**CHECK LIST FOR PARTNERSHIP 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)
* Pan cards copy in the name of partnership firm
* Address proof in the name of partnership firm
* Bank proof with a/c number, branch name and in the name of partnership firm. Name clearly mentioned. (Bank letter required stating the name of the Partners, duly attested by the bank)
* DP a/c cannot be opened in name of partnership firm it is opened in the name of authorized partners or in the name of dominating partner, who’s P&L sharing ratio is above 51% in said firm as mentioned in the partnership deed.
* 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
* Financial proof for F&O segment, if F&O required.
* Last 2 years 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 certificates of the firm in case where latest ITR and balance sheet is not available.
* Undertaking letter required on letter head of the firm.
  + Beneficiary owner determination form for all Partners required.
* IPV and self-attestations required.
* **IF partners are 2 persons in FIRM, then 2 persons should be authorized persons**
* **IF partners are 3 persons in FIRM, then 3 persons should be authorized persons**
* **IF partners are 4 or more persons in FIRM, then 3 persons should be authorized persons**
* **For Partnership LLP account – demat will be opened in the name of the FIRM.**
* **Individual KRA page required with authorized partner to open demat account.**
* **NON individual KRA page required for commodity application.**
* **In KRA page FIRM name……in page no 9, 10, 11, 13, (authorized partner person’s name to be filled with sign and seal) pan number**
* **In annexure page top FIRM name, FIRM pan to be written……….in boxes individual details of all partners 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.**