

**If the KYC of the society and the authorised signatory or member(s) are not registered, the following documents are required to open a society account:**

With Application form

1. Equity application form (PDF)
2. Demat Debit and Pledge Instruction (DDPI)
3. FATCA Declaration

Supporting documents

1. A PAN copy of the society with the seal and signature of the authorised signatory or member(s).
2. Address proof in the society name with the seal and signature of the authorised signatory or member(s). (Address proof can be any of the following: The latest month's transaction copy of the bank statement, utility bill, lease or rent agreement or registration certificate.)
3. Self-attested individual PAN copies of all the authorised signatories or members.
4. Self-attested individual address proof of all the authorised signatories or members

(such as passport, Aadhaar, driving license etc. If an Aadhaar is being submitted as proof, ensure that a masked Aadhaar is submitted)

Individual KYC form filled and signed by the authorised signatory or member(s). The members have to sign without the stamp on individual KYCs and supporting documents.

5. Additional copy of PAN and address proof of the authorised signatories with the society's seal and signature.
6. The Memorandum of Association (MOA) of the society, with authorised signatory or member seal and signature on the first 4 pages of the MOA.
7. A true copy of the society rules and by-laws certified by the chairman or secretary.
8. A copy of the registration certificate under the Society Registration Act, with the seal and signature of the authorised signatory or member(s).
9. A copy of the balance sheet of the previous two financial years of the society with the seal and signature of the authorised signatory or member(s).
10. If the society is newly incorporated, then a net-worth certificate from the CA with the Unique Document Identification Number (UDIN) specified and income tax declaration on the society letterhead with the seal and signature of the authorised signatory or member(s).
11. A bank account proof of the society. The bank proof can be one of the following: A personalised cancelled cheque with the society name printed on it, a bank statement or bank passbook copy with the bank account number, MICR, and IFSC code clearly visible.
12. Any one of the following income -proofs to activate the F&O and commodity segment:
  - The latest six months' bank statement or passbook of the society account.
  - Latest year audited Profit and Loss statements.
  - Last year's Income Tax Return (ITR) acknowledgement.
  - Net-worth Certificate from the CA with the Unique Document Identification Number (UDIN) specified.
  - DP Holding statement of the society.

Account opening annexures

- Committee resolution on the society letterhead

- List of managing committee members on the society letterhead
- Annexure A on the society letterhead

### Ultimate Beneficial Owner (UBO)

An individual is identified as an ultimate beneficiary if they have shareholding, capital or profits of 15% or more in the society. They are required to submit the UBO annexure

In case no individual is identified, the senior managing official may be considered as the UBO, and the following documents are to be submitted:

- A copy of the UBO annexure with the UBO signature and the authorised person's seal and signature on the 3rd page if an individual holds 15% or more.
- A copy of the PAN and address proof with self-attestation of those holding 15% or more.

If an entity has more than 15% of the shareholding, capital or profits in the firm. In that case, the entity should identify as an ultimate beneficiary, and the following documents are to be submitted:

- A copy of the UBO annexure with the authorised person's seal and signature and signature of all the shareholders of such an entity holding 15% or more on the 3rd page.
- A copy of the PAN and address proof with self-attestation of all the shareholders of such an entity holding 15% or more.

The latest shareholding pattern of an entity holding 15% or more, with the signature of the whole-time director or individual promoters.

### **If the KYC of the society and the authorised signatory or member(s) are registered, the following documents are required to open a society account:**

With Application form

1. Equity application form
2. Demat Debit and Pledge Instruction (DDPI) FATCA Declaration
3. Foreign Account Tax Compliance Act (FATCA) declaration

Supporting documents

1. A copy of the balance sheet of the previous two financial years of the society with the seal and signature of the authorised signatory or member(s).
2. If the society is newly incorporated, then a net-worth certificate from the CA with the Unique Document Identification Number (UDIN) specified and income tax declaration on the society letterhead with the seal and signature of the authorised signatory or member(s).
3. A bank account proof of the society. The bank proof can be one of the following: A personalised cancelled cheque with the society name printed on it, a bank statement or bank passbook copy with the bank account number, MICR, and IFSC code clearly visible.
4. Any one of the following income proof to activate the F&O and commodity segment:
  - The latest six months' bank statement or passbook of the society account.

- Latest year audited Profit and Loss statements.
- Last year's Income Tax Return (ITR) acknowledgement.
- Net-worth Certificate from the CA with the UDIN specified.
- DP Holding statement of the society.

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