**Equity Checklist - “PARTNERSHIP FIRM”**

|  |  |
| --- | --- |
| ***“One set of each document”*** | |
| Note :  A) Trading account is opened in the name of Partnership Firm and Demat account is opened in the name of partners. Hence, please fill two separate KYC forms for Trading and Demat account.  B) In DP form, correspondence address should be same as Partnership firm in Trading Form whereas Permanent address  should be of individual partners.  C) Bank account details shall be that of Partnership Firm in both Trading and DP KYC forms.  D) In DP form on page no. 16, PAN no. of Partnership Firm is required to be filled for all holders (partners). | |
| 1. | **- Certificate of Registration (For registered partnership firms only)** |
| 2. | **- Authority letter by all partners in favour of the managing/authorized person - on letter head (Format Enclosed)** |
| 3. | **- List of Authorized partners - on letter head (Format Enclosed)** |
| 4. | **- List of ALL Partners - on letter head (Format Enclosed)** |
| 5. | **- Copy of PAN card - PARTNERSHIP FIRM** |
| 6. | **- Address Proof of Partnership Firm (Any One of the following)**  a) Bank Statement / Passbook with latest transaction details for 3 months b) Electricity bill (Bill date should not more than 3 months old)  c) MTNL/BSNL telephone bill (Bill date should not more than 3 months old)  d) Proof of address issued by Statutory / Regulatory Authorities / Central-State Govt. |
| 7. | **- Copy of PAN Card & AADHAAR Card of ALL Partner(s) duly self attested by him/her self -** |
| 8. | **- Address proof of ALL Partner(s) duly self attested by him/her self (Any One of the following)**  a) Passport (Validity period to be checked)  b) Voter ID Card  c) Driving License (Validity period to be checked)  d) AADHAAR Card  e) Bank Statement / Passbook with latest transaction details for 3 months f) Electricity bill (Not more than 3 months old)  g) Residence MTNL/BSNL telephone bill (Not more than 3 months old)  h) Ration Card |
| 9. | **- Bank Proof of Partnership Firm (Any One of the following)**  a) Cancelled Cheque (With client name and A/c no. pre-printed)  b) Latest Bank Statement/Passbook with MICR & IFSC code printed (Not more than 3 months old)  c) Bank Verification Letter (***ORIGINAL***) |
| 10. | **- Copy of the "Balance Sheet" for the last 2 financial years** |
| 11. | **- DEED of "PARTNERSHIP FIRM"** |
| 12. | - Rs. 1000 cheque in the name of ***"Vardhamanglobal Sharecom Private Limited"*** - Account opening charges |
| 13. | **- Incase of other DP client master copy duly attested with stamp by DP official & self attested by BO require** |
| **Note :**  **a) All Partnership firm documents should be certified by authorized partner(s)/signatory with firm Stamp b) All Individual partners documents would be self attested by him/her self without stamp**  **c) IPV (In Person Verification) would be done by concern Branch/Franchisee/RM/BM. d) Register office address is mandatory to be field in KYC form** | |

(On Company Letter Head)

To,

Vardhamanglobal Sharecom Pvt Ltd.

KYC Department

A-10 Janta Colony Adarsh Nagar

Jaipur-302004

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Dear Sir,

We, the undersigned partners' of \_carrying on business at

de sire to open and closing a trading & demat account with you for the purpose of buying and selling of securities, commodity and / or other investment products (s) or the services through you.

We, the partners jointly authorize our partner(s), Mr / Mrs Mr / Mrs

Mr / Mrs

authorized

**Singly/Jointly/Severally** to issue instructions to you as our broker for securities, commodity, traders, funds, investments, etc., and undertake that all the acts of the said partner in this connection purporting to be done on behalf o f the firm shall be binding on the firm and each one of us and respective estate until liabilities if any, occurred in respect of such acts has been discharged.

**RESOLVED FURTHER** to designate company Email id

to receive all the electronic

communications on behalf of company & also Authorize Mr./Ms.

Partner /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.

Thanking You, Yours faithfully,

Full Name of the Partners Stamp & Signature

1.



2.



3.



4.



5.



*On Letter Head*

List of Authorized Partners

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

For

Mr./Mrs.

Mr./Mrs.

Mr./Mrs.

Partner Partner Partner

*On Letter Head*

List of ALL Partners as on

|  |  |  |
| --- | --- | --- |
| Sr. no. | Name | Designation |
| 1. |  | Partner |
| 2. |  | Partner |
| 3. |  | Partner |
| 4. |  | Partner |

For

Mr./Mrs.

Mr./Mrs.

Mr./Mrs.

Partner Partner Partner