

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 on the space provide.
- Trading Accounts cannot be opened in joint names.
- Please put 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 Applicant E-mail id mention
- Witness column should be filled in clearly & legibly. Signature of witness (es) is mandatory and should be there on all required place on the key.
- All Original Documents shall be required for verification purposes at the time of submission of form.
- Affix “In person verification & verified with original” stamp on all photo copy of document and fill all detail as per require in 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 month from the date of our acceptance) (4) Aadhar Card.

CHECK LIST FOR DOCUMENTS TO BE SUBMITTED

- **Signature proof must be require (PAN Card/Passport/Driving License/ As per cheque /Bank Verification Letter).**
- **All documents must be self-attested by client.**

Individual Account:

- **Recent Passport size Colour photograph(s)** of Applicant(s).
- **Copy of PAN Card** of Applicant(s).
- **Copy of Permanent Address & Correspondence Address** proof(s) in the name of Applicant(s) Driving License / Passport / Ration Card / Voter ID card /Aadhar Card / Bank Passbook or Bank statement (not more than 3 months old) / Telephone Bill – Landline (not more than 3 months old) / Electricity Bill (not more than 3 months old)
- **Copy of Cancelled Cheque** of Applicant (If name not printed on cheque then Bank Passbook/Bank Statement must be required with last three month transaction statement)
- **In case of occupation detail “House wife or Student or Retired Person ”** then authority letter in favour of Authorized representative with colour passport photographs, photo id and Address proof of Authorized Representative Mandatory require.
- **Proof for Financial Detail** (Any one for Derivatives) :
(1) Copy of ITR Acknowledgement with statement of income (2) Copy of Annual Account (3) Copy of Form 16 in case of salary income (4) Net worth certificate duly certified by Chartered Accountant (5) Salary Slip (6) Bank Account Statement for last 6 month (7) Copy of Demat Account holding statement (8) Any other relevant documents substantiating ownership of asset.

HUF Account: (Demat and Trading Account open in the name of HUF)

- Recent passport size colour photograph of the KARTA.
- Copy of PAN Card of HUF.
- Copy of Address proof of HUF (Bank Passbook or Bank statement not more than 3 months old.)
- Copy of Cancelled Cheque of HUF.
- Copy of PAN card & Address Proof of KARTA (Self attested)
- Declaration of HUF should be filled, signed and stamped (Format attached)
(Download from N-grip under branch application Path: - Customer enrolment → Downloads and Prints → KYC download → HUF Declaration) or Require Notarized True Copy of HUF deed.
- Copy of PAN Card and Address Proof of all Major co-parceners with self attested. In case of Minor Coparceners copy Birth certificate required.
- Affix rubber stamp at appropriate place.
- Proof for Financial Detail (Any one for Derivatives) :
(1) Copy of ITR Acknowledgement with statement of income (2) Copy of Annual Account (3) Copy of Form 16 in case of salary income (4) Net worth certificate duly certified by Chartered Accountant (5) Salary Slip (6) Bank Account Statement for last 6 month (7) Copy of Demat Account holding statement (8) Any other relevant documents substantiating ownership of asset.

Partnership Firm Account:

(As per CDSL Partnership Firm (Depository) A/c is opened in the name of " Partners" only)

- Recent Passport size colour photograph of all Partners.
- Notarized true copy of Partnership Deed.
- Certificate of Registration (for registered partnership firms only)
- Copy of PAN Card of all Partners as well as the Partnership Firm.
(PAN details of Partnership Firm should be mentioned in space of PAN details in KYC form)
- Copy of Address proof in the name of all Partners as well as the Partnership Firm.
- Copy of Cancelled Cheque of Partnership Firm (If name not printed on cheque then Bank Passbook/Bank Statement must be required)
- Undertaking from partners (Format attached DP & Trading)
- List of all Partners duly certified and attested by all Partners (Format attached)
- List of Authorised signatory with specimen signatures. (Format attached)
- Copy of the Balance Sheets with audit report for the last 2 years (to be submitted every year).
- Copy of ITR Acknowledgement for the last 2 years
- Affix rubber stamp at appropriate place.

Corporate Account:-

- Photo copy of Company Pan Card.
- Company Address Proof – (Registered and Correspondence) Form no-18 with R.O.C. Chillian 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 front page, incorporation page MOA & AOA-on 1st and last page)
- Board Resolution (Format attached)
- List of all Director (Format attached)
- List of Authorised Signatory (Format attached)
- Latest share holding pattern (format attached)
- Form no-32 with R.O.C. receipt (in case of change of Directors)
(Require if director name mention in Board Resolution but same director name not mention 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)
- Copy of PAN Card, Address Proof DIN no. of Authorized Signatories, all Directors & Promoters. (Self attested)
- Certified True copy of Balance sheet with Audit Report for last two year.
(To be submitted every year).
- Copy of Income Tax Returns of last Two Years

All document of company require with Authorized/Director sign with company rubber stamp.

DECLARATION BY HUF

Name:

Address:.....

.....

.....

Date:

To,
Networth Commodity & Investment Limited
901/902, 9th Floor, Atlanta Centre,
Opp. Udyog Bhavan, Sonawala Lane,
Goregaon (E), Mumbai – 400 063

Dear Sir,

We, the undersigned members of (HUF) are desirous of opening a Trading Account in the above-mentioned name with you. The said account will be operated by(Karta) on behalf of (HUF).

We hereby undertake that all the transactions undertaken by the said HUF shall be binding not only on the present members of the said joint family (both adults and minors) but also on all future members thereof (both adults and minors) and all persons entitled to a share therein and ourselves personally.

Also that whenever any change occurs in the management or in the constitution of the said joint family of whatsoever nature, we undertake to give notice thereof to you

Sr. No.	Name of Member	Designation	Relationship	Date of Birth	Signature
1.		Karta			
2.		Co-Parcener			
3.		Co-Parcener			
4.		Co-Parcener			
5.		Co-Parcener			

Thanking you,

Yours faithfully,

X.....

Members of _____ (HUF)

AUTHORITY LETTER IN FAVOUR OF MANAGINE PARTNER/(S)
(To be obtained on pre-printed letterhead of the firm)
(This letter is to be signed only if the client is a partnership firm)

To,
Networth Commodity & Investment Limited
901/902, 9th Floor, Atlanta Centre,
Opp Udyog Bhavan, Sonawala Lane,
Goregaon (E), Mumbai – 400 063

Dear Sir/Madam,

Sub: Operations of our client / trading account with you as our share broker.

We the partners of M/s _____, a partnership Firm incorporated under the provisions of Indian Partnership Act, do hereby agree, undertake and authorize as under:

1. We are carrying on our business at _____
2. We desire to open a trading account with you for dealing in the buying and selling of the commodity in the commodity market and accordingly are ready to fill-up and submit your Client Registration form in the name of our firm for the purpose of buying and/or selling and otherwise dealing or investing in commodity market through you.
3. We the undersigned partners, be and is here by authorize Mr. _____, one of the partners / managing partners of our firm to sign, execute and submit all applications, forms, documents, agreements etc. as also to issue all the instructions for all our transactions with you as our broker for commodity trades, funds and investment etc. in our firm's name.
4. We hereby agree and undertake that all the transactions carried out by you as per the instructions whether oral (telephonic or personal) and/or written, given by our aforesaid authorized partner, shall be binding upon our firm as well we all the partners individually and personally and our respective estates shall be personally liable for any dues to be paid to your, in case the firm's estate falls short of, for carrying out such transactions in commodity market.
5. We also hereby undertake to inform you in writing regarding any change in constitution or authority, signed by all the partners for the time being.

Yours Truly

Name of the Partner:

- (1) ×.....
(Name of partner)
- (2) ×.....
(Name of partner)

Board Resolution (Commodity)

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 do enter into a client member Agreement with **Networth Commodity & Investment Limited**, A Commodity Broker having its registered office at 901/902, 9th Floor, Atlanta Centre, OPP. Udhayog Bhavan, Nr. Sonawala Lane Road, Goregaon (E) Mumbai - 400063 for availing facility for Trading in Commodity Segment.

RESOLVED FURTHER THAT the following officials of the company be and hereby individually authorized to open the Trading Account by signing and executing the client Registration form, Member client Agreement and such other document, as may be required for completing the registration formalities and opening and operating depository account.

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

RESOLVED FURTHER THAT the officials as mentioned above, be severally authorized to operate and close the said trading account with **Networth Commodity & Investment Limited**. and also to give instructions in respect of trading the internet, through a KIOSK, electronically or in any other manner acceptable to **Networth Commodity & Investment Limited**. and the same shall be binding on the company.

“Certified true copy”

FOR and on behalf of (COMPANY NAME)

Board of Directors:

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

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

(ON PARTNERSHIP FIRM/COMPANY LETTER HEAD)

LIST OF ALL PARTNER/DIRECTORS

Sr. No.	Name of Partner/Director	Designation
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1.	Name & Address PAN & DIN	Designation
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Sign across
Photograph with
Stamp

2.	Name & Address PAN & DIN	Designation
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Sign across
Photograph with
Stamp

3.	Name & Address PAN & DIN	Designation
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Sign across
Photograph with
stamp

FOR and on behalf of (PARTNERSHIP FIRM / COMPANY NAME)

**Two Partners/ Chairman / Company Secretary /Board of Directors
(Minimum two Directors other than Authorize Signatory)**

(ON PARTNERSHIP FIRM/COMPANY LETTER HEAD)

LIST OF AUTHORISED SIGNATORY

1.	Name Address PAN No.	Designation	Signature with stamp
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2.	Name Address PAN No.	Designation	Signature with stamp
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Name of the Partner:

(1)	×
(Name of Partner)		(Sign with Stamp)
(2)	×
(Name of Partner)		(Sign with Stamp)
(3)	×
(Name of Partner)		(Sign with Stamp)
(4)	×
(Name of Partner)		(Sign with Stamp)

(ON COMPANY LETTER HEAD)

SHARE HOLDING PATTERN

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

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

FOR and on behalf of (COMPANY NAME)

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