**Checklist - Corporate**

|  |  |
| --- | --- |
| 1 | **“BOARD RESOLUTION” on company letterhead for opening DP/Trading Account - (Format Enclosed)** |
| 2 | **“List of Authorized Signatories” on company letterhead - (Format Enclosed)** |
| 3 | **“List of All Directors” on company letterhead - (Format Enclosed)** |
| 4 | **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 – (Format Enclosed)**  Note :   1. If shareholder is a corporate entity and holding more than 25% of equity, then provide shareholding pattern of the holding company on its letterhead and subsequent share holding patterns till the beneficiary owner is identified. 2. The total percentage (%) of shares should always add up to 100%. |
| 5 | **Copy of Company PAN Card** |
| 6 | **Proof of Address of the Company (Any One)**   1. Bank Statement / Passbook with latest transaction details for 3 months 2. Electricity bill (Not more than 3 months old) 3. MTNL/BSNL landline telephone bill (Not more than 3 months old) |
| 7 | **Proof of bank account of the company (Any One)**   1. Cancelled Cheque (With client name and a/c number printed) |
| 8 | **Memorandum (MOA) and Articles of Association (AOA)**  **Certificate of Incorporation** |
| 9 | **Copy of the "Balance Sheet" for the last 2 financial years (to be submitted every year)** |
| 10 | **Copy of the "ITR" for the last 2 financial years (to be submitted every year)** |
| 11 | **Latest Net worth Certificate on CA Letter Head with Sign seal and M. No** |
| 12 | **Latest 6 month Bank Statement for F& O and Commodity** |
| 13 | **Copy of PAN Card of Individual Director(s)/Authorized Signatory(s) (Minimum two directors)** |
| 14 | **Proof of Address of Individual Director(s)/Authorized Signatory(s) duly self attested by him/her self (Any One)**   1. AADHAAR Card |
| 15 | **Photo of Individual Director(s)/Authorized Signatory(s) (Minimum two directors)** |
| 16 | **Individual KRA Form of Director signed by him/her self without company seal** |
| 17 | **In case of registered office address changed - Provide FORM-18** |
| 18 | **In case current directors’ names not available in MOA/AOA - Provide FORM-32** |
|  | Note : Mail ID and Phone No of Company   1. All company documents should be certified by authorized director(s)/signatory(s) with company seal. 2. IPV (In Person Verification) would be done by concerned Branch/Franchisee/RM/BM. 3. Registered office address is mandatory to be filled in KYC form. 4. One set of each document is required. 5. POA Should be signed by all authorized Signatory |

**Board Resolution** On Letter Head

## CERTIFIED TRUE COPY OF THE RESOLUTION PASSED IN THE MEETING OF THE BOARD OF DIRECTORS OF (Company Name) HAVING ITS REGISTERED OFFICE AT HELD ON DAY OF 20 AT

**Resolved** that the company do agree to open a trading and / or demat account with M/s.Hindustan Tradecom Private Limited Ltd., Member of the National Stock Exchange of India Ltd. (NSE), Bombay Stock Exchange, Ltd (BSE) MCX Stock Exchange Ltd (MCX- SX) and Depository Participant with Central Depository Services (India) Limited (CDSL) and Comtrack Participant with National Commodity & Derivatives Exchange Ltd (NCDEX), for the purpose of dealing in Capital Market/Cash segment/Futures & Options /Currency Derivatives segment, Commodity segment or any other segment that may be introduced at a later stage by NSE/BSE/MCX-SX, CDSL, NCDEX-Comtrack or any other segments, Exchange or Depositories in future.

**Resolved** that the said Member(s) be and is/are hereby authorized to honor instructions, oral/written or electronic, given on behalf of the company by any of the under noted authorized signatories:-

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Name** | **Designation** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

Who is/are **Singly/Jointly/Severally** authorized to sell, purchase, endorse, transfer, negotiate and/or otherwise deal through M/s.Hindustan Tradecom Private Limited Ltd., on behalf of the Company.

**RESOLVED FURTHER THAT** Mr./Mrs. Director/Authorized Signatory, and/or Mr./Mrs.

Director/Authorized Signatory and/or Mr./Mrs Director/Authorized Signatory of the company be and hereby **Singly/Jointly/severally** authorized to sign, execute and submit such applications, undertakings, agreements and other requisite documents, writings and deeds as may be deemed necessary or expedient to open account and give effect to this resolution.

**AND RESOLVED FURTHER THAT,** the common seal of the company is affixed, wherever necessary, in the presence of any directors or of any one director and Company Secretary, who shall sign the same in token of the presence

For

Mr./Mrs. Mr./Mrs. Mr./Mrs. Managing Director Director Director

# List of Authorized Signatories

On Letter Head

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.**  **No**. | **Name** | **Photo** | **Specimen Signature with company stamp** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

For

Mr./Mrs. Mr./Mrs. Mr./Mrs. Managing Director Director Director

# List of Directors as on

On Letter Head

|  |  |  |
| --- | --- | --- |
| **Sr. No**. | **Name** | **Designation** |
| 1 |  | Director |
| 2 |  | Director |
| 3 |  | Director |
| 4 |  | Director |

For

Mr./Mrs. Mr./Mrs. Mr./Mrs. Managing Director Director Director

## Share Holding Pattern

Share holding pattern of M/s. as on dated

On Letter Head

Paid up capital Rs. Face value of each equity share (or any other instrument) : Rs

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Name** | **No. of Shares** | **Percentage (%)** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| **Total** | |  |  |

For

Mr./Mrs. Mr./Mrs. Mr./Mrs. anaging Director Director Director