



STANDARD SET OF DOCUMENTS

1. Please fill up the form in CAPITAL LETTERS.
2. Spelling of name in the form should be same as in the Income Tax PAN Card and Income Tax Website.
3. Please initial wherever overwriting is done.
4. **KYC** Form shall be signed by the client only.
5. Introducer should also provide proof of identity by submitting any of the documents provided in point no. 12
6. Client shall compulsorily provide evidence of financial details from any of the following documents Balance Sheet, Copy of Income Tax Return, Fixed Deposit Receipt, DP Statement, Salary Certificate (in case of employee of reputed company) Client's self certification of income, source & net worth
7. It is mandatory to provide following details:
 - (i) Pin Code (ii) Mobile No. (iii) Father & Spouse Name (iv) MICR & IFSC Code of Bank
8. Witness is mandatory wherever required.
9. If any information required to be given does not fit in the form, separate sheet may be used.
10. Each client has to use one registration form. In case of joint names/family members, please submit separate form for each person.
11. Information provided shall be kept confidential and the same shall not be disclosed to any person/entity except as required under the law or under the rules and regulations of the Exchanges/Regulators/Authorities.
12. Kindly provide Xerox copy of **Income Tax PAN Card** and any ONE of the following documents:
 - a) Electricity bill flat Maintenance Bill passport
 - b) Bank Pass Book Latest Income Tax Return Voters ID Card
 - c) Rent Agreement Driving License Telephone Bill Ration Card
 - d) (Copy of Rent agreement, Bank Pass Book, Electricity bill, Flat Maintenance Bill or Telephone bill should not be older than 3 months)



13. Copy of latest Bank Statement from specified bank account.
14. Copy of latest DP Statement for specified DP account unless DP account is being opened simultaneously with us.
- 15. XEROX COPIES SHOULD BE SELF-ATTESTED AND SUBMITTED WITH ORIGINALS FOR VERIFICATION.**
16. This booklet contains two parts: Mandatory & Non-Mandatory. Clients should read and execute accordingly.
17. Cancelled cheque leaf from Bank account specified in KYC with signature, and initial margin cheque.
18. Copies of the following documents to be obtained in case of Company / Firm / Others:
 - a) Copy of the balance sheet for the last 2 financial years (copies of annual balance sheet to be submitted every year).
 - b) Copy of latest share holding pattern including list of all those holding more than 5% in the share capital of the Company, duly certified by the company secretary/whole -time director/MD. (Copy of updated shareholding pattern to be submitted every year).
 - c) Copy of the Memorandum and Articles of Association in case of a company / Body Corporate, Partnership Deed in case of a Partnership Firm/LLP.
 - d) In case of Company, Copy of the Resolution of board of directors approving participation in equity / derivatives / currency trading and naming authorized persons for dealing in securities/ currency segment. In case of Partnership Firm or other entity, Letter of authorization by all Partners/Trustees/etc. naming the authorized persons with photos.
 - e) Photographs of all Partners/Whole time directors. Also photos of Persons authorized to deal on behalf of the entity.