

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

"One set of each document"	
1.	- Registration Certificate granted by the Registrar to the LLP under the LLP Act 2008.
2.	- Declaration on the letterhead of the LLP signed by all the designated partner/s clearly stating that the within named persons, who are partners of the LLP, have been nominated as authorized signatories to open and operate the said demat & trading account on behalf of the LLP - (Format Attached)
3.	- The declaration shall specify the manner in which the account will be operated, that is : jointly or severally and shall give details of the names, addresses and DPIN (Designated Partner Identification Number allotted by the Registrar for each designated partner), along with their signatures and photographs on the letterhead of LLP - (Format Attached)
4.	- PAN Card Copy of LLP Firm
5.	- Address Proof of LLP Firm (Any One of the following) a) Bank Statement / Passbook with latest transaction details (Last transaction date should not more than 3 months old) b) Electricity bill (Bill date should not more than 3 months old) c) MTNL/BSNL telephone bill (Bill date should not more than 3 months old) d) Proof of address issued by Statutory / Regulatory Authorities / Central-State Govt.
6.	- Copy of PAN card & AADHAAR Card of all Designated Partner(s)/ Partner(s) duly self-attested -
7.	- Address proof of Designated Partner(s)/ Partner(s) duly self attested by him/her self (Any One of the following) a) Passport (Validity period to be checked) b) Voter ID Card c) Driving License (Validity period to be checked) d) AADHAAR Card
8.	- Bank Proof of LLP Firm (Any One of the following) 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 (ORIGINAL)
9.	- Copy of the "Balance Sheet" for the last 2 financial years
10.	- DEED of LLP (Limited Liability Partnership)
11.	- Rs. 1000 cheque in the name of " Emkay Global Financial Services Limited " - Account opening charges
12.	- Incase of other DP client master copy duly attested with stamp by DP official & self attested by BO require
13.	-GST Declaration with proof
14.	UBO declaration with ID Address proof
15.	MSME registration certificate Require. (UDYAM REGISTRATION CERTIFICATE)
Note : a) All LLP documents should be certified by authorized partner(s)/signatory partner(s) with LLP Stamp 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	

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On Letter Head

Date :

To,
M/s. Emkay Global Financial Services Ltd.
C-06, Ground Floor, Paragon Centre,
Pandurang Budhkar Marg, Worli,
Mumbai – 400013.

Dear Sir,

We, the undersigned partners' of _____ carrying on business at _____ desire to open and closing a Trading and Demat account with you for the purpose of buying and selling of securities, commodity and / or other investment products(s) or the services through you.

We, the partners jointly authorize our partner(s), Mr / Mrs _____ Mr / Mrs _____ Mr / Mrs _____ authorized **Jointly/Severally** to issue instructions to you as our broker for securities, commodity traders, funds, investments, etc., and undertake that all the acts of the said partner in this connection purporting to be done on behalf of the firm shall be binding on the firm and each one of us and respective estate until liabilities if any, occurred in respect of such acts has been discharged.

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

RESOLVED FURTHER to designate company Email id _____ to receive all the electronic communications on behalf of company & also Authorize Mr./Ms. _____ Partner /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.

Thanking You,

Yours faithfully,

Full Name of the Partners

Stamp & Signature

1. 

2. 

3. 

4. 

5. 

Note:- Certified By All Designated Partners

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On Letter Head

Annex-2

Date:

DECLARATION

This is to confirm & declare that the following persons are designated partners of M/s _____
Details of which is as under.

Sr. No.	Name & Address Partners	Designation & DPIN	Photograph with across Signature  & Stamp
1.		Designation – PARTNER DIPN No. -	
2.		Designation – PARTNER DIPN No. -	
3.		Designation – PARTNER DIPN No. -	
4.		Designation – PARTNER DIPN No. -	

Name of the All Partners:

Signature with stamp

1) _____



2) _____



3) _____



4) _____



Note: - Certified By All Designated Partners

On Letter Head

List of Authorized Signatories

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

For _____

Mr./Mrs. _____
Partner

Mr./Mrs. _____
Partner

Mr./Mrs. _____
Partner

Note: - Certified By All Designated Partners