**CHECK LIST FOR LLP ACCOUNT –**

**Equity 2.3 version / Commodity 1.6 version / Demat 1.2 version - NON INDIVIDUAL APPLICATION only**

* All the documents for account opening for individual client will have to be collected for all the partners.
* Pan copy of Partners
* Permanent address proof of the Partners
* Photograph of the Partners
* Certified true copy of partnership deed (notarized)
* Certificate of registration (for registered partnership firm only)
* Declaration of partnership firm on firm’s letter head (In case of more than 3 partners in the firm).
* Authorized signatories list with specimen signature
* LLP – pan proof
* LLP address proof – registered as per mca site.
* LLP bank statement.
* Last year ITR and Balance Sheet copies along with first and last three pages duly attested by all the partners (to be submitted every year)
* Net worth certificate of the firm in case where latest ITR and balance sheet is not available.
* Under taking letter required on letter head of the firm.
  + Beneficiary owner determination form for all Partners required.
* IPV and self attestations required.

Form 32 required in case if authorized signatories name is not mentioned in MOA/AOA

Form no.18 require if company address has changed and it is not as per the MOA/AOA

* **For LLP account – demat will be opened in the name of the FIRM.**
* **NON individual kra page required for commodity application.**
* **In kra page LLP name and in page no 9, 10, 11, 13, ( LLP name to be filled with sign and seal ) and LLP pan number**
* **In annexure page top LLP name, LLP pan to be written……….in boxes individual details required with photograph with across the sign AND authorized person seal and sign in authorized signatory place**

**Note:**

* Provided documents in the name of firm, should be attested by all the partners where individual document can be self attested by respective partners.
* IPV required in kyc and in documents required.
* **NOTE :- BOD form filling :-**
* Point no 1 – company / firm - Name
* Point no 2 – director  /  partner - Name and details
* Point no 3 – director or partner ( working company details )
* **[www.mca.gov.in](http://www.mca.gov.in) --🡪 MCA SERVICES -----🡪 View Company / LLP Master Data --🡪**
* **( Details of company registered address and DIN number ) available.**