

Equity Checklist - "Registered-Society"

"One set of each document"

Note :

A) Trading and Demat account both shall be opened in the name of SOCIETY itself.

B) Demat account will be open in the name of Societies Member, It's unregistered. Trading in name of Society

1.	- Committee Resolution for persons authorized to act as authorized signatories with specimen's signature
2.	- List of Authorized Societies Member on Society letter head - (Format Enclosed)
3	- List of Managing Committee Member's on Society letter head - (Format Enclosed)
4	- Copy of Registration certificate under Societies Registration Act
5.	- Copy of PAN Card – SOCIETY
6.	- Address Proof of SOCIETY (Any One of the following) 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) Proof of address issued by Statutory / Regulatory Authorities / Central-State Govt.
7.	- Copy of PAN card & AADHAAR Card of ALL Managing Committee Member (s)/Authorized Member(s)
8.	- Address proof of Member (s)/Authorized Member (s) duly self-attested by him/her self (Any One of the following) a) Passport (Validity period to be checked) b) Voter ID Card/PAN card c) Driving License (Validity period to be checked) d) AADHAAR Card
9.	- Bank Proof of SOCIETY (Any One of the following) a) Cancelled Cheque (With client name/MICR/IFSC and A/c no. pre-printed) b) Latest Bank Statement/ Passbook with Bank logo/MICR /IFSC/A/c No pre-printed req (Not more than 3 months old) c) Bank Verification Letter (ORIGINAL)
10.	- Copy of SOCIETY "Balance Sheet" for the last 2 financial years (to be submitted every year)
11.	- True copy of society Rules and bye law certified by Chairman/Secretary
12.	- Rs.1000 cheque in the name of "Emkay Global Financial Services Limited" - Account opening charges
13.	- Incase of other DP client master copy duly attested with stamp by DP official & self attested by BO require
14	UBO declaration with ID Address proof

Note :

a) All SOCIETY documents should be certified by authorized Member(s)/signatory(s) with SOCIETY seal

b) IPV (In Person Verification) would be done by concern Branch/Franchisee/RM/BM.

c) Register office address of SOCIETY is mandatory to be field in KYC form

Board Resolution - On Letter Head

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED IN THE MEETING OF THE BOARD OF SOCIETEES OF _____ AND HAVING ITS REGISTERED OFFICE AT _____ HELD ON _____ DAY OF _____, 20 ____ AT _____

RESOLVED THAT a trading & demat account in the name and style of _____ be opened with M/s. Emkay Global Financial Services Ltd., 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 etc. for the purpose of dealing on Capital Market/Cash segment, Commodity, Derivatives / Futures & Options segment or any other segment that may be introduced by BSE/NSE/MSEI/MCX/NCDEX and to open Demat Beneficiary Owner (BO) Account with M/s. Emkay Global Financial Services Ltd., in future and the said Members be and are hereby authorized to honour instructions, oral or written, given on behalf of the Society by any under noted authorized signatories:- Who is/are **Singly/Jointly/Severally** authorized to sell, purchase, endorse, negotiate and/or otherwise deal through M/s. Emkay Global Financial Services Ltd., on behalf of the Society.

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. _____ Member/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. _____ Member and/or Mrs. _____ Member and/or _____ Member Be and are hereby **Singly/Jointly/Severally** authorized to sign, execute and submit such applications, agreements, undertakings and other requisite documents, writings and deeds as may be deemed necessary or expedient to open account and give effect to this resolution.

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

FOR, _____

Mr./Mrs. _____
Member

Mr./Mrs. _____
Member

Mr./Mrs. _____
Member

Note:- Certified By All member

On Letter Head

List of Authorized Member

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

For_____

Mr./Mrs._____
Member

Mr./Mrs._____
Member

Mr./Mrs._____
Member

Note: - Certified By All member

On Letter Head

List of Managing Committee Members as On_____

Sr. no.	Name	Designation
1.		<u>Member</u>
2.		<u>Member</u>
3.		<u>Member</u>
4.		<u>Member</u>

For_____

Mr./Mrs._____
Member

Mr./Mrs._____
Member

Mr./Mrs._____
Member

Note: - Certified By All member