



Checklist for Demat Account Opening

Documents Valid as Proof of Identity (POI)

- PAN Card with photograph
- Passport (Page containing the date of expiry also to be attached)
- Voter ID Card
- Driving License (Learner's License not acceptable as proof)
- Unique Identification Number (UID) (Aadhaar)

Documents Valid as Address Proof (POA)

- Ration Card
- Driving License (Learner's License not acceptable as proof)
- Registered Lease and License Agreement / Agreement for sale.
- Passport (Page containing the date of expiry also to be attached)
- Voter ID Card
- Utility Bills like Telephone Bills (Only Landline), Electricity Bills or Gas Bill etc., not more than 3 months old.
- A computer-generated statement without signature/stamp of the bank (showing the name and address of the BO and bank transactions during a period, printed on the Bank Stationery) can be accepted as a valid proof of address only if duly attested by the concerned Bank under the stamp and signature of the bank official.
- **Original** bank statement (showing the name of the BO, address of the BO and bank transactions during a period, printed on the bank stationery) self attested by the BO along with cancelled Cheque (**in original**) pertaining to the said bank account, without bank attestation as mentioned above can be accepted as valid proof of address provided that such original bank statement not more than 3 months old.

Documents Valid as Bank Proof

- Photocopy of the cancelled cheque having the name of the account holder where the cheque book is issued.
- Bank statement (Original / Photocopy) with bank logo having name and address of the BO and not more than 3 months old and cancelled cheque.
- Photocopy of the Passbook having name and address of the BO with transaction not more than 3 months old and cancelled cheque.
- Original Banker Verification Letter certifying the name, address, MICR number, IFSC Code, Bank Account Number & signature of the client (not more than 3 months old.)
- Photocopy of Bank Passbook having name and address of the BO with transaction not more than 3 months old (Printed & hand written) in case of overwriting / Logo mission passbook copy must be duly attested in original by the bank officials, along with the name, designation, signature and bank stamp accompanied with cancelled cheque.



Documents required for Individual Account

1. Individual Recent Color Photo
2. Individual POI and POA (Permanent Address Proof for all Joint Holders)
3. Bank Proof in the name of the individual



Documents required for HUF Account

1. Recent color passport size photograph, POI & POA and PAN card of the Karta
2. PAN Card of the HUF
3. Bank Passbook/ Bank Statement proof in the name of HUF
4. Deed of Declaration of HUF/List of coparceners
5. Updated Power of Attorney and Consent Letter for Power of Attorney (Auto Payin) duly signed by the Karta & Co-Parceners.



Documents required for Minor

The minor shall be the first and sole holder in the account i.e., there shall not be any joint accounts where a minor is a First / Second / Third Holder). Graduation should also fill the KYC Individual Form.

1. Recent color passport size Photograph of Minor and Guardian's with Guardian's signature across the Photograph. Guardian shall sign across the photograph of the minor.
2. PAN Card of Minor as well as Guardian.
3. POI and POA of the Minor as well Guardian
4. Birth certificate of the Minor
5. Bank proof in the name of the Minor
6. Updated Power of Attorney

Note:

1. According to the Hindu Guardians and Wards Act, natural parent i.e., Father, and in his absence, Mother, only can be the guardians. In any other event the guardian has to be appointed by the court.



Documents required for NRI

1. Recent color passport size photograph
2. PAN Card of NRI
3. Photocopy of Valid Passport (Page containing the date of expiry also to be attached)
4. Proof of foreign address and Indian address (if any).

In case of NRI A/c without repatriation, Proof of Indian address has to be given.

In case of foreign address, the address containing Post Office Box Number (P.O.Box No.) may be accepted as valid address provided such P.O. Box No. is mentioned in the valid proof of address documents. The address with P.O.Box No. may be accepted as Permanent and / or Correspondence address. In such cases, complete residential address of the NRI BO, under declaration at the time of opening of the account. Such BO shall give an undertaking that whenever there is a change in the residential address, the BO shall inform us.

5. Bank account details of NRI
6. A declaration duly signed by the NRI that he/she has complied with, and will continue to comply with, FEMA regulations and other applicable laws.
7. Updated Power of Attorney

Note 1. Repatriable Demat Account: Repatriable funds(i.e., those which can be taken abroad) need to be kept in a separate bank account, i.e, NRE Bank account. Typically, funds brought in from abroad are permitted in such an account. Investments made from such funds can be repatriated, i.e., proceeds from sale or otherwise from such investments can be taken abroad. Such investments are maintained in Repatriable **Demat Account**.

2. Non-repatriable Demat Account :

Non-repatriable funds (i.e., those which cannot be taken abroad) must be kept separate from repatriable funds in a separate bank account i.e., NRO Bank account. Investments made from such funds cannot be repatriated, i.e. proceeds from sale or otherwise from such investments cannot be taken abroad. Such investments are maintained in a Non-Repatriable Demat Account. Money once transferred from NRE account to NRO account loses its repatriability and hence, cannot be transferred back to NRE account.



FEMA Declaration Form

Dear Sir/ Madam,

With reference to my / our application for opening of a Trading account with you, I/we hereby confirm that I am a /we are non-resident Indian /s/foreign national/s Individual/s. I/We also confirm that – I/we have complied with FEMA regulations and I/We would continue to comply with FEMA regulations.

Name of the Client :

Signature of the Client :

PIS Permission No. :

Place :

Date :



Documents required for Opening Partnership Firm Account

BO Account can be opened in the name of partner(s). BO accounts in the name of the Partnership Firm cannot be opened in CDSL System.

1. KYC, POI, POA and PAN of all Partners.
2. List of Authorized signatories with photograph and specimen signatures.
3. Original / Notarized Copy of Partnership Deed duly certified and attested by all the partners.
4. Copy of the balance sheets for the last 2 financial years (to be submitted every year).
5. Registration Certificate (for registered partnership firms only).
6. Bank proof in the name of Partnership Firm, Partnership Firm Rubber Stamp must duly affixed and Cancelled Cheque leaf.
7. Declaration of the partnership firm on letter head of the firm.
8. Authority letter in favour of Managing Partners on the original Letterhead of the firm duly signed & stamped
9. An undertaking in the prescribed format from the Partners to the effect that the Partners would comply with the provisions of the Companies Act, 1956 and other applicable statutes in respect of securities of the Partnership firm held in the account opened in the names of the Partners.

Note : List of Documents admissible as Proof Of Identity

- PAN card with Photograph (mandatory)
- Aadhar / Passport / Voter ID Card / Driving License (for PAN exempted category)

List of Documents admissible as Proof Of Address

- Passport / Voters Identity Card/Ration Card / Driving License
- Utility Bills like Telephone (Land Line), Electricity Bill not more than 3 months old
- Bank Statement not more than 3 months old.
- Registered Lease or Sale agreement of residence.



Documents required for Corporate Accounts.

1. Photograph(s), POI, POA, PAN and DIN Numbers of whole time directors/ two directors in charge of day to day operations.
2. Photograph(s), POI, POA, PAN of Individual promoters holding control-either directly or indirectly.
3. Address proof of Corporate. Only following documents can be accepted as address proof for Corporate Accounts.
 - Bank Statement (as per guidelines mentioned under “Documents valid as Bank proof”)
 - Telephone Bill (Land Line) / Electricity Bill not more than 3 months old.
 - Lease and License agreement or Sale Deed.
4. Bank proof in the name of the Corporate
5. Copy of Board Resolution for investment in securities market through RLP Securities Pvt. Ltd in the name of the “Company” with Name of authorized signatories, designations, specimen, signatures and mode of operation (either Single or Jointly) duly attested by Managing Director / Company Secretary.
6. Valid Certificate of Incorporation and ROC seal attested by authorized signatory and Copy of Memorandum and Articles of Association.
7. Copy of the Balance sheets for the last 2 financial years (to be submitted every year).
8. 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.)
9. List of Authorized Signatories
10. Form-32 along with ROC receipt in case name of the Directors are not mentioned in the Article of Association)
11. Updated Power of Attorney along with Board Resolution.