|  |  |
| --- | --- |
| Equity Checklist - “CORPORATE”  *“One set of each document”* | |
|  | |
| 1. | **- “BOARD RESOLUTION” on company letter head for opening DP/Trading Account - *(Format Enclosed)*** |
| 2. | **- “List of Authorized Signatories” on company letter head - *(Format Enclosed)*** |
| 3. | **- “List of All Directors” on company letter head - *(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 : a)** If share holder is corporate entity and holding more than 15%, than provided share holding pattern of the holding company on its letter head And subsequent share holding patterns till the beneficiary owner is identified.  **b)** The total % percentage of share should always be 100% |
| 5. | **- Copy of Company PAN Card** |
| 6. | **- Proof of Address of the Company (Any One of the following)**   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) 4. Copy of Form 18 5. Proof of address issued by Statutory / Regulatory Authorities / Central-State Govt. |
| 7. | **- Copy of PAN Card & Copy of AADHAAR Card of Individual Director(s)/Authorized Signatory(s) (Minimum two**  **directors details are mandatory to be submit)** |
| 8. | **- Proof of Address of Individual Director(s)/Authorized Signatory(s) duly self attested by him/her self (Any One of the following) - (Minimum two directors details are mandatory to be submit)**   1. Passport (Validity period to be checked) 2. Voter ID Card 3. Driving License (Validity period to be checked) 4. AADHAAR Card - Mandatory 5. Ration Card 6. Electricity bill (Not more than 3 months old) 7. Residence MTNL/BSNL landline telephone bill (Not more than 3 months old) 8. Identity card/document with address, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members. |
| 9. | **- Proof of Bank account of the Company (Any One of the following)**   1. Cancelled Cheque (With client name and A/c no. pre-printed) 2. Latest Bank Statement/Passbook with MICR & IFSC code printed (Not more than 3 months old) 3. Bank Verification Letter (***ORIGINAL***) |
| 10. | **- Copy of the "Balance Sheet" for the last 2 financial years (to be submitted every year)** |
| 11. | **- Memorandum (MOA) and Articles of Association (AOA) - Including latest certificate of incorporation** |
| 12. | **- In case of Registered office address changed - Provide FORM-18** |
| 13. | **- In case Current directors name not available in MOA/AOA - Provide FORM-32** |
| 14. | - Rs.2065/- cheque in the name of ***"Consortium Securities Pvt Ltd"*** - Account opening charges and life time AMC |
| 15. | **- In case of other DP client master copy duly attested with stamp by DP official & self-attested by BO require** |
| 16. | **MCA – Website Print out duly Signed by Authorised Signatory.** |
| **Note :**   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 concern Branch/AP.** 3. **Register office address is mandatory to be field in KYC form** | |

*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. Consortium Securities Pvt Ltd (CSPL), Member of the National Stock Exchange of India Ltd. (NSE), Bombay Stock Exchange, Ltd (BSE) Multi Commodity Exchange (MCX), and Depository Participant with National Securities Depository Ltd (NSDL) for the purpose of dealing in capital market/cash Segment/Future and Option/Currency Derivative Segment, Commodity Segment or any other segment that may be introduced at a later stage by any regulator and recognized Exchanges and Depositories in future”.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr no.** | **Name** | **Designation** | **Specimen Signature** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

Who is/are **Singly/Jointly/Severally** authorized to sell, purchase, endorse, transfer, negotiate and/or otherwise deal in securities and commodities through M/s. Consortium Securities Pvt Ltd, on behalf of the Company.

**RESOLVED FURTHER** to designate company Email id to receive all the electronic communications on behalf of company & also Authorize Mr./Ms. Director/Authorized Signatory of the company having mobile no. to receive all the electronic communications & SMS communications on behalf of company, all the communications sent to us on this email-id shall be legal and binding upon us.

**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 and close 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.

Managing Director Director

List of Authorized Signatories

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

For

Mr./Mrs.

Mr./Mrs.

Managing Director Director

On Letter Head

List of Directors as on

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No | Name | DIN | Designation |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

For

Mr./Mrs.

Mr./Mrs.

Managing Director Director

# On Letter Head

Share Holding Pattern

Share holding pattern of M/s. as on dated

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

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

For

Mr./Mrs.

Mr./Mrs.

Managing Director Director