**Equity Checklist - “Registered-Society”**

|  |  |
| --- | --- |
| ***“One set of each document”*** | |
| Note :  A) Trading and Demat account both shall be opened in the name of SOCIETY itself.  B) Demat account will be open in the name of Societies Member, It’s unregistered. Trading in name of Society | |
| 1. | **- Committee Resolution for persons authorized to act as authorized signatories with specimen’s signature** |
| 2. | **- List of Authorized Societies Member on Society letter head - *(Format Enclosed)*** |
| 3 | **- List of Managing Committee Member’s on Society letter head - *(Format Enclosed)*** |
| 4 | **-Copy of Registration certificate under Societies Registration Act** |
| 5. | **- Copy of PAN Card – SOCIETY** |
| 6. | **- Address Proof of SOCIETY (Any One of the following)**  a) Bank Statement / Passbook with latest transaction details for 3 months b) Electricity bill (Not more than 3 months old)  c) MTNL/BSNL landline telephone bill (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 Managing Committee Member (s)/Authorized Member(s)** |
| 8. | **- Address proof of Member (s)/Authorized Member (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) Ration Card  g) Electricity bill (Not more than 3 months old)  h) Residence MTNL/BSNL landline telephone bill (Not more than 3 months old)  i) 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. | **- Bank Proof of SOCIETY (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 SOCIETY "Balance Sheet" for the last 2 financial years (to be submitted every year)** |
| 11. | **- True copy of society Rules and bye law certified by Chairman/Secretary** |
| 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 SOCIETY documents should be certified by authorized Member(s)/signatory(s) with SOCIETY seal b) IPV (In Person Verification) would be done by concern Branch/Franchisee/RM/BM.**  **c) Register office address of SOCIETY is mandatory to be field in KYC form** | |

*On Letter Head*

**Board Resolution**

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED IN THE MEETING OF THE BOARD OF SOCIETYEES OF

AND HAVING ITS REGISTERED OFFICE AT

HELD ON DAY OF

, 20 AT

RESOLVED THAT a trading & demat account in the name and style of be opened with M/s. Vardhamanglobal Sharecom Private Limited, Member of the National Stock Exchange of India Ltd. (NSE), Bombay Stock Exchange Ltd. (BSE), Multi Commodity Exchange (MCX), and Depository Participant with Central Depository Services (India) Limited (CDSL) and Repository Participant of CDSL Commodity Repository Ltd for the purpose of dealing on Capital Market/Cash segment, Commodity, Derivatives / Futures & Options segment or any other segment that may be introduced by BSE/NSE/MCX and to open Demat Beneficiary Owner (BO) Account with M/s.Vardhamanglobal Sharecom Private Limited., in future and the said Members be and are hereby authorized to honour instructions, oral or written, given on behalf of the Society by any under noted authorized signatories:-

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

Who is/are **Singly/Jointly/Severally** authorized to sell, purchase, endorse, negotiate and/or otherwise deal through M/s. Vardhamanglobal Sharecom Private Limited., on behalf of the Society.

**RESOLVED FURTHER** to designate company Email id to receive all the electronic communications on behalf of company & also Authorize Mr./Ms. Member/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. Member and/or Mrs. Member and/or Member Be and are hereby **Singly/Jointly/Severally** authorized to sign, execute and submit such applications, agreements, undertakings and other requisite documents, writings and deeds as may be deemed necessary or expedient to open account and give effect to this resolution.

**RESOLVED FURTHER** to designate company Email id to receive all the electronic communications on behalf of company & also Authorize Mr./Ms. Member/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.

FOR,

Mr./Mrs.\_

Mr./Mrs.\_

Mr./Mrs.\_

**Member Member Member**

*On Letter Head*

**List of Authorized Member**

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

For\_

Mr./Mrs.\_ Mr./Mrs.\_

Mr./Mrs.\_

Member Member Member

*On Letter Head*

**List of Managing Committee Members as On**

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

For\_

Mr./Mrs.\_

Mr./Mrs.\_

Mr./Mrs.\_

Member Member Member