



## **Checklist For Demat Account Opening**

### **Documents Valid as ID Proof (POI)**

1. PAN card with photograph\*
2. Passport (Page containing the date of expiry also to be attached)
3. Voter ID Card
4. Driving License (Learner's license not acceptable as proof)
5. Unique Identification Number (UID) (Aadhaar)

**Note:\*** If **PHOTO** is not clear on PAN Card, either of 2 – 5 documents can be given as additional ID proof.

**Documents Valid as Address Proof (POA)** (For all the holders) (Provided the entire address written on the form matches with the proof)

1. Ration card
2. Driving License (Learner's license not acceptable as proof)
3. Registered Leave and License Agreement / Agreement for sale
4. Passport (Page containing the date of expiry also to be attached)
5. Voter ID Card
6. Utility Bills like Telephone bills (Only landline), Electricity bills or Gas Bill - not more than 3 months old.
7. A computer-generated statement without signature/stamp of the bank (showing the name and address of the BO and bank transactions during a period, printed on the Bank stationery) can be accepted as a valid proof of address only if duly attested by the concerned Bank under the stamp and signature of the bank official.
8. **Original** bank statement (showing the name of the BO, address of the BO and bank transactions during a period, printed on the bank stationery) self attested by the BO along with cancelled cheque (**in original**) pertaining to the said bank account, without bank attestation as mentioned above can be accepted as valid proof of address provided that such original bank statement not more than 3 months old.

**Note:** All the documents to be submitted must be duly self-attested by the client & stamped as "Verified from Original" by the IPV Officer. Also the original documents must be furnished at the time of submitting the photocopies of the proof(s)

### **Documents Valid as Bank Proof**

1. Photocopy of the cancelled cheque having the name of the account holder where the chequebook is issued.
2. Bank statement (original/photocopy) with bank logo having name and address of the BO and not more than 3 months old and cancelled cheque.
3. Photocopy of the Passbook having name and address of the BO with transaction not more than 3 months old and cancelled cheque.
4. Original Banker Verification Letter certifying the name, address, MICR number, IFSC Code, bank account number & signature of the client (not more than 3 months old)
5. Photocopy of Bank Passbook having name and address of the BO with transaction not more than 3 months old (Printed & hand written) In case of overwriting / Logo missing passbook copy must be duly attested in original by the bank officials, along with the name, designation, signature & bank stamp accompanied with cancelled cheque.

**Note:** 1. It is mandatory to provide a Cheque copy to open an account

2. MICR code starting with 000 will not be eligible for ECS.

3. All the documents to be submitted must be duly self-attested by the client & stamped as "Verified from Original" by the IPV Officer. Also the original documents must be furnished at the time of submitting the photocopies of the proof(s)

### **Documents required for Individual Account**

1. Individual recent colour passport size photograph(s)
2. Individual POI and POA (Permanent Address proof for all joint holders.)
3. Bank proof in the name of the individual
4. Updated Power of Attorney (not Mandatory)

**Note:** All the documents to be submitted must be duly self-attested by the client & stamped as “Verified from Original” by the IPV Officer. Also the original documents must be furnished at the time of submitting the photocopies of the proof(s)

### **Documents required for HUF Account**

1. Recent colour passport size Photograph, POI & POA and PAN card of the Karta.
2. PAN Card of the HUF.
3. Bank passbook / Bank statement proof in the name of HUF
4. Deed of Declaration of HUF/List of coparceners (download from our website [www.a c agarwal.com/downloads/KYC Annexure – Non Individual](http://www.a c agarwal.com/downloads/KYC Annexure – Non Individual))(Page – 3)
5. Updated Power of Attorney and Consent Letter for Power of Attorney (Auto Payin) duly signed by the Karta & Co-parceners. (Not Mandatory)

**Note:** 1. All the documents to be submitted must be duly self-attested & stamped (HUF Rubber Stamp) with all client's signatures & must also be stamped as "Verified from Original" by the IPV Officer

2. The original documents must be furnished at the time of submitting the photocopies of the proof(s).

**Documents required for Minor** (The minor shall be the first and sole holder in the account i.e. there shall not be any joint accounts where a minor is a First / Second / Third joint holder)(**Guardian should also fill the New KYC Individual Form**)

1. Recent colour passport size Photograph of Minor and Guardians with guardian's signature across the photograph. Guardian shall sign across the photograph of the minor.
2. POI and POA of the Minor as well Guardians
3. Birth certificate of minor.
4. Bank proof in the name of the Minor
5. Updated Power of Attorney (Not Mandatory)

**Note:** 1. According to the Hindu Guardians and Wards Act, natural parent i.e. Father, and in his absence, Mother, only can be the guardians. In any other event, the guardian has to be appointed by the court.

2. All the documents to be submitted must be duly self-attested by the client & stamped as "Verified from Original" by the IPV Officer.

3. The original documents must be furnished at the time of submitting the photocopies of the proof(s)

### **Documents required for NRI**

1. Recent colour passport size Photograph
2. PAN Card of NRI
3. Photocopy of Valid Passport (Page containing the date of expiry also to be attached)
4. Proof of foreign address and Indian address (if any).

[In the case of an NRI A/c without repatriation, proof of Indian address has to be given].

In case of foreign address, the address containing Post Office Box Number (P.O. Box. No.) may be accepted as valid address provided such P.O. Box No. is mentioned in the valid proof of address documents. The address with P.O. Box No. may be accepted as Permanent and/or Correspondence address. In such cases, complete residential address of the NRI BO, under declaration at the time of opening of the account. Such BO shall give an undertaking that whenever there is a change in the residential address, the BO shall inform us.

5. Bank account details of NRI
6. A declaration duly signed by the NRI that he/she has complied with, and will continue to comply with, FEMA regulations and other applicable laws. (Download FORMAT from our website [www.agarwal.com/download/FEMA Declaration](http://www.agarwal.com/download/FEMA%20Declaration))
7. Updated Power of Attorney (Not Mandatory)

**Note1.Repatriable Demat Account:** Repatriable funds (i.e. those which can be taken abroad) need to be kept in a separate bank account, i.e. NRE Bank account. Typically, funds brought in from abroad are permitted in such an account. Investments made from such funds can be repatriated, i.e. proceeds from sale or otherwise from such investments can be taken abroad. Such investments are maintained in a Repatriable **Demat account**.

2. **Non-repatriable Demat Account:** Non-repatriable funds (i.e. those which cannot be taken abroad) must be kept separate from repatriable funds in a separate bank account i.e. NRO Bank account. Investments made from such funds cannot be repatriated, i.e. proceeds from sale or otherwise from such investments cannot be taken abroad. Such investments are maintained in a Non-Repatriable Demat account. Money once transferred from NRE account to NRO account loses its repatriability and hence, cannot be transferred back to NRE account.

**Note:** 1. All the documents to be submitted must be duly self-attested by the client & stamped as “Verified from Original” by the IPV Officer.

2. The original documents must be furnished at the time of submitting the photocopies of the proof(s).



**Documents required for Proprietorship Firm** (BO Account can be opened in the name of a proprietor BO accounts in the name of the Proprietorship Concern cannot be opened in CDSL system.)

1. Recent colour passport size Photograph of Proprietor
2. PAN Card of the Proprietor as well as for the Proprietorship Firm (if available)
3. Address proof in the name of the Proprietor and Proprietorship Firm.
4. Bank proof in the name of the Proprietorship firm
5. Declaration of sole proprietorship on letter head of the firm
6. Updated Power of Attorney (Not Mandatory)

**Note:** 1. All the documents to be submitted must be duly self-attested by the client & stamped as “Verified from Original” by the IPV Officer.

2. The original documents must be furnished at the time of submitting the photocopies of the proof(s)

3. Proprietorship firm’s stamp to be affixed on bank proof only.

**Documents required for Partnership Firm Account** BO Account can be opened in the name of partner(s). BO accounts in the name of the Partnership Firm cannot be opened in CDSL system.

1. POI, POA and PAN of all Partners
2. List of Authorised signatories with photograph and specimen signatures.
3. Original / Notarized Copy of Partnership Deed duly certified and attested by all the partners
4. Copy of the balance sheets for the last 2 financial years (to be submitted every year).
5. Registration Certificate
6. Bank proof in the name of Partnership firm, Partnership Firm Rubber Stamp must be duly affixed and Cancelled Cheque leaf
7. Declaration of the partnership firm on letter head of the firm
8. Authority Letter in favour of Managing Partners on the original Letterhead of the firm duly signed & stamped
9. An undertaking in the prescribed format from the Partners to the effect that the Partners would comply with the provisions of the Companies Act, 1956 and other applicable statutes in respect of securities of the Partnership firm held in the account opened in the names of the Partners
10. Updated Power of Attorney (Not Mandatory)

**Note:** All the documents to be submitted must be duly self-attested by the client & stamped as “Verified from Original” by the IPV Officer. Also the original documents must be furnished at the time of submitting the photocopies of the proof(s)

## **Documents required for Corporate Account**

1. Photograph(s), POI, POA, PAN and DIN numbers of whole time directors / two directors in charge of day to day operations
2. Photograph(s), POI, POA, PAN of Individual promoters holding control – either directly or indirectly.
3. Address proof of Corporate. Only following documents can be accepted address proof for Corporates:
  - Bank statement (as per guidelines mentioned under “Documents valid as Bank Proof”)
  - Telephone Bill / Electricity Bill not more than 3 months old
  - Leave And License agreement or Sale Deed
4. Bank proof in the name of the Corporate
5. Copy of Board Resolution for investment in securities market through A c agarwal Capital Services Ltd in the name of the “Company” with Name of Authorised Signatories, Designations, Specimen Signatures and Mode of Operation (either Single or Jointly) duly attested by Managing Director/Company Secretary.
6. Valid Certificate of Incorporation with ROC seal attested by authorized signatory and Copy of Memorandum and Articles of Association.
7. Copy of the balance sheets for the last 2 financial years (to be submitted every year).
8. 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 Regulations, duly certified by the company secretary/Whole time director/MD (to be submitted every year).
9. List of Authorized Signatories (download from our website [www.a c agarwal.com/downloads/KYC Annexure – Non Individual](http://www.a_c_agarwal.com/downloads/KYC%20Annexure%20-%20Non%20Individual))(Page – 3)
10. Form-32 along with ROC receipt in case name of the Directors are not mentioned in the Article of Association)

11. Updated Power of Attorney along with Board Resolution (Not Mandatory)

**Note:** 1. All the documents to be submitted must be duly self-attested & stamped with the Company's stamp by the client & must also be stamped as "Verified from Original" by the IPV Officer.

2. The original documents must be furnished at the time of submitting the photocopies of the proof(s).