

<b>"One set of each document"</b>	
1.	- <b>"BOARD RESOLUTION"</b> on company letter head for opening DP/Trading Account - <b>(Format Enclosed)</b>
2.	- <b>"List of Authorized Signatories"</b> on company letter head - <b>(Format Enclosed)</b>
3.	- <b>"List of All Directors"</b> on company letter head - <b>(Format Enclosed)</b>
4.	- <b>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 – (Format Enclosed)</b> <b>Note: a)</b> If Individual shareholder is holding 10% and above then self-attested provide ID and Address proof. If shareholder is non-Individual person and holding 10% and above, then holding company shall provide ID and address proof with their own shareholding patterns till the beneficiary owner is identified. <b>b)</b> A separate UBO declaration is needed from company on their letterhead. <b>C)</b> The total of % percentage of share should always be 100%
5.	- <b>Copy of Company PAN Card</b>
6.	- <b>Proof of Address of the Company (Any One of the following)</b> a) Bank Statement / Passbook with latest transaction details for 3 months b) Electricity bill (Not more than 3 months old) c) MTNL/BSNL landline telephone bill (Not more than 3 months old) d) Copy of Form 18 e) Proof of address issued by Statutory / Regulatory Authorities / Central-State Govt.
7.	- <b>Copy of PAN Card &amp; Copy of AADHAAR Card of Individual Director(s)/Authorized Signatory(s) /UBO (Minimum two directors details are mandatory to be submit)</b>
8.	- <b>Proof of Address of Individual Director(s)/Authorized Signatory(s)/ UBO duly self-attested by him/her self (Any One of the following) - (Minimum two directors details are mandatory to be submit)</b> a) Passport (Validity period to be checked) b) Voter ID Card c) Driving License (Validity period to be checked) d) AADHAAR Card
9.	- <b>Proof of Bank account of the Company (Any One of the following)</b> a) Cancelled Cheque (With client name and A/c no. pre-printed) b) Latest Bank Statement/Passbook with MICR & IFSC code printed (Not more than 3 months old) c) Bank Verification Letter ( <b>ORIGINAL</b> )
10.	- <b>Copy of the "Balance Sheet" for the last 2 financial years (to be submitted every year)</b>
11.	- <b>Memorandum (MOA) and Articles of Association (AOA) - Including latest certificate of incorporation</b>
12.	- <b>Incase of Registered office address changed - Provide FORM-18</b>
13.	- <b>Incase Current directors name not available in MOA/AOA - Provide FORM-32</b>
14.	- <b>Rs.1000/- cheque in the name of "Emkay Global Financial Services Limited" - Account opening charges</b>
15.	- <b>Incase of other DP client master copy duly attested with stamp by DP official &amp; self attested by BO require</b>
16.	- <b>MCA – Website Print out duly Signed by Authorized Signatory.</b>
17.	- <b>GST Declaration with proof.</b>
18.	- <b>UBO Declaration.</b>
19.	- <b>MSME registration certificate Require. (UDYAM REGISTRATION CERTIFICATE)</b>
<b>Note:</b> a) All company documents should be certified by authorized director(s)/signatory(s) with company seal b) IPV (In Person Verification) would be done by concern Branch/Franchisee/RM/BM. c) Register office address is mandatory to be field in KYC form	

EMKAY GLOBAL FINANCIAL SERVICES LIMITED, Paragon Center, C-06, Ground floor, P B Marg, Worli, Mumbai - 400013; Tel: 91 22 6617 5454/ 6629 9299; Fax: 91 22 66175434, E-mail: dp@emkayglobal.com, Website: www.emkayglobal.com

## Board Resolution - On Letter Head

**CERTIFIED TRUE COPY OF THE RESOLUTION PASSED IN THE MEETING OF THE BOARD OF DIRECTORS OF (Company Name)**  
**AT \_\_\_\_\_ HAVING ITS REGISTERED OFFICE**  
**ON..... DAY ..... OF 20 .....AT ..... HELD**

**"Resolved** that the company do agree to open a trading and / or demat ( CCRL, COMRIS, NERL )account with M/s. Emkay Global Financial Services Ltd.(EGFSL), Member of the National Stock Exchange of India Ltd. (NSE), Bombay Stock Exchange, Ltd (BSE) Metropolitan Stock Exchange of India Limited (MSEI), Multi Commodity Exchange (MCX), National Commodity and Derivatives Exchange (NCDEX) and Depository Participant with Central Depository Services (India) Limited (CDSL) and Repository Participant of CDSL Commodity Repository Ltd and NERL of NCDEX and COMRIS of MCX for the purpose of dealing in capital market/cash Segment/Future and Option/Currency Derivative Segment, Commodity Segment or any other segment that may be introduced at a later stage by any regulator and recognized Exchanges and Depositories and Repositories and their participant in future".

**Resolved** that the said Member(s) be and is/are hereby authorized to honour instructions, oral/written or electronic, given on behalf of the company by any of the under noted authorized signatories:-

Sr no.	Name	Designation	Specimen Signature
1.			
2.			
3.			

Who is/are **Singly/Jointly/Severally** authorized to sell, purchase, endorse, transfer, negotiate and/or otherwise deal in securities and commodities through M/s. Emkay Global Financial Services Ltd., on behalf of the Company.

**RESOLVED FURTHER** to designate company Email id \_\_\_\_\_ to receive all the electronic communications on behalf of company & also Authorize Mr./Mrs. \_\_\_\_\_ Director/Authorized Signatory of the company having mobile no. \_\_\_\_\_ to receive all the electronic communications & SMS communications on behalf of company, all the communications sent to us on this email-id shall be legal and binding upon us.

**RESOLVED FURTHER THAT** Mr./Mrs. \_\_\_\_\_ Director/Authorized Signatory, and/or Mr./Mrs. \_\_\_\_\_ Director/Authorized Signatory and/or Mr./Mrs. \_\_\_\_\_ Director/Authorized Signatory of the company be and hereby **Singly/Jointly/severally** authorized to sign, execute and submit such applications, undertakings, agreements and other requisite documents, writings and deeds as may be deemed necessary or expedient to open and close account and give effect to this resolution.

**AND RESOLVED FURTHER THAT**, the common seal of the company is affixed, wherever necessary, in the presence of any directors or of any one director and Company Secretary, who shall sign the same in token of the presence

For.....

Mr./Mrs. \_\_\_\_\_  
Managing Director

Mr./Mrs. \_\_\_\_\_  
Director

Mr./Mrs. \_\_\_\_\_  
Director

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***On Letter Head***

List of Authorized Signatories

Sr. no.	Name	Photo	Specimen Signature with company stamp
1.			
2.			
3.			

For \_\_\_\_\_

Mr./Mrs. \_\_\_\_\_  
Managing Director

Mr./Mrs. \_\_\_\_\_  
Director

Mr./Mrs. \_\_\_\_\_  
Director

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*On Letter Head*

**List of Directors as on**

Sr. no.	Name	Designation
1.		Director
2.		Director
3.		Director
4.		Director

For\_\_\_\_\_

Mr./Mrs.\_\_\_\_\_  
Managing Director

Mr./Mrs.\_\_\_\_\_  
Director

Mr./Mrs.\_\_\_\_\_  
Director

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*On Letter Head*

## Share Holding Pattern

Share holding pattern of M/s. \_\_\_\_\_ as on dated \_\_\_\_\_  
Paid up capital Rs. \_\_\_\_\_ Face value of each equity share (or any other instrument): Rs \_\_\_\_\_

Sr. no.	Share Holder Name	No. of Shares	% (Percentage)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
Total			

For \_\_\_\_\_

Mr./Mrs. \_\_\_\_\_  
Managing Director

Mr./Mrs. \_\_\_\_\_  
Director

Mr./Mrs. \_\_\_\_\_  
Director

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To be printed on Letterhead

### **UBO Declaration**

We hereby declare that the Ultimate Beneficial Owner of M/s \_\_\_\_\_ is as mentioned as below:

<b>Name</b>	<b>Date of Birth</b>	<b>Passport No / PAN / SSN</b>	<b>Nationality</b>	<b>Occupation</b>	<b>Place</b>	<b>Country</b>

Place:

Date:

**For Company Name**

**Director / Authorized Signatory stamp**