

### "One set of each document"

Note :

- A) Trading account is opened in the name of Partnership Firm and Demat account is opened in the name of partners  
B) In DP form, correspondence address should be same as Partnership firm in Trading Form whereas Permanent address should be of individual partners.  
D) In AOF form on page no. 17, PAN no. of Partnership Firm is required to be filled for all holders (partners).

1.	- <b>Certificate of Registration (For registered partnership firms only)</b>
2.	- <b>Authority letter by all partners in favour of the managing/authorized person - on letter head (Format Enclosed)</b>
3.	- <b>List of Authorized partners - on letter head (Format Enclosed)</b>
4.	- <b>List of ALL Partners - on letter head (Format Enclosed)</b>
5.	- <b>Copy of PAN card - PARTNERSHIP FIRM</b>
6.	- <b>Address Proof of Partnership Firm (Any One of the following)</b> a) Bank Statement / Passbook with latest transaction details for 3 months 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.
7.	- <b>Copy of PAN Card &amp; AADHAAR Card of ALL Partner(s) duly self attested by him/her self -</b>
8.	- <b>Address proof of ALL Partner(s) duly self attested by him/her self (Any One of the following)</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>Bank Proof of Partnership Firm (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</b>
11.	- <b>DEED of "PARTNERSHIP FIRM"</b>
12.	- <b>Rs. 1000 cheque in the name of "Emkay Global Financial Services Limited" - Account opening charges</b>
13.	- <b>Incase of other DP client master copy duly attested with stamp by DP official &amp; self attested by BO require</b>
14.	- <b>GST Declaration with proof</b>
15.	<b>UBO format require with ultimate beneficiary name.</b>
16.	<b>MSME registration certificate Require. ( UDYAM REGISTRATION CERTIFICATE</b>

Note :

- a) All Partnership firm documents should be certified by authorized partner(s)/signatory with firm Stamp  
b) All Individual partners documents would be self attested by him/her self without stamp  
c) IPV (In Person Verification) would be done by concern Branch/Franchisee/RM/BM.  
d) 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

(On Company Letter Head)

To,  
Emkay Global Financial Services Ltd  
C-06, Paragon Centre, Ground Floor,  
P B Marg, Opp. Century Mill,  
Worli, Mumbai – 400 013.

Dear Sir,

We, the undersigned partners' of \_\_\_\_\_ carrying on business at \_\_\_\_\_ desire to open and closing a trading & 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 \_\_\_\_\_ authorized **Singly/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. 

*On Letter Head*

## List of Authorized Partners

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

For \_\_\_\_\_

Mr./Mrs. \_\_\_\_\_  
Partner

Mr./Mrs. \_\_\_\_\_  
Partner

Mr./Mrs. \_\_\_\_\_  
Partner

*On Letter Head*

List of ALL Partners as on \_\_\_\_\_

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

For \_\_\_\_\_

Mr./Mrs. \_\_\_\_\_  
Partner

Mr./Mrs. \_\_\_\_\_  
Partner

Mr./Mrs. \_\_\_\_\_  
Partner