

Demat & Trading (Equity& Derivatives) KYC Check List

Please read the following Instructions carefully before filling the Account Opening Form

- Please fill all information in CAPITAL LETTERS and with black/blue ball point pen only.
- Please paste (not staple) a passport size photograph in the space provide.
- Trading Accounts cannot be opened in joint names.
- Please fill your full signature at places marked as (X), wherever applicable.
- PIN code is mandatory in Address detail. Complete mobile and telephone no should be mentioned with the STD/ISD codes.
- Only the Applicant E-mail id mention
- Witness column should be filled in clearly & legibly. Signature of witness(es) is mandatory and should be there in all required places on the key.
- All Original Documents shall be required for verification purposes at the time of submission of the form.
- Affix the “In-person verification & verified with original” stamp on all photocopies of the document and fill in all details as required in the stamp.
- PAN Card must be accompanied with any of the below mentioned document if photo on PAN Card is not visible.
(1) Voter ID card (2) Passport (3) Driving License (Date of expiry should be more than six months from the date of our acceptance) (4) Aadhar Card.

CHECK LIST FOR DOCUMENTS TO BE SUBMITTED

- **Photocopy of Company Pan Card.**
- **Company Address Proof**– (Registered and Correspondence)
Form no-18 with R.O.C. Chillan OR Bank statement (Not more than 3 months old) OR Telephone Bill – Landline (Not more than 3 months old) / Electricity Bill (Not more than 3 months old)
- **Original Cancelled** Cheque name of Company (If name not printed on cheque then Bank Passbook/Bank Statement must be required)
- **Certified copy of Memorandum and Article of Association** of Company (Sign with Rubber stamp on the front page, incorporation page MOA & AOA-on 1st and last page)
- **MCA copy – Stamp and Sign by authorized signatory**
- **Board Resolution** (Format attached)
- **List of all Director** (Format attached)
- **List of Authorized signatory** (Format attached)
- **Latest shareholding pattern** (format attached)
- **Formno-32/ DIR 12**with R.O.C receipt (in case of change of Directors)
(Require if director name mentioned in Board Resolution but same director name not mentioned in Memorandum of Association and Article of Association)
- **Passport size Photograph** of Authorized Signatories, all Directors & Promoters.
(Req. Cross sign on photo with company rubber stamp)
- **KRA & CKYC form** Require with copy of PAN Card, Aadhar Card, Address Proof Promoters/ Director & all shareholders. (Self-attested).
- **Certified True copy of Balance sheet with Audit Report** for last two years.
(To be submitted every year).
- **Copy of Income Tax Return** of last Two Years.

All documents of the company require with Authorized/Director to sign with a company rubberstamp.

- **FATCA&UBO &ANNEXURE A&NON-INDIVIDUAL KYCANNEXURE**

(ONCOMPANYLETTERHEAD)

Board Resolution

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE BOARD MEETING OF THE COMPANY NAME REGISTER AT REG. OFFICE ADDRESS HELD ON DATE

“RESOLVED THAT the company wish to open a Demat and Trading account in Equity & Commodities segment with **Relitrade Stock Broking Private Limited**, A Depository Participant of CDSL, Trading Member of NSE & BSE and MCX (Capital Market Segment, Future Option Segment, Currency Derivative Segment, Commodity trading account with MCX having its registered office at 1214-1216,12THFloor,DSCCSL(53E),Gift city, Gandhinagar 382355 for availing facility for Trading in Securities, Currency Derivative& Commodity segment.

RESOLVED FURTHER THAT the following officials of the company be and hereby individually/jointly authorized to open the Demat Account and Trading account by signing and executing the Client Registration form, DP Client Agreement and such other document, as may be required for completing the registration formalities and opening and operating Depository & Trading Account.

Sr.No.	Name	Designation	Specimen Signature (With stamp)
(1)			
(2)			

RESOLVED FURTHER THAT the officials as mentioned above, be severally/jointly or ANY ONE authorized to operate and close the said Demat and Trading Account with **Relitrade Stock Broking Private Limited** and also to give instructions in respect of trading the internet, electronically or in any other manner acceptable to **Relitrade Stock Broking Private Limited**. And the same shall be binding on the company.

RESOLVED FURTHER THAT the company has necessary authority and powers to make investment / disinvestment in shares, debenture, debt instrument, mutual funds units and other securities

“Certified true copy”

FOR and on behalf of (COMPANYNAME)

Board of Directors:

Sr.No.	Name	Designation	Specimen Signature (With stamp)
(1)			
(2)			

**Chairman / Company Secretary /Board of Directors
(Minimum two Directors other than Authorized Signatory)**

(ONCOMPANYLETTERHEAD)

LIST OF ALL DIRECTORS

Sr. No Name of Partner/Director Designation

**1. Name & Address Designation
 PAN & DIN & Aadhar**

Affix Photograph
with cross sign
and company
stamp

**2. Name & Address Designation
 PAN & DIN & Aadhar**

Affix Photograph
with cross sign
and company
stamp

**3. Name & Address Designation
 PAN& DIN & Aadhar**

Affix Photograph
with cross sign
and company
stamp

FOR and on behalf of COMPANY NAME

Sr.No.	Name	Designation	Specimen Signature (With stamp)

**Chairman / Company Secretary /Board of Directors
(Minimum two Directors other than Authorized Signatory)**

(ONCOMPANYLETTERHEAD)

SHAREHOLDINGPATTERN

List of shares holding pattern including list of all those holding control, either directly or indirectly in the company (To be submitted annually)

As on date; -

Sr. no.	Name of share holder	No of shares	Share as % of total number of shares
TOTAL			100%

FOR and on behalf of COMPANY NAME

Sr.No.	Name	Designation	Specimen Signature (With stamp)

**Chairman / Company Secretary /Board of Directors
(Minimum two Directors other than Authorized Signatory)**

(ONCOMPANYLETTERHEAD)

U.B.O. Details as on date: - _____

Sr.no.	U.B.O.NAME	% Of share holding	Designation	U.B.O. Address
1				
2				

Certify by,

Authorized signatory

(Affix company seal/stamp)