

Corporate Account Process Note.

1. **Company Pan card copy required** – Pan card is mandatory documents as per the exchange for opening a trading and demat account.
2. **Address proof required** – Bank statement, electricity bill, Telephone bill, lease, and licence agreement if property of the company is rented. Complete address should be mentioned on the any of the address proof documents and the same should be updated on MCA site also Link to check company address and other details - www.mca.gov.in
3. **Bank details** of company required along with the cancelled cheque leaf of the company and name should be pre-printed over the cheque leaf.
4. **(MOA) Memorandum of association and (AOA) Article of association –**
 - We required MOA & AOA to check that whether company is registered or not and with this document we can the details of company's actual directors' details(founder) of the company and CIN (Company identification no)
 - All the directors share holding details also we can get from MOA & AOA.
 - We can get to know the details of company's core function (to know the status of company's operation details)
 - Form 32 or 12 required in case if authorised signatories, directors name not mentioned on the MOA & AOA (but the same new directors' details are available on MCA site)
 - Form 18 required in case of company relocate or changed the address which is not mentioned on the MOA & AOA.
 - MOA & AOA with the certificate of incorporation documents along with company seal and signature of the authorized person on the first and last three pages.
 - In case of company changed the name of the firm then we required Name change certificate along with the renewed registration and incorporation certificate of the company.
5. **Certificate of incorporation** – to check in which year and month company has been establish and according to the incorporation date we can ask for the other supporting documents e.g last 2-year balance sheet, last 2-year ITR copy.
6. **In Balance sheet which details need to check –**
 - Balance sheet should be CA certified (CA stamp and signature and CA's FRN number should be clearly mentioned on it)
 - In balance sheet need to check the financial year date as we required latest 2-year balance sheet.
 - Balance sheet required to check the status of the company as functional or not and to trace from where company brought the money into the business.
 - With the balance sheet we can get to know company's assets, liabilities, cash in hand details.
 - We are not accepting provisional balance sheet.
 - Balance sheets need to be submitted by the company to the Broking firm on the end of every financial year to trace the money flow.

7. **ITR copy –**

- Last 2-year ITR copy required to cross check the company's fund with the balance sheet submitted by the company.
- ITR and Balance sheet should be CA certified with the CA's stamp and signature and FRN number should be clearly mentioned.

8. **Net worth certificate** we can consider in case of balance sheet and ITR copy not available with the company (this scenario come up only in case company incorporated with in the current financial year)

- Net worth certificate required on CA's original letter head with the CA's Stamp and signature with clear mentioned FRN number on the same.

9. **Board Resolution –**

- We can get the details of authorised and unauthorised directors' details.
- We need to check the date of board meeting held.
- On board resolution company mentioned the details in which segments (Cash, F&O, Commodities (MCX, NCDX) firm can participate with the Broking firm (Angel One limited)
- In board resolution company mentioned that they can avail the MTF (margin trade fund) facility from the broking firm under the provision of circular issued by the SEBI.
- In Board resolution company agreed to receive on the registered email and SMS alert on the registered mobile number from the broking firm on the confirmation of order/trade, margin calls, decision to liquidate the position / security etc.
- On the board resolution company mentioned the details of authorised signatory details as they can operate the trading and demat account on behalf of the company and they are agreed by signing POA (power of attorney) as Angel one limited can settle the transaction.
- On the board resolution all the directors and chairman are agreed on the mentioned clauses on the board resolution by signing as specimen signature in the last and the list of directors' designation details of the company.
- List of authorised directors name, photo and signature required on the board resolution.
- Board resolution required on the company's letter head as per the format provided by the KYC team.
- Board resolution should also be certified by the all the authorised directors with company's stamp.
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10. **List of shareholdings pattern–**

- Latest shareholding pattern details required on the company's letter head.
- Shareholding pattern should be certified by the Authorised directors or by the company's secretary.
- If the Individual having 10% & more than share of the company, then we required (Individual person's PAN, Address proof, BOD (Beneficial ownership determination) form required).
- On the BOD form we get the employment information of the shareholder who is having 10% & more than of the shares.
- If the legal entity having 10% & more than share of the company, then we required (Non individual pvt ltd / firm – company pan proof, company address proof, all

directors pan and address proofs, MOA, AOA, 2 years balance sheet, share holding pattern, BOD forms required, Directors documents)

11. **Individual authorised directors' documents** required on the annexure page in the KYC form as per the instruction with details fulfilled.
 - All authorised director's PAN card copy
 - All authorised director's address proof
 - All authorised director's photograph
 - All authorised director's signature should be matched with the PAN card provided.
12. Provided documents in the name of company should be self-attested with the company's seal and authorised director's signature on it. (Signature should be match as per the PAN card)
13. IPV (In person verification) stamp and signature required from SB (sub-broker) or the Branch team on all KYC pages and on all the documents provided by the client.