

Check List for opening Partnership firm /LLP Account for Advisory - Non Individual Ac

| Sr | Required Documents | list of Documents Client can provide |
|----|--------------------------------------|---|
| 1 | Partnership firm Pancard | Partnership firm Pan card with the original Partnership firm stamp authorized person signature and IPV should be done by the concern RM(PAN name should match with name on NSDL site.In case of any differences customer should rectify before submitting AOF) |
| | | Any one from below list |
| 2 | Partnership firm Address proof | 1)Bank statement (Not less than 3 months) 2)Banker's letter 3)GST registration certificate 4)Passbook It Should be signed by authorized person with the Partnership firm stamp and IPV should be done by the concern RM |
| | | Any one from below list |
| 3 | Partnership firm Bank Proof | 1)Bank Statement (Not less than 3 months) 2)Cancelled cheque (Original Cancelled Cheque with the client signature) 3)Banker's letter on bank letter head 4)Passbook , bank proof should be containing IFSC Code MICR , AC type and it should not be not more than 3 month old. And it Should be signed by authorized person |
| 4 | Certificate of Incorporation- | with the Partnership firm stamp and authorized person signature |
| 5 | Pancard for (For a11 the Partners) | pan card copy of all the Partners with self attestation and Partnership firm stamp / also IPV should be done by the concern RM |
| 6 | Address proof- (All the Partner) | Addhar card / passport / bank statement / Driving License with self attestation with and IPV should be done by the concern RM |
| 7 | Board resolution- | On Original Letterhead with the original stamp of Partnership firm and authorized person signature |

| | | |
|----|---|--|
| 8 | List of Partners | On Original Letterhead with the original stamp of Partnership firm with all the Partners signatures |
| 9 | List of authorized signatories on Partnership firm letter head | On Original Letterhead with the original stamp of Partnership firm with all the authorized Persons signature (as per board resolution) |
| 10 | Shareholding pattern with percentage on Partnership firm letter head | On Original Letterhead with the original stamp of Partnership firm and authorized person signature |
| 11 | Balance sheet and P & L of last two years / Net worth certificate / Declaration of Partnership firm (for not providing any financials) | with the Partnership firm stamp on 1st and last page of pnl & balance sheet with the authorized person signature |
| 12 | Partnership firm Deed | Partnership firm Deed Required with the original Partnership firm stamp and authorized person signature on the first and the last page of deed |
| 14 | Annual Income | Income should be ticked in AOF |
| 15 | Net worth as on date | Net worth and as on date should be mentioned in AOF |
| 16 | Nature of business | should be mentioned in the AOF |
| 17 | Mobile no / Email id | should be mentioned in the AOF |
| 18 | Advisory and group name to be mentioned on the form - | Mapping details - Rm name and group name should be mentioned on the application |
| 19 | All Kyc Documents should be verified with the original one and IVP stamp should be there on all the kyc documents | In person verification stamp should be there on all the kyc documents by the concern RM |
| 20 | UBO & NPO agreement should be signed by Authorized person | It should be signed by authorized signatories as per mode of operation given in Board Resolution |
| 21 | Risk Profiler / Fee schedule / IPS Details should be mentioned in the AOF | Ac would not be processed , if fee / risk profiler / IPS details will not be mentioned in the AOF |
| | Note : In case if some other Partnership firm is holding stage in shareholding pattern , than require Partnership firm wise details for the said Partnership firm | Also note CVL kra / Kyc should be validated otherwise account will not be process further |