

Individual Account Opening Check List

- Recent, colored passport size photograph.
- Copy of pan card.
- Masked Aadhar Card / Driving License / Passport / Voter ID card (Aadhar is preferable) as address proof
- Self attested cheque / cheque copy with name printed on it or Bank Statement / Bank Pass book with Client Name, Bank Account No, IFSC,
 - MICR, Bank Name / Bank Logo / Bank Stamp
- Bank Statement / Bank Passbook with latest 6 months transaction **(Not consider Old More Than 1 Month)**. Or Last year Income Tax Return (ITR) Or Last Six months Salary Slip Or Form
 - 16 Or CA Certified Net worth Certificate Or Demat holding statement with holding value above 10000 for activation of FNO / Currency / MCX
 - segment.
- All documents and proofs must be clear and self-attested.
- KRA of All Account Holders in case Demat account opened jointly
 - **Note**
- Minors and HUF cannot open Joint A/c. with other Holders and nomination also cannot be done.
- The client(s) should not use more than one specimen signature and the same should be uniform across the form.

Disclaimer: Applicants are required to submit documents in accordance with the checklist provided below. Following a detailed review of the submitted documents, we reserve the right to request any additional documentation deemed necessary.

- **HUF Account Opening Check List**
 - Recent, colored passport size Photographs of Karta
 - Karta (Individual) and HUF pan card copy (**2 Copies 1 with sign only and 1 sign with stamp**)
 - Bank Passbook / Bank Statement of HUF not more than 3 months as old address proof of HUF. Bank Pass book with Client Name, Bank Account No, IFSC, MICR, Bank Name / Bank Logo / Bank Stamp.
 - Masked Aadhar Card / Driving License / Passport / Voter ID card (Aadhar is preferable) as address proof of Karta (**2 Copies 1 with sign only and 1 sign with stamp**)
 - Declaration by Karta (Sample format on our website)
 - Bank Statement / Bank Passbook with latest 6 months transaction (**Not consider Old More Than 1 Month**). Or Last year Income Tax Return (ITR) Or Last Six months Salary Slip Or Form 16 Or CA Certified Net worth Certificate Or Demat holding statement with holding value above 10000 for activation of FNO / Currency / MCX segment.
 - All documents, proofs must be clear and self-attested with HUF sign and stamp.
 - KRA of HUF and Karta.
 - Non-Objection with Death Certificate (Death Case Only)
 - Bank Statement should be updated with New Karta (Death Case Only)
 - Individual FATCA and Non-Individual FATCA

- **Note**
 - HUF cannot open Joint A/c. with other Holders and cannot nominate
 - The client should not use more than one specimen signature and the same should be uniform across the form.

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- **NRI Account Opening Check List**

- Recent, colored passport size photographs.
- Copy of Pan Card.
- Enclose Foreign address proof with the account opening form. If a client wishes to have Local Address as correspondence address, then along with the foreign address kindly write the local address in the form and tick the LOCAL Address option for Correspondence address. Address Proof is required for both the addresses (Local and Foreign) Proof of foreign address and Indian address e.g. Driving License / Passport / Voter ID card / Aadhar Card. (anyone).
- Photocopy of Bank Statement and Cancelled Cheque Bearing NRE/NRO Status (**Not consider Old More Than 1 Month**).
- Portfolio investment scheme (PIS) Registration proof (RBI Registration Number) and that will be provided by Bank to the Client
- KRA of account holders.
- All documents, proofs must be clear and self-attested.
- FEMA declaration duly signed by account holders.
- If the client is outside of India, the documents need to be notarized by the Indian embassy or any other competent authority, such as authorised officials of overseas branches of scheduled commercial banks registered in India, public notaries, court magistrates, judges, or the Indian embassy or consulate general in the country where the NRI resides. The attesting authority should affix a verified with original stamp, name, designation, authority or employee code, signature, and date on the said documents.
- Please collect TIN/SSN or similar like that, which can be their tax Identification number for taxpayers of particular country.
- Arrival, Departure Stamp On Passport

Note

- The client(s) should not use more than one specimen signature and the same should be uniform across the form.
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- **Disclaimer:** Applicants are required to submit documents in accordance with the checklist provided below. Following a detailed review of the submitted documents, we reserve the right to request any additional documentation deemed necessary.

- **Corporate Account Opening Check List**

- Recent, colored passport size photograph Of All Directors and Authorised Signatories
- Copy of Pan Card and Address proof of the company, All Directors and authorized signatories (**2 Copies of PAN and Adhar of Directors / Authorised Signatories 1 with only sign, 1 with sign and stamp**)
- List of Directors and List of Authorised Signatory and their residential address with photograph, DIN NO, PAN NO and signatures on letter Head of the Company, certified by all directors/Chairman.
- Bank Statement of the Trust (**Not consider Old More Than 1 Month**) and original Cancelled Cheque or self-attested copy of cancelled cheque. Self-attested cheque / cheque copy with name printed on it or Bank Statement / Bank Pass book with Company Name, Bank Account No, IFSC, MICR, Bank Name / Bank Logo / Bank Stamp
- Certified true copy of Certificate of incorporation. (**Registration of firms with MCA Copy**)
- Memorandum and Articles of Association of the Company
- Board Resolution on letter head of the company for investment in securities market with Date and Timestamp (as per sample format on our website - Should be signed by MD, Chairman or Company Secretary)
- Copy of the latest share holding pattern including list of all those holding more than 10% in the share capital of the company, duly Certified by the company secretary / whole time director / MD (copy of the updated shareholding pattern to be submitted every year)
- Copies of Company's Income Tax returns of last 2 financial years (to be submitted every year)
- Net worth certificates from Chartered Accountant (not older six months)
- Audited Balance sheet for the last two years (to be submitted every year)
- In case the name of directors differs from the name in Memorandum and articles of association of the company, then submit form 32 or DIR - 8 along with ROC receipt.
- All documents, proofs must be clear and self-attested and must be with Stamp.
- KRA of Company, All directors C authorized signatory
- Ultimate Beneficiary Owner (UBO) Declaration. KRA with supporting documents of all Ultimate Beneficiary Owners.
- In the case of a newly incorporated company, it is required a declaration regarding financial documents

Disclaimer: Applicants are required to submit documents in accordance with the checklist provided below. Following a detailed review of the submitted documents, we reserve the right to request any additional documentation deemed necessary.

- **Partnership Firm Account Opening Check List**

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- Copy of Pan Card and Address Proofs of all Partners, Authorised Signatories C the Partnership Firm
- Bank Statement of partnership Firm (**Not consider Old More Than 1 Month**) and also original Cancelled Cheque or self-attested copy of cancelled cheque. Self attested cheque / cheque copy with name printed on it or Bank Statement
/ Bank Pass book with Firm Name, Bank Account No, IFSC, MICR, Bank Name / Bank Logo / Bank Stamp
- Recent, colored passport size photograph of all the partners and authorised signatories
- List of partners with residential address, photograph, phone nos. and signature on letter head of the firm
- Copy of Partnership Deed.
- Certificate of registration (for registered partnership firms only)
- Copy of the latest sharing pattern/list of profit-sharing ratio of the firm
- Copies of Income Tax returns of the firms of last 2 years, (if not available, provide proper justification on letter head of the firm) (to be submitted every year).
- Audited Balance sheet for the last two years (to be submitted every year)
- Bank Statement / Bank Passbook with latest 6 months transaction. Or Last year Income Tax Return (ITR) Or CA Certified Net worth Certificate Or Demat holding statement with holding value above 10000 for activation of FNO / Currency / MCX segment.
- Undertaking / Declaration from Partners to authorize any of the partners for operating the account certified by all partners (as per sample format from our website).
- Net worth certificates from Chartered Accountant (not older six months)
- All documents, proofs must be clear and self-attested and must be with Stamp.
- KRA of partnership firm, All partners and authorized signatory
- Ultimate Beneficiary Owner (UBO) Declaration. KRA with supporting documents of all Ultimate Beneficiary Owners.

Note

- Demat account will be opened in name of one of the partner

Disclaimer: Applicants are required to submit documents in accordance with the checklist provided below. Following a detailed review of the submitted documents, we reserve the right to request any additional documentation deemed necessary.

- **Trust Account Opening Check List**

- Recent, colored passport size photograph of all the Trustees and authorised signatories
- Copy of Pan Card and Address proof of the Trust and All Trustees
- Bank Statement of the Trust (**Not consider Old More Than 1 Month**) and original Cancelled Cheque or self-attested copy of cancelled cheque. Self attested cheque / cheque copy with name printed on it or Bank Statement / Bank Pass book with Trust Name, Bank Account No, IFSC, MICR, Bank Name / Bank Logo / Bank Stamp
- Certified true copy of latest Trust Deed
- Certificate of registration (for registered trust only)
- List of all trustees with residential address, photograph, phone nos. and signature on letter head of the trust
- Authority letter authorizing anyone/more than one trustee to operate the demat / Trading account on the letterhead of Trust (as per sample format from our website) certified by all trustees.

- Bank Statement / Bank Passbook with latest 6 months transaction **Not consider Old More Than 1 Month**). Or Last year Income Tax Return (ITR) Or CA Certified Net worth Certificate Or Demat holding statement with holding value above 10000 for activation of FNO / Currency / MCX segment.
- Copies of Income Tax returns of the firms of last 2 years, (if not available, provide proper justification on letter head of the firm) (to be submitted every year).
- Audited Balance sheet for the last two years (to be submitted every year)
- Net worth certificates from Chartered Accountant (not older six months)
- All Proofs to be Self Attested and must Provide with Sign and stamp
- KRA of Trust and all the Trustees
- Ultimate Beneficiary Owner (UBO) Declaration.

Note

- Demat account will be opened in name of one of the trustee

Disclaimer: Applicants are required to submit documents in accordance with the checklist provided below. Following a detailed review of the submitted documents, we reserve the right to request any additional documentation deemed necessary.

- **LLP Account Opening Check List**

- Recent, colored passport size photograph Of All partners and Authorised Signatories
- Copy of Pan Card and Address proof of the firm, All partners C authorized signatories
- List of partners and List of Authorized Signatory and their residential address with photograph, PAN NO and signatures on letter Head of the firm, certified by all partners.
- Bank Statement of the Trust (**Not consider Old More Than 1 Month**) and original Cancelled Cheque or self-attested copy of cancelled cheque. Self attested cheque / cheque copy with name printed on it or Bank Statement / Bank Pass book with firm Name, Bank Account No, IFSC, MICR, Bank Name / Bank Logo / Bank Stamp
- Certified true copy of Certificate of incorporation.
- Certified copy of Partnership Deed
- Undertaking / Declaration from Partners to authorize any of the partners for operating the account certified by all partners (as per sample format from our website).
- Copy of the latest sharing pattern/list of profit-sharing ratio of the firm
- Copies of firm's Income Tax returns of last 2 financial years (to be submitted every year)
- Net worth certificates from Chartered Accountant (not older six months)
- Audited Balance sheet for the last two years (to be submitted every year)
- All documents, proofs must be clear and self-attested and must be with Stamp.
- KRA of firm, All partners and authorized signatory
- Ultimate Beneficiary Owner (UBO) Declaration. KRA with supporting documents of all Ultimate Beneficiary Owners.
- In the case of a newly incorporated firm, it is required a declaration regarding financial documents

Disclaimer: Applicants are required to submit documents in accordance with the checklist provided below. Following a detailed review of the submitted documents, we reserve the right to request any additional documentation deemed necessary.

Corporate Account Opening Check List - Escrow Account

- Recent, colored passport size photograph Of All Directors & Authorized Signatories. - to be submitted
- PAN Card and Address proof of the company and Directors & authorized signatories. - to be submitted of all directors/Authorized signatories
- List of Directors & List of Authorized Signatory with Address, photograph, DIN NO, PAN NO and signatures on letter Head of the Company, certified by all directors/Chairman. - to be submitted
- Bank Statement of the company (**Not consider Old More Than 1 Month**) and original Cancelled Cheque or self-attested copy of cancelled cheque. Self-attested cheque / cheque copy with name printed on it or Bank Statement / Bank Pass book with Company Name, Bank Account No, IFSC, MICR, Bank Name / Bank Logo / Bank Stamp. - to be submitted
- Certified true copy of Certificate of incorporation. - new registration certificate with new name require.
- Memorandum and Articles of Association of the Company. - require stamp & sign of authorize signatories
- Board Resolution on letter head of the company mentioning purpose for opening of Escrow demat account and also mention in which name pattern it is going to be opened (as instructed by RTA) - BR resolution does not contain proper purpose for opening escrow account. Board Resolution on letter head of the company for investment in securities market with Date and Timestamp

- Copy of the latest share holding pattern including list of all those holding more than 10% in the share capital of the company, duly Certified by the company secretary / whole time director / MD (copy of the updated shareholding pattern to be submitted every year) - Share holding must be on letterhead
- Copies of Company's Income Tax returns of last 2 financial years (to be submitted every year) - to be submitted
- Net worth certificates from Chartered Accountant (not older six months) - to be submitted
- Audited Balance sheet for the last two years (to be submitted every year) - Audited balance sheet required
- In case the name of directors differs from the name in the Memorandum and articles of association of the company, then submit form 32 or DIR - 8 along with ROC receipt. - required if necessary
- KRA of Company, All directors & authorized signatory of Ultimate Beneficiary Owner (UBO) Declaration. KRA with supporting documents of all Ultimate Beneficiary Owners. - to be submitted
- In the case of a newly incorporated company, it is required a declaration regarding financial documents - required if necessary
- All documents and proofs must be clear and self-attested and must be with Stamp.
- Other Documents for Escrow account:
 - PAN Card of RTA
 - Copy of the Escrow Agreement duly signed by the parties.

Disclaimer: Applicants are required to submit documents in accordance with the checklist provided below. Following a detailed review of the submitted documents, we reserve the right to request any additional documentation deemed necessary.

Following documents will be required to open demat account of Co-Operative Bank.

- Recent, colored passport size photograph Of All Directors & Authorised Signatories.
- Copy of Pan Card & Address proof of the bank, All Directors & authorized signatories.
- List of Directors & List of Authorised Signatory and their residential address with photograph, DIN NO, PAN NO and signatures on letter Head of the Bank, certified by all directors/Chairman.
- Bank Statement (**Not consider Old More Than 1 Month**) and original Cancelled Cheque or self-attested copy of cancelled cheque. Self-attested cheque / cheque copy with name printed on it or Bank Statement / Bank Pass book with Bank Name, Bank Account No, IFSC, MICR, Bank Name / Bank Logo / Bank Stamp.
- Board Resolution on letter head of the bank for investment in securities market. Board Resolution for investment in securities market with Date and Timestamp.
- Application letter on letterhead to open demat account, signed by Chairman / MD authorizing to open demat account and authority given to authorized signatories to open and operate the demat account..
- Copy of the latest share holding pattern including list of all those holding more than 10% in the share capital of the bank, duly Certified by the bank secretary / whole time director / MD (copy of the updated shareholding pattern to be submitted every year) o Copies of Bank's Income Tax returns of last 2 financial years (to be submitted every year)
- Net worth certificates from Chartered Accountant (not older six months)
- Audited Balance sheet for the last two years (to be submitted every year)
- In case the name of directors differs from the name in Memorandum and articles of association of the bank, then submit form 32 or DIR - 8 along with ROC receipt.
- All documents, proofs must be clear and self-attested and must be with Stamp.
- KRA of Bank, All directors & authorized signatory o Ultimate Beneficiary Owner (UBO) Declaration. KRA with supporting documents of all Ultimate Beneficiary Owners.
- In the case of a newly incorporated bank, it is required a declaration regarding financial documents
- Certified Copy of the constitution and registration.

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