

CHECK LIST FOR BODY CORPORATE

1. Company Pan card.
2. Company Bank Proof.
3. Company Address Proof
4. MOA and AOA – with clause for dealing in Share / Securities.
5. 2 Years Balance Sheet. If company is newly formed, then latest net-worth certificate by the CA will be required.
6. Board Resolution and List of Authorized Signatory (format attached).
 - a) Board Resolution - to be on company letter head.
 - b) List of Authorized Signatory – to be on company letter head. This document should be attested by authorized person/authorized director.
7. All directors copy of pan card and address proof - self attested.
8. All authorized persons copy of pan card and address proof – self attested.
9. Share holding pattern (format attached)- should be on company letter head (should have fields such as name of share holder, number of shares held, percentage of shares held (total should be 100%).
 - a) If any share holder has share holding as 10% or more, then copy of pan and address proof will be required.
 - b) If any share holder is a Non Individual entity and the share holding is 10% or more, then copy of pan, address proof and share holding pattern will be required.
 - c) If in the share holding pattern of the Non Individual entity, if any person holds 10% or more, then copy of pan and address proof will be required.
 - d) For Non Individual entity, the documentation requirement will continue till beneficial owner is identified.
10. List of Director - to be on company letter head (format attached).
11. Certificate of Incorporation.
12. Filing of Director Details on KRA page (minimum 2 directors are mandatory). If any share holder has share holding 10% or more - then his /her details along with photograph and documents is also mandatory.
13. UBO Declaration required

Important Note :-

- a) All copy of documents to be stamped with stamp Verified with Original.
- b) All copy of pan for individual's to be affixed with Pan verified stamp, Verified with Original stamp and In-person Verification stamp.
- c) KYC form and client documents to be self attested by the client along with company stamp. Company stamp and authorized person sign is mandatory on KYC form and on all documents.
- d) Do not use round seal of the company.

Draft following resolution on the letter head of the company

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS OF ----- HELD ON -----

“RESOLVED THAT the company to open and operate Demat and Trading Account as Client with Reliance Securities Limited, a member of Bombay Stock Exchange (BSE), National Stock Exchange (NSE), Multi Commodity Exchange (MCX) and National Commodity Derivative Exchange of India Limited (NCDEX) Central Depository Services Limited (CDSL) and National Securities Depository Limited (NSDL) for the purpose of dealing in Equities ,Derivatives, Currency, Commodities, Government Securities, Bonds, Debentures , Fixed income products and any other Securities and the said member be and is hereby authorized to honor instructions oral or written, given on behalf of the company by Mr/Mrs _____ as severally/Jointly authorized signatories (Pls specify) Who is authorized to sell, purchase, transfer, endorse, negotiate and /or otherwise deal through Reliance Securities Ltd on behalf of the company M/s _____.

“RESOLVED FURTHER THAT Mr/Mrs. _____ is hereby authorized to sign execute and subject such applications, undertakings, power of attorney, agreement, and other requisite documents, writings and deeds as may be deemed necessary or expedient to give effects to this resolution.”

“RESOLVED FURTHER THAT the common seal of the company be affixed, wherever necessary in the presence of any directors or of any one directors and company secretary, who shall sign the same in token of their presence,”

CERTIFIED TRUE COPY

FOR M/S. _____

Name (DIRECTOR)

LIST OF AUTHORIZED PERSON

As on _____.

Name	Designation	Signature with stamp	Photograph

CERTIFIED TRUE COPY

FOR M/S. _____

Name (DIRECTOR)

LIST OF DIRECTOR

As on _____.

The list of director of M/s. _____ is as mentioned below.

Name	Designation	DIN

CERTIFIED TRUE COPY

FOR M/S. _____

Name (DIRECTOR)

Share Holding Pattern

As on _____.

The share holding pattern of M/s. _____ is as mentioned below.

Sr. No	Names	No of Shares	Face Value Per Share	Total Value	% of shares held

CERTIFIED TRUE COPY

FOR M/S. _____

Name (DIRECTOR)