

## **Registrations:**

Know your Client (KYC)

(As per SEBI & Regulatory requirements)

- 1) List of Documents for only Mutual Funds KYC

One passport size photograph duly pasted and signed across on the KYC application form.

One self-signed photocopy of Pan Card on A 4 Size Paper separately.

One self-signed photocopy of residential proof (Aadhar Card / Passport / Driving License, any one document) on A4 size paper separately.

Please sign with Black ink only.

- 2) Demat A/c Opening List:

Photo

Pan card Xerox

Address Proof- Indian & Abroad (if NRI).

Saving Bank A/c proof & if NRI/NRE/NRO, status printed on Cheque required along with cancelled cheque.

Passport / VISA

Rs \_\_\_\_\_/- Cheque in Favour Of "PSE Securities Ltd."

Rs \_\_\_\_\_/- Cheque In favour Of "PRAKEM Investments" as A/c Opening & POA Charges

- 3) Documents required with Demat A/c & Trading A/c Opening for Individuals:-

4 Photographs of Passport size,

4 Xerox copies of Pan Card on A4 size paper,

4 Xerox copies of Address proof on A4 size paper,

3 Original Cancelled Cheques. (For Dividend Credit)

2 Xerox Copies of the latest I.T. Return submitted with I.T. office **OR** S.B.A/c transaction statement for last 3 months duly signed & stamped by the bank officials.

Rs. \_\_\_\_\_/-cheque in favour of **PSE Securities Ltd.**

(For Minimum Initial AMC for 3 years)

Rs. \_\_\_\_\_/-cheque in favour of **Prakem Investments.**

(One time For Demat A/c Opening documentations & POA charges)

All documents should be **Self-Attested** with **Black Ink** only.

**Please give the details of Nominee on separately on one page**

Nominee Full Name & Address.

Nominee relation with client.

Nominee date of birth & Pan Number.

In case of Joint Holder in Demat A/c Documents Required for Second holder:-

3 Photographs of Passport size.

3 Xerox copies of Pan Card on A4 size paper.

3 Xerox copies of Address proof on A4 size paper.

4) Documents required with Demat A/c & Trading A/c Opening Form for Corporates:-

4 Photocopies of the Pan Card of the Company,

4 Photocopies of the address proof of the Company,

4 Photocopies each of Memorandum of Association & Articles of Association,

4 Photocopies of Board Resolution on the Letterhead of the Company,

4 Share Holding Pattern on the Letterhead of the Company,

4 Authorized Signatories List on the Letterhead of the Company - 4 copies.

4 Original Cancelled cheques of Company Bank A/c,

4 Photocopies of Bank A/c Stmt. of the transactions of last three months of the Company with Bank official's signature, stamp and employee code,

2 sets of Photocopies of Balance Sheet of the Company for the last two years,

2 sets of Photocopies of the Income Tax Return of the Company for the last two years,

4 Photographs of each Director,

4 Photocopies of the Pan Card of each Director,

4 Photocopies of Address Proof of each Director,

ALL DOCUMENTS SHOULD BE SELF ATTESTED WITH DIRECTOR STAMP COMPANY

Rs \_\_\_\_\_/- Cheque in favour of PSE Securities Ltd for Demat AMC charges,

(For Minimum Initial deposit AMC for 3 years)

Rs \_\_\_\_\_/- Cheque in favour of PRAKEM Investments for A/c opening Charges & POA Charges.

(One time For Demat A/c Opening documentations & POA charges)

5) Documents Required for Opening Trading & Demat A/c FOR NRI / NRE / NRO

4 photo copies of PAN Card- It Should be signed by client and attested by any one of - consulate general/notary public/any court/Magistrate/Judge/local banker in the country where the Non-resident resides.

4 Photocopies of Address Proof- Indian & Abroad.

List of address proofs:

- a) Passport
- b) Driving License
- c) Ration Card
- d) Election/Voting card
- e) Rent Agreement
- f) Telephone/Electricity Bill
- g) Flat Maintenance

4 photocopies Proof of Demat A/c with NRI status mentioned on it.

4 photocopies of Saving Bank A/c proof of NRI /NRE/NRO status printed on it required along with cancelled cheque.

In case of NRE/ NRI/ A/c a PIS Repatriation letter of bank required on the bank letter head with bank seal.

In case of NRO a/c PIS- Non Repatriation letter of bank required.

4 Full Photo Copies of Passport along with date stamp for the period during which he/she was in India.

Financial details proof (Income tax return/six month bank statement/ audited accounts/Net worth certificate by a qualified chartered accountant).

Full copy of VISA/Green card etc, if any, Latest IT returned submitted Copy

In case of NRI all the supporting documents given as proofs along with KYC form should be attested by any one of the following entities – Notary Public, Court, Magistrate, Judge, Local Banker, Indian Embassy / Consulate General in the country where the client resides .For e.g. If an NRI resides at London then he has to obtain attestation from London official's only.

Notes: If the applicant has submitted PIO card (Person of Indian Origin) for trading a/c opening then in that case we can treat the a/c as NRI a/c or Individual a/c (as per documents given).

Rs \_\_\_\_\_/- Cheque in favour of PSE Securities Ltd for Demat AMC charges,

(For Minimum Initial deposit AMC for 3 years)

Rs \_\_\_\_\_/- Cheque in favour of PRAKEM Investments for A/c opening Charges & POA Charges.

(One time For Demat A/c Opening documentations & POA charges)