>

To,

Date:

Emkay Global Financial Services Ltd.
KYC Department,
Paragon Center, C-06, Ground floor,
P B Marg, Worli, Mumbai - 400013.

To Whomsoever it May Concern

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 : _____