

INDIVIDUAL ACCOUNTS

✓ Account Opening Form

- Duly filled Demat Account Opening Form (Individual) along with KYC Application Form (Individual)
- Photograph of each holders/signatory to be pasted on the form and signed across

✓ Proof of Identity (list of documents admissible)

- PAN card with photograph (mandatory)
- The applicant should submit any one of the following:
 - Unique Identification Number (UID) (Aadhaar)
 - Passport
 - Voters ID card
 - Valid Driving license
 - Identity card/ document with applicant's Photo, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities, Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members; and Credit cards/Debit cards issued by Banks.

✓ Proof of Address (list of documents admissible)

- Passport
- Voters Identity Card
- Ration Card
- Registered Lease or Sale Agreement of Residence
- Valid Driving License
- Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.
- Bank Account Statement/Passbook -- Not more than 3 months old.
- Proof of address issued by any of the following: Bank Managers of Scheduled Commercial Banks/Scheduled Co-Operative Bank/Multinational Foreign Banks/Gazetted
- Identity card/document with address, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector
- Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members.

CORPORATE ACCOUNTS

✓ Account Opening Form

- Duly filled Demat Account Opening Form (Corporate) along with KYC Application Form (Corporate)
- Photograph of each holders/signatory to be pasted on the form and signed across

✓ Proof of Identity (list of documents admissible)

- PAN card copy of the corporate
- The applicant should submit any one of the following:
 - Unique Identification Number (UID) (Aadhaar)
 - Passport
 - Voters ID card
 - Valid Driving license
 - Identity card/ document with applicant's Photo, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities, Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members; and Credit cards/Debit cards issued by Banks.

✓ Proof of Address (list of documents admissible)

- Document registered with Registrar of Companies along with the Copy challans of payments made to ROC
- Bank Statement not more than 3 months old along with a cancelled original cheque
- Self attested (by authorized signatories as per Board Resolution) Registered copy of Leave & License agreement
- Self attested (by authorized signatories as per Board Resolution) Registered copy of Agreement for Sale
- Self attested (by authorized signatories as per Board Resolution) copy of Telephone bill / Electricity not more than 3 months old in the name of body corporate

✓ **Additional documents to be obtained for Corporate over and above the Identity & Address proof:**

- Copy of the balance sheets for the last 2 financial years (to be submitted every year)
- 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 (to be submitted every year)
- Photograph, POI, POA, PAN and DIN numbers of whole time directors/two directors in charge of day to day operations
- Photograph, POI, POA, PAN of individual promoters holding control - either directly or indirectly
- Copies of the Memorandum and Articles of Association and certificate of incorporation
- Copy of the Board Resolution for investment in securities market
- Authorised signatories list with specimen signatures