*CHECK LIST FOR CORPORATE ACCOUNT –*

Equity 2.1 version January 2018 / Commodity 1.6 version / Demat 1.3 version - **NON-INDIVIDUAL APPLICATION**

* **Pan copy and Permanent address proof** of all directors and authorized signatories required.
* Photograph of all directors and authorized persons to be affixed in the Annexure pages in KYC form as per instruction with details fulfilled.
* **Company pan proof** and **Company Registered office address proof** **required as per mca site**
* **Bank details proof of company** along **with canceled cheque leaf** of the company required.
* Memorandum of Association **(MOA)** and Articles of Association **(AOA)** with certificate of incorporation document along with company seal and signature of authorized persons on first and last three pages.
* **Board resolution of the company required on letter head of the company as per format in KYC form…. (**Company rubber stamp along with company secretary / un-authorized person / Managing director signature in board resolution CERTIFIED TRUE COPY place) and all directors signature with seal required in specimen signature place.
* **Latest Share Holding pattern duly certified by managing director/company secretary**……...If share holding pattern 25% and above shareholders (individual persons pan proof and address proof, BOD forms 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 ).
* **Last 2 years ITR with full balance sheet copies required with CA certified** along with first and last three pages duly attested by authorized signatories (to be submitted every year)
* **Net worth certificates** of the company in case where latest ITR and balance sheet is not available which the company is established within the year.
* **Beneficiary owner determination** form (bod) required for all **25% and above shareholders in the company.**
* **Form 32 or 12** required in case if authorized signatories, Director’s name is not mentioned in MOA/AOA
* **Form 18** require if company address has changed, and it is not as per the MOA/AOA
* Name change certificate in case of change in name of the company along with renewed registration and incorporation certificate of the company (If applicable)
* Provided documents in the name of company, should be self-attested with company seal by all the authorized signatories.
* IPV details with signature required in KYC and in all documents
* [**www.mca.gov.in**](http://www.mca.gov.in) --🡪 MCA (**Ministry of corporate affairs**) SERVICES -----🡪View Company / LLP Master Data --🡪 ( Detail’s of company registered address and DIN number ) available.
* NON individual KRA page required for commodity application.