



Retail Customer

Proof of identity (POI)	Address Proof (POA)	Income Proof (incase client is opting for F&O)	Bank Proof
Photograph of client			
PAN (mandatory)	Aadhaar copy (The 1 st Eight digit should be masked out)	Salary slip not more than 3 months older, Copy of Form 16	Cancelled cheque leaf
Aadhaar copy	Voter ID card	Bank Account Statement for last 6 Months	Passbook (entries not more than 3 months old)
Voter ID card	Driving license	Copy of ITR Acknowledgement	Bank Statement not more than 3 months old
Driving license	Passport	Copy of Annual Accounts	
Passport	Job card issued by National Rural Employment Gutantee Act (NREGA) duly signed by an officer of the State Government	Copy of Demat account holding statement	
	The letter issued by the National Population Register containing details of name, address, or any other document as notified by the Central Government in consultation with the Regulator.	Net worth Certificate	

Alternatively one can take download documents from KRA. However the details in the KRA documents should match with the details mentioned in the Account Opening Form



Proof of identity	Foreign Address Proof	Bank Proof	FEMA Declaration	Proof of Indian origin	Income proof (incase client is opting for F&O)	In case of Merchant Navy NRIs (Mariner)
Photograph of client	Driving license	Cancelled cheque leaf	FEMA Declaration	PIO card	Salary slip not more than 3 months older, Copy of Form 16	Mariner's declaration or Certified copy of CDC (Continuous Discharge Certificate) is to be obtained.
PAN (mandatory)	Foreign Passport	Passbook (entries not more than 3 months old)		OCI card	Bank Account Statement for last 6 Months	
Driving license	Foreign passport having parents' /spouse's name	Bank Statement not more than 3 months old		Indian Passport	Copy of ITR Acknowledgement	
Passport	Valid Visa/Work permit/Resident card with name and complete address			Domicile certificate	Copy of Annual Accounts	
Resident card with photo	Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill – Not more than 3 months old (only for correspondence address)				Copy of Demat account holding statement	
	Leave and License agreements / Letter of allotment of accommodation (An agreement made with employers being State or Central Government departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies can be accepted as a valid overseas address proof. If a letter of accommodation has been issued by such employer, then the same can be accepted as a valid overseas address proof.) (only for correspondence address)				Net worth Certificate	
	Documents issued by government departments of foreign jurisdictions (Valid ID Documents issued by a Government authority having the customer's name, and address, e.g. National ID card,.etc)					

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Sr. No	Documents Required	Type of Documents					
1.	Board Resolution						
2.	List of Directors along with Photograph, signature and DIN number						
3.	PAN of entity (Mandatory)						
4.	PAN of authroised signatories						
5.	Address proof of entity	Bank Statement not more than 3 months	Utility bills not more than 3 months	GST Certificate	Certicate of Incorporation having full address		
6.	Address proof of authorised signatories	Aadhar copy	Passport	Driving License	Voter id	NREGA Card	The letter issued by the National Population Register containing details of name, address, or any other document as notified by the Central Government in consultation with the Regulator.
7.	Memorandum and Articles of Association						
8.	Bank Proof	Cheque leaf	Bank Statement not more than 3 months old	Passbook (entries not more than 3 months old)			
9.	Registration Certificate						
10.	Incorporation Certificate						
11.	Copy of the balance sheets for the last 2 financial years (to be submitted every year)						
12.	Copy of latest share holding pattern including list of 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)						
13.	UBO Declaration						
14.	POI, POA of two directors in charge of day to day operations.						
15.	Authorized signatories list with specimen signatures.						

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HUF Customer

Sr. No	Documents Required	Type of Documents					
	PAN of HUF (Mandatory)						
	Address proof of HUF	Bank Statement not more than 3 months	Utility bills not more than 3 months				
	HUF declaration giving details of the family members of the HUF with their names, date of birth and relationship with the Karta						
	PAN of Karta						
	Address proof of Karta	Aadhar copy	Passport	Driving License	Voter id	NREGA Card	The letter issued by the National Population Register containing details of name, address, or any other document as notified by the Central Government in consultation with the Regulator.
	Bank Proof of HUF	Cheque leaf	Bank Statement not more than 3 months old	Passbook (entries not more than 3 months old)			
	Required Co-parceners signature on DDPI						

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Partnership Customer

Sr. No	Documents Required	Type of Documents		
1.	PAN of Partnership firm (Mandatory)			
2.	Address proof of Partnership firm	Bank Statement not more than 3 months	Utility bills not more than 3 months	
3.	List of Partners with photo and sign			
4.	Partnership Deed			
5.	Partnership declaration signed by all partners stating the authorised signatories of the firm to open and operate the account			
6.	List of Authorised Signatories			
7.	Share Holding Pattern			
8.	UBO Declaration			
9.	Bank Proof	Cheque leaf	Bank Statement not more than 3 months	Passbook (entries not more than 3 months old)
10.	Copy of the balance sheets for the last 2 financial years (to be submitted every year).			
11.	Certificate of registration (for registered partnership firm only).			
12.	POI and POA of authorised signatories			
13.	KRA Pages of Authorised partners (you can collect the first 3 pages of Individual AOF)			

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Sr. No	Documents Required	Type of Documents					
1.	PAN of trust (Mandatory)						
2.	Address proof of Trust	Bank Statement not more than 3 months old	Utility bill not more than 3 months old				
3.	Names of the authorized signatories, designation, and their specimen signatures duly verified by the Managing Trustee with photo and sign						
4.	PAN of authorised signatories						
5.	Address proof of authorised signatories	Aadhar copy	Passport	Driving License	Voter id	NREGA Card	The letter issued by the National Population Register containing details of name, address, or any other document as notified by the Central Government in consultation with the Regulator.
6.	Trust Deed						
7.	Trust declaration signed by all trustees stating the authorised signatories of the trust to open and operate the account						
8.	Certificate of Registrsration of Trust (for registered trust only)						
9.	Bank Proof of Trust	Cheque Leaf	Bank Statement not more than 3 months old	Passbook (entries not more than 3 months old)			
10.	Copy of the balance sheets for the last 2 financial years (to be submitted every year).						
11.	List of trustees certified by managing trustees/CA						

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