# **List of Documents**

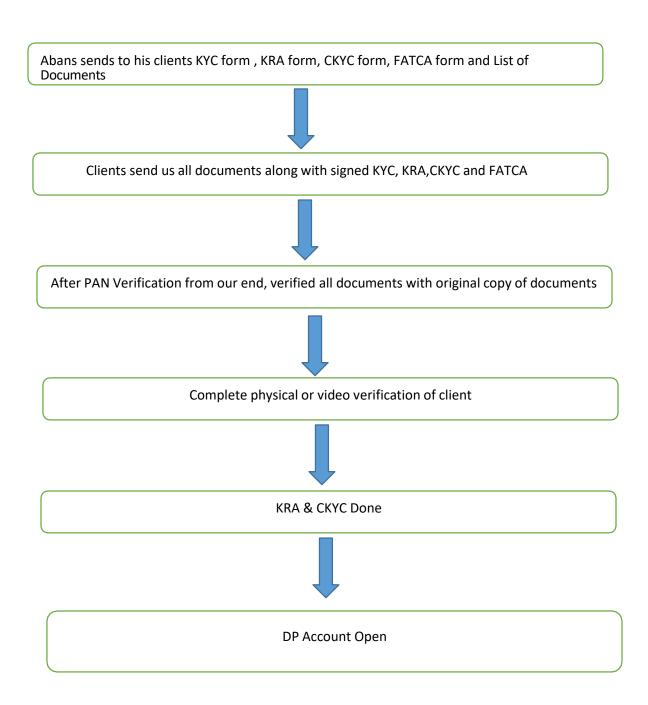
### For Individual Account:

- Proof of Identity: Copy of PAN
- Copy of Address Proof: Aaddhar Card/Passport/ Voter ID / Driving License / Bank Passbook or Bank Statement (not more than 6 months old)I Rent Agreement I Ration Card / Telephone Bill or Electricity Bill (not more than 3 months old)
- Passport size colored photograph
- Cancel cheque leaf & Copy of Bank Statement (not more than 6 month old)
- Copy of Demat Account Proof: Client Master/ Holding Statement
- Financial Details Copy of ITR Acknowledgment I Copy of Annual Accounts I Copy of
- Form 16 in case of Salary Income/ Net worth certificate/ Salary Slip/ Bank Account statement for last 6 months.

## **For Non Individual Account**

Company PAN Card

- Pan card and Address proof of all the Directors (at least 2)
- Address Proof of the Company.
- DP Holding Statement/ Client Master list.
- Copy of Bank Statement (Not more than 6 months old) and Cancel cheque leaf
- Copy of Resolution passed by Board of Directors / Board of Trustees, to be certified by Chairman / Managing Directors / Directors other than the Designated Signatory
- Copy of latest share holding pattern including list of all those holding control , either directly or indirectly, in the company in terms of SEBI takeover regulation , dully certified by the company secretary/whole time director( to be submitted every year)
- Copy of Memorandum & Articles of Association
- Copy of Audited Annual Report for last 2 years, (Copy of Annual Report has to be given every year)
- Form 32 indicating details of present director.
- List of directors with photograph and Specimen signature.



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Collect Acknowledgement from the client for the receipt of documents like

- Welcome Letter along with copy of Client Registration Form duly executed
  - Rights and obligation
  - Risk Disclousure Documents
    - Guidance Note
    - Policies and Procedure
  - Procedure and advantages of filling complaints in "SCORES"
    - Copy of Investor Charter
- Literature on Anti Money Laundering /Combatting Financing of Terrorism
  - A copy of other document executed by client as a client
  - Receipt of letter advising about Unique Client Code allotted to Client
    - Noting of client email id for electronic communication
      - Tariff Chart