|  |  |
| --- | --- |
| **CORPORATE** | |
| **Checklist for Opening Corporate Trading/Demat Account**  Private Limited / Public Limited / Body Corporate / Companies | |
| 1. | Copy of **“Board Resolution”** on letter head of the company for opening trading/demat account duly certified by the Managing Director / Director(s) / Company Secretory **( Format attached, Refer Page no.2 )** |
| 2. | **“List of Authorized Signatory(ies)”** on letter head of the company duly certified by Managing Director / Director(s) / Company Secretory **( Format attached, Refer Page no.3 )** |
| 3. | **“List of All Directors”** on letter head of the company duly certified by Managing Director / Authorized Director(s) / Authorized Signatory **( Format attached, Refer Page no.4 )** |
| 4. | Copy of latest **"Share Holding Pattern"** including list of all those holding control, either directly or indirectly, in the company in terms of SEBI takeover Regulations, on letter head of the company duly certified by the Managing Director / Authorized Director(s) / Authorized Signatory **( Format attached, Refer Page no.5 )**  **Note:-**  **a)** As per regulations, If any individual shareholder holding more than a 10% shareholding must provide details in the Beneficial Owner Declaration in the Account Opening Form (AOF) along with self-attested copy of PAN & Aadhaar.  **b)** Pertaining to corporate entity shareholders holding more than 10% of shares, as per regulatory guidelines, it is mandatory for such corporate entities to provide the shareholding pattern of the holding company on the company's letterhead. Additionally, subsequent shareholding patterns must be provided until the beneficial owner is identified.  **c)** The total % percentage of share should always be 100% |
| 5. | **“PAN card Copy”** of the Company - duly attested by the Authorized Director(s) / Signatory(ies) with stamp |
| 6. | **“Proof of Address”** of the company duly attested by the Authorized Director(s) / Signatory(ies) with stamp  **(Any One of the following)**   * Latest Bank Statement / Passbook with latest transaction details (Should not more than 3 month old) * Electricity bill (Should not more than 2 months old) * MTNL/BSNL landline telephone bill (Should not more than 2 months old) * Proof of address issued by Statutory / Regulatory Authorities / Central-State Govt. |
| 7. | Duly self-attested Copy of **“PAN card & Aadhaar Card”** of All Authorized Director(s) / Signatory(ies) |
| 8. | **“Proof of Bank Account”** of the company - duly attested by the Authorized Director(s) / Signatory(ies) with stamp  **(Any One of the following)**   * Original Cancelled Cheque - If the company name is not pre-printed on cheque leaf than please provide the latest bank statement/passbook in order to cross bank account details. * Latest Bank Account Statement / Passbook with latest transactions – Should not more than 3 months old |
| 9. | Copy of the **“Balance Sheet & P&L”** for the last **“Two Financial Years”** of the company - duly attested by the Authorized Director(s) / Signatory(ies) with stamp  **Note:-**  **a)** If the company is newly formed than latest original CA Certified net worth certificate to be provided on letter head of the Chartered Accountant (CA). |
| 10. | Copy of **“Certificate of Incorporation”** duly attested by the Authorized Director(s) / Signatory(ies) with stamp |
| 11. | **“Memorandum of Articles (MOA)”** and **“Articles of Association (AOA)”** - duly attested by the Authorized Director(s) / Signatory(ies) with stamp |
| 12. | **“MCA (Ministry Of Corporate Affairs) Master Data Print”** out duly attested by Authorized Director(s) / Signatory(ies) with stamp. |

*(On Letter Head of the Company)*

**BOARD RESOLUTION**

**CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS OF M/s. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HAVING ITS REGISTERED OFFICE AT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HELD ON \_\_\_\_\_\_\_\_ DAY \_\_\_\_\_ OF 20 \_\_\_\_\_ AT \_\_\_\_\_\_\_\_\_\_\_**

**RESOLVED** that the company do agree to open a trading and / or demat account with **M/s. Profitmart Securities Private Limited.** Member of the National Stock Exchange of India Ltd. (NSE), Bombay Stock Exchange of (India) Ltd (BSE), Multi Commodity Exchange of India Ltd (MCX) and Depository Participant with Central Depository Services (India) Limited (CDSL) for the purpose of dealing in Capital Market/Cash segment/Futures & Options /Currency Derivatives segment, Commodity Segment or any other segment that may be introduced at a later stage by NSE/BSE/MCX/CDSL, or any other segments, Exchange, or Depositories and Repositories and their participant in future”.

**RESOLVED** that the said Member(s) be and is/are hereby authorized to honour instructions, oral/written or electronic, given on behalf of the company by any of the under noted authorized signatories:-

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No. | Name of Authorized Person | Designation | Specimen Signature |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

Who is/are **Singly/Jointly/Severally** authorized to sell, purchase, endorse, transfer, negotiate and/or otherwise deal in securities and commodities through M/s. Profitmart Securities Private Limited, on behalf of the Company.

**RESOLVED FURTHER THAT** Mr./Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ director/authorized signatory, and/or Mr./Mrs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ director/authorized signatory and/or Mr./Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ director/authorized signatory of the company be and hereby **Singly/Jointly/Severally** authorized to sign, execute and submit such applications, undertakings, agreements and other requisite documents, writings and deeds as may be deemed necessary or expedient to open and close account and give effect to this resolution.

**AND RESOLVED FURTHER THAT,** the common seal of the company is affixed, wherever necessary, in the presence of any directors or of any one director and Company Secretary, who shall sign the same in token of the presence.

**//CERTIFIED TRUE COPY//**

**For, M/s. ……………………………………... .**

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

**Managing Director / Director Director**

*(On Letter Head of the Company)*

**Date :**

To,  
Profitmart Securities Pvt Ltd

Unit No 213. Opal Square,

Plot No C-1, Thane – East,

Thane, Mumbai - 400604

**LIST OF AUTHORIZED SIGNATORIES**

|  |  |  |  |
| --- | --- | --- | --- |
| SR.  NO. | NAME | COLOR PHOTOGRAPH | SIGNATURE WITH COMPANY STAMP |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

**For, M/s. ……………………………………... .**

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

**Managing Director / Director Director**

*(On Letter Head of the Company)*

**Date :**

To,  
Profitmart Securities Pvt Ltd

Unit No 213. Opal Square,

Plot No C-1, Thane – East,

Thane, Mumbai - 400604

**LIST OF ALL DIRECTORS**

|  |  |  |  |
| --- | --- | --- | --- |
| SR.  NO. | NAME OF THE DIRECTOR’S | DIN Number | DESIGNATION |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |

**For, M/s. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Director / Authorized Signatory Director / Authorized Signatory**

*(On Letter Head of the Company)*

**Date :**

To,  
Profitmart Securities Pvt Ltd

Unit No 213. Opal Square,

Plot No C-1, Thane – East,

Thane, Mumbai - 400604

**SHARE HOLDING PATTERN**

Share holding pattern of M/s. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as on dated \_\_\_\_\_\_ Paid up capital Rs. \_\_\_\_\_\_\_\_\_\_ Face value of each equity share (or any other instrument) Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No. | Name of the Shareholder | Number of Shares | Percentage (%) |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| 9. |  |  |  |
| 10. |  |  |  |
| **Total** | |  |  |

**For, M/s. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Director/Authorized Signatory Director/Authorized Signatory**