

## List of Documents

### For Individual Account:

- Proof of Identity: Copy of PAN
- Copy of Address Proof: Aaddhar Card/Passport/ Voter ID / Driving License / Bank Passbook or Bank Statement (not more than 6 months old)I Rent Agreement I Ration Card / Telephone Bill or Electricity Bill (not more than 3 months old)
- Passport size colored photograph
- Cancel cheque leaf & Copy of Bank Statement (not more than 6 month old)
- Copy of Demat Account Proof: Client Master/ Holding Statement
- Financial Details - Copy of ITR Acknowledgment I Copy of Annual Accounts I Copy of
- Form 16 in case of Salary Income/ Net worth certificate/ Salary Slip/ Bank Account statement for last 6 months.

### For Non Individual Account

Company PAN Card

- Pan card and Address proof of all the Directors (at least 2)
- Address Proof of the Company.
- DP Holding Statement/ Client Master list.
- Copy of Bank Statement (Not more than 6 months old) and Cancel cheque leaf
- Copy of Resolution passed by Board of Directors / Board of Trustees, to be certified by Chairman / Managing Directors / Directors other than the Designated Signatory
- 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 regulation , dully certified by the company secretary/whole time director( to be submitted every year)
- Copy of Memorandum & Articles of Association
- Copy of Audited Annual Report for last 2 years, (Copy of Annual Report has to be given every year)
- Form 32 indicating details of present director.
- List of directors with photograph and Specimen signature.

BNK send to his clients KYC form , KRA form, CKYC form, FATCA form and List of Documents



Client send us all documents along with signed KYC, KRA,CKYC and FATCA form



After PAN Verification from our end, verified all documents with original copy of documents



Complete physical or video verification of client



KRA & CKYC Done



DP Account Open

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DP details added



Trading Account Open



Collect Acknowledgement from the client for the receipt of documents like

- Welcome Letter along with copy of Client Registration Form duly executed
  - Rights and obligation
  - Risk Disclosure Documents
    - Guidance Note
    - Policies and Procedure
  - Procedure and advantages of filling complaints in “SCORES”
    - Copy of Investor Charter
- Literature on Anti Money Laundering /Combatting Financing of Terrorism
  - A copy of other document executed by client as a client
- Receipt of letter advising about Unique Client Code allotted to Client
  - Noting of client email id for electronic communication
    - Tariff Chart