

KEYNOTE

For Corporate Accounts

Documents required to open a Corporate Account

- Company PAN and Registered address proof.
- Copy of the balance sheet for the last and latest 2 financial years (to be submitted every year).
- Copy of latest share holding pattern including the list of all those holding control, either directly or indirectly, in the company in terms of SEBI takeover Regulation, duly certified by the company secretary / whole time director /MD (to be submitted every year).
- List of directors with SMO details as Full name, date & place of birth, citizenship, country of residence, position in company.
- Copy of the Memorandum and Articles of Association and certificate of incorporation.
- Copy of the Board Resolution for PMS format.
- Authorized signatories list with specimen signatures along with authorization letter.
- CIN (Company Identification Number).
- Bank Proof (original cancelled cheque leaf).
- Statement of latest bank transactions
- Representation letter for other FI clients (in case of other FI clients).
- Financial authority registration certificate (in case of other FI clients).
- AML or PMLA copy (in case of other FI clients).
- Parent company PAN and 100% shareholding pattern.
- OVD of related persons (Directors, Authorized signatory & Shareholders).
- CKYC of related persons (Directors, Authorized signatory & UBO).

Document requirements for Directors/Promoters

- CKYC, PoI (Proof of Identity), PoA (Proof of Address), Copy of PAN and DIN (Director Identification Number) of whole time directors in charge of day operations.
- CKYC, PoI (Proof of Identity), PoA (Proof of Address), Copy of PAN of individual promoters holding control – either directly or indirectly.

Document requirements for Authorized Signatories

- CKYC, PoI (Proof of Identity), PoA (Proof of Address), Copy of PAN of the Authorized signatories as per the Board Resolution.

F&O and Derivatives Segment proofs

- DP Holding statement – Latest statement with holding value greater than Rs. 25,000.
- Copy of the ITR acknowledgment – Latest ITR acknowledgment with total value of annual income greater than Rs. 1.20 lakhs clearly specified.

- Net Worth Certificate – Latest Net-worth certificate issued by any practicing Chartered Accountant with value of net worth greater than Rs. 1.20 lakhs.
- Copy of Annual Accounts – Latest annual account statement with annual income greater than Rs 1.20 lakhs.
- Bank Statement – Latest 6 months' bank statement with value of at least one transaction greater than Rs. 10,000 and the current closing balance in the statement should be Rs. 10,000. In case every month there is a credit of salary in the account which satisfies the criteria specified above (> Rs. 10,000 per month), then the account closing balance in the bank account can be less than Rs. 10,000.

Important Points

- Self-attested copy of PAN Card is mandatory for all clients, including Directors / AUS, Promoters and whole time directors and persons authorized to deal in cash and Derivatives segment on behalf of company/firm/others.
- Copies of all the documents submitted by the applicant should be self-attested and accompanied by originals for verification.
- Name & address of the applicant mentioned on the KYC form, should match with the OVD submitted.
- Company Registered Address should match with MCA site.
- F&O/Derivatives proof (as per checklist).
- CKYC of Entity/related persons.
- PMLA Rules have been amended, wherein the controlling ownership interest (UBO) for Company and Trust has been changed from 25% to 10%.