Account Opening Checklist - Corporate Account

Non-Individual Account Opening Form – with KRA-KYC & FATCA (dully filled & signed by the authorized signatories as per mode of operation given in Board Resolution**)**
Pan Card (in the name of Firm**)**
Address Proof (in the name of Firm – Any one**) – For Registered Office as well as Address for Communication** * Bank Account Statement/Passbook – Not more than 3 months old *Utility bills like Telephone Bill (only land line), Electricity bill – Not more than 3 months old.
Proof of Bank A/c (In the name of Firm – Any one**)** *Banker's letter *Cancelled Personalized Cheque leaf *Passbook/Bank Statement with latest transaction details Note: The above documents should contain MICR code and IFSC code of the Bank Branch and should not be more than 3 months old.
Proof of Demat A/c (In the name of Firm – Any one**) – *Not Applicable if opted for opening of New Demat Account with ASL*** *Demat Client Master *Recent holding statement issued by DP bearing name of the Client
Copy of Memorandum and Articles of Association **(**including Copy of Registration Certificate & Certificate of Incorporation**)**
Balance Sheet for last 2 financial years (Submit Annual Balance Sheet every year**)**
Latest Net worth Certificate (should not be older than one year**)**
Copy of latest Shareholding 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 (to be submitted every year)
Copy of the Resolution (On Letter Head**) of Board of Directors approving** **i)** participation in equity/derivatives/currency trading & naming authorized persons for dealing in securities – For opening of Trading Account **ii)** Opening and operations of Demat account along with clear mode of operation
List of Directors - with Name, PAN, Designation, DIN & Photographs – On Letter Head
Photograph of Whole time Directors /2 Directors in charge of day to day operations/ Individual promoters holding 5% or more in the shareholding (Should be attached to the form & KRA, and has to be signed across with Company Stamp) - On Letter Head
List of Authorised Signatories - with Name, Designation, Specimen Signature & Signed across photographs - On Letter Head
Proof of Identity of Authorized Signatories/Whole Time Directors/2 Directors in charge of day to day operations – *PAN Card with photograph (**mandatory**) *Additional supporting proof – Any one, if Photograph not clear on submitted PAN :* *Unique Identification No. (UID)-AADHAAR *Identity card/ document with applicant's Photo, 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, Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members; and Credit cards/Debit cards issued by Banks
Proof of Address (POA) of Authorized Signatories/Whole Time Directors/2 Directors in charge of day to day operations – Any one 1. Passport/ Voters Identity Card/ Ration Card/ Registered Lease or Sale Agreement of Residence/ Driving License/ Flat Maintenance bill/ Insurance Copy. 2. Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old. 3. Bank Account Statement/Passbook -- Not more than 3 months old. 4. Self-declaration by High Court and Supreme Court judges, giving the new address in respect of their own accounts. 5. Proof of address issued by any of the following: Bank Managers of Scheduled Commercial Banks/Scheduled Co-Operative Bank/Multinational Foreign Banks/Gazetted Officer/Notary public/Elected representatives to the Legislative Assembly/Parliament/Documents issued by any Govt. or Statutory Authority. 6. 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.
- All the documents must be o Attested / certified under relevant stamp viz Authorized Signatory/ Partner etc. o 'Verified with Original' by Axis Bank/ Axis Securities Ltd employee o If AOF is downloaded , take clear print out and get the same filled & signed by the applicant on all pages with clear Rubber stamp - Submitted copies must be clear & readable