**MANDATORY DOCUMENTS REQUIRED FOR REGISTRATION AS AN**

**AUTHORISED PERSON**

**For Individual**

1. Clear copy of Pan Card
2. Clear copy of Education
3. Copy of Resident Address Proof
4. Copy of Office Address Proof (if any)
5. Copy of Bank Proof/ Cancel Cheque
6. All Supporting documents should be self attested
7. All Supporting documents of Individual should be truly attested by third party i.e. Notary/ C.A

**For Proprietorship**

1. Clear copy of Pan Card
2. Clear copy of Education Proof
3. Copy of Resident Address Proof
4. Copy of Office Address Proof (Proprietorship Firm)
5. Copy of Bank Proof/ Cancel Cheque (Proprietorship Firm)
6. All Supporting documents should be self attested by Proprietor along with rubber stamp
7. All Supporting documents either of Firm or Proprietor should be truly attested by third party i.e. Notary/ C.A

**For Partnership**

1. Clear copy of Pan Card (Partnership Firm)
2. Clear copy of Address (Partnership Firm)
3. Copy of Partnership Deed along with Registration Certificate
4. Clear copy of Pan Card (All Partners)
5. Clear copy of Education Proof (All Partners)
6. Copy of Resident Address Proof (All Partners)
7. Copy of Bank Proof/ Cancel Cheque (Partnership Firm)
8. All Supporting documents of Firm should be attested by all Partners along with rubber stamp
9. All Supporting documents of Partners should be self attested along with rubber stamp
10. All Supporting documents either of Firm or Partners should be truly attested by third party i.e. Notary/ C.A

**For Corporate**

1. Clear copy of Pan Card (Company)
2. Clear copy of Address (Company)
3. Copy of MOA & AOA along with Registration Certificate
4. Clear copy of Pan Card (All Directors)
5. Clear copy of Education Proof (All Directors)
6. Copy of Resident Address Proof (All Directors)
7. Copy of Bank Proof/ Cancel Cheque (Company)
8. All Supporting documents of Company should be attested by all Directors along with rubber stamp
9. All Supporting documents of Directors should be self attested along with rubber stamp
10. All Supporting documents either of Company or Directors should be truly attested by third party i.e. Notary/ C.A

**IMPORTANT CONDITIONS: -**

1. **In Case of CORPORATE: -**
2. All documents should be signed by All Directors along with Rubber Stamp
3. AP-3 & AP-4 & AP-5 should be contain the details of All Directors/ Share Holders(only in AP-5) along with their Signature and Photographs
4. In case of Authorised Signatory Board Resolution must be required
5. Authorised Signatory having the power to signed only below documents –

* 8 Pages check list (MCX)
* 4 Pages of Frank Agreement
* Supporting Documents of Company (Pan Card & Address Proof & MOA & AOA)

1. MOA of the Company should be contain the clause i.e. to be deal in **COMMODITY DERIVATIVES**, if not then a Copy of Board Resolution, Form-23, would be submitted to the ROC duly signed by all Directors.

And for Registration Purpose Copy of Board Resolution, Form-23, Copy of Chalan, Certificate of Amendment and new copy of MOA and AOA, would be required

1. Supporting documents of all Directors (i.e. Pan Card & Education Proof & Resident Proof) must be required.
2. **In Case of PARTNERSHIP FIRM: -**
3. All documents should be signed by All Partners along with Rubber Stamp
4. AP-3 & AP-4 & AP-5 should be contain the details of All Partners along with their Signature and Photographs
5. **No any Authorised Signatory would be consider in case of Partnership Firm**
6. Partnership Deed of the Firms should be contain the clause i.e. to be deal in **COMMODITY DERIVATIVES**, if not then a copy of application containing the clause would be submitted to the ROF duly signed by all Partners.

And for Registration Purpose Copy of Supplementary Partnership Deed, Copy of Form-B, Certificate of Amendment, would be required

1. Supporting documents of all Partners (i.e. Pan Card & Education Proof & Resident Proof) must be required.

**Note: -**

1. **The Word STOCK, SHARE, SHARES, SECURITY, SECURITIES would not contain in the name of FIRM/ COMPANY**
2. **The MOA & PARTNERSHIP DEED should not be contain the clause for Dealing in Portfolio Management Services (PMS)**
3. **In case of FEMALE/ MARRIAGE: -**
4. If Applicant Name has been changed after Marriage then copy of Marriage Certificate would be required.
5. If Marriage Certificate is not available then Marriage Affidavit would be required but for the same Applicant Father Name is matched between Pan Card and Education Proof
6. If Name between Pan Card and Education Proof is not matched then copy of Passport would be required, in which name of Father according to Pan Card and Passport should be matched with each other
7. For Example – If Name mention on Pan Card is Shyam Kumar Sharma and on Education Proof/ Passport is S.K Sharma, then copy of Marriage Certificate would also be required. And if Marriage Certificate is not available then Marriage Affidavit would also be accepted but a declaration of Father Name would also be required.