

# KEYNOTE

## For Partnership Firm Accounts

### Documents required to open a Partnership Firm Account

- Copy of the balance sheet for the last & latest 2 financial years (to be submitted every year)
- Certificate of registration (for registered partnership firm only)
- Copy of Partnership deed
- Authorized signatories list with along with letter of Authorization
- Bank Proof (cancelled cheque leaf)
- Latest bank transactions statement
- Partners Authorized Declarations Format
- Pol (PAN) and PoA of Partnership Firm
- OVD of all related persons (Partners, Authorized signatory & Shareholders)
- CKYC of all related persons (Partners, Authorized signatory & Shareholders)

### Documents required for Partners

- Photograph
- Pol (Proof of Identity)
- PoA (Proof of Address)
- PAN and OVD Copy of Partners

### Documents required for Authorized Signatories

- Photograph
- Pol (Proof of Identity)
- PoA (Proof of Address)
- Copy of PAN and OVD along with E-documents of the Authorized signatories as per the partnership declarations

### 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 partners 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 and Address of the applicant mentioned on the KYC form should match with the OVD submitted.
- FNO/Derivatives proof (as per checklist).
- CKYC of Partnership firm/All related persons.