

DOCUMENTARY REQUIREMENTS

FOR INDIVIDUAL CLIENTS:

1. One Passport size Photograph of account holder (s).
 2. PAN Card Copy
 3. Address Proof
 4. Bank Proof containing name of the constituent
 5. Demat Proof containing name of the constituent
- (All documents should be self – attested)

For HUF CLIENTS:

1. Photograph of KARTA.
 2. Pan Card copy of HUF
 3. Address Proof of HUF
 4. Bank Proof containing name of the constituent (HUF)
 5. Demat Proof containing name of the karta
 6. Pan card copy KARTA
 7. Address & ID proof of Karta
 8. Declaration required on as per format
- (HUF stamp required wherever client signs on the agreement)

FOR PROPRIETORSHIP FIRM CLIENTS:

1. Photograph of Proprietor
 2. Pan card copy of Proprietor
 3. Address proof of proprietorship firm
 4. Bank Proof containing name of the constituent (FIRM)
 5. Demat Proof containing name of the proprietor
 6. Copy of the latest Income Tax return filed by the proprietor
 7. Declaration required on letter head of firm as per format
- (All documents should be self – attested and firm stamp required to be affixed where the proprietor signs on the agreement)

FOR PARTNERSHIP FIRM CLIENTS:

1. Photograph of all Partners
 2. Pan card copy of partnership firm
 3. Address proof of Firm
 4. Bank Proof containing name of the constituent (FIRM)
 5. Demat Proof containing name of the partners
 6. Certified true copy of Partnership Deed
 7. Pan Card of all partners
 8. Address & ID proof of Partners
 9. Declaration required on letter head of firm as per format
 10. Certified true copy Balance sheet of last two financial years
- (All documents should be self – attested & firm stamp required to be affixed where the partners signs on the agreement)

FOR CORPORATE CLIENTS:

1. Pan card copy of company
2. Address proof of company
3. Bank Proof containing name of the constituent. (COMPANY)
4. Demat Proof containing name of the constituent. (COMPANY)
5. Duly Certified Memorandum and Articles of Association
6. Declaration and Board Resolution on letter head of firm as per format
7. Shareholding pattern on company letter head
8. List of Directors
9. Certified true copy of Balance sheet last two financial years
10. Photograph ,PAN Card, Address & ID proof of a whole Time Director/
Promoters/ individual who have 5% or more than 5% shares of company
(All documents should be self – attested and Company stamp required to be
affixed where the directors signs on the agreement)

For proof of Identity

- Pan Card

For proof of Address (any one of the following)

- Passport
- Driving License
- Voter ID
- Ration Card
- Rent Agreement
- Flat Maintenance Bill
- Insurance Policy
- Bank Pass Book /Bank Statement (Not more then 3 Months old)
- Telephone Bill / Electricity Bill / Water Bill (Not more then 3 months old)