

KNOW YOUR CLIENT (KYC) Application Form- For Non Individuals

Ghalla Bhansali Stock Brokers Pvt.Ltd.

☐ NEW ☐ CHANGE REQUEST (Please tick ✓ the appropriate)

(DP Id: IN301854)

Please fill this form in **ENGLISH** and in **BLOCK LETTERS** 'DEVANSH',133D.S.P ROAD,NR.RANJIT STUDIOS,DADAR(E),MUMBAI-400014.
(Please tick ✓ the box on left margin of appropriate row where **CHANGE/CORRECTION** is required and provide the details in the corresponding row)

Acknowledgement No.

A

IDENTITY DETAILS

1. Name of the Applicant	
2a. Date of incorporation	DD / MM / YYYY
2b. Place of incorporation	
3. Date of commencement of business	DD / MM / YYYY
4a. PAN	
4b. Registration No. (e.g. CIN)	
5. Status (Please tick ✓ the appropriate)	
☐ Private Limited Co.	☐ Public Ltd. Co.
☐ Charities	☐ NGO's
☐ AOP	☐ Bank
☐ BOI	☐ Society
☐ FPI - Category III	☐ Others (Please specify)
☐ Body Corporate	☐ FI
☐ Partnership	☐ FII
☐ Trust	☐ HUF
☐ Non-Government Organization	☐ Defense Establishment
☐ FPI - Category I	☐ FPI - Category II

B

ADDRESS DETAILS

1. Address for Correspondence	
City / Town / Village	Pin Code
State	Country
2. Specify the Proof of Address submitted for Correspondence Address:	
3. Contact Details	
Tel. (Off.)	Fax
Tel. (Res.)	Mobile No
E-Mail Id.	
4. Registered Address (If different from above)	
City / Town / Village	Pin Code
State	Country

C

OTHER DETAILS (If space is insufficient, enclose these details separately [Illustrative format enclosed])

1. Name, PAN, residential address and photographs of Promoters/Partners/Karta/Trustees and whole time directors:	
2a.DIN of whole time directors :	
2b.Aadhar number of Promoters/Partners/Karta :	

D

DECLARATION

I/We hereby declare that the details furnished above are true and correct to the best of my/our knowledge and belief and I/we undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am/ we are aware that I/we may be held liable for it.

Date: DD / MM / 20YY

Name & Signature of the Authorised Signatory

FOR OFFICE USE ONLY

In Person Verification (IPV) Details:	
Name of the person who has done the IPV:	
Designation:	Employee ID:
Name of the Organization:	Ghalla Bhansali Stock Brokers Pvt.Ltd.
Date of IPV:	(MI ID. : P0099 / POS Code : 1400957033)
Signature of the person who has done the IPV	Seal/Stamp of the Intermediary
☐ Originals Verified and Self Attested Document copies received	
Date	Signature of the Authorised Signatory

1. Name																				
2. Relationship with Applicant (i.e. promoters, whole time directors etc.)																				
3a. PAN						3b. DIN														
3c. Aadhar (UID) Number																				
4. Residential/ Registered Address																				
City / Town / Village										Country					Pin Code					
State																				

PHOTOGRAPH

Please affix
your recent passport
size photograph and
sign across it

1. Name																				
2. Relationship with Applicant (i.e. promoters, whole time directors etc.)																				
3a. PAN						3b. DIN														
3c. Aadhar (UID) Number																				
4. Residential/ Registered Address																				
City / Town / Village										Country					Pin Code					
State																				

PHOTOGRAPH

Please affix
your recent passport
size photograph and
sign across it

1. Name																				
2. Relationship with Applicant (i.e. promoters, whole time directors etc.)																				
3a. PAN						3b. DIN														
3c. Aadhar (UID) Number																				
4. Residential/ Registered Address																				
City / Town / Village										Country					Pin Code					
State																				

PHOTOGRAPH

Please affix
your recent passport
size photograph and
sign across it

1. Name																				
2. Relationship with Applicant (i.e. promoters, whole time directors etc.)																				
3a. PAN						3b. DIN														
3c. Aadhar (UID) Number																				
4. Residential/ Registered Address																				
City / Town / Village										Country					Pin Code					
State																				

PHOTOGRAPH

Please affix
your recent passport
size photograph and
sign across it

1. Name																				
2. Relationship with Applicant (i.e. promoters, whole time directors etc.)																				
3a. PAN						3b. DIN														
3c. Aadhar (UID) Number																				
4. Residential/ Registered Address																				
City / Town / Village										Country					Pin Code					
State																				

PHOTOGRAPH

Please affix
your recent passport
size photograph and
sign across it

INSTRUCTIONS/CHECK LIST FOR FILLING KYC FORM

A. IMPORTANT POINTS:

- Self attested copy of PAN card is mandatory for all clients, including Promoters/Partners/Karta/Trustees and whole time directors and persons authorised to deal in securities on behalf of company/firm/others.
- Copies of all the documents submitted by the applicant should be self-attested and accompanied by originals for verification. In case the original of any document is not produced for verification, then the copies should be properly attested by entities authorised for attesting the documents, as per the below mentioned list.
- If any proof of identity or address is in a foreign language, then translation into English is required.
- Name & address of the applicant mentioned on the KYC form, should match with the documentary proof submitted.
- If correspondence & permanent address are different, then proofs for both have to be submitted.
- Sole proprietor must make the application in his individual name & capacity.
- For non-residents and foreign nationals, (allowed to trade subject to RBI and FEMA guidelines), copy of passport/PIO Card/OCI Card and overseas address proof is mandatory.
- For foreign entities, CIN is optional; and in the absence of DIN no. for the directors, their passport copy should be given.
- In case of Merchant Navy NRI's, Mariner's declaration or certified copy of CDC (Continuous Discharge Certificate) is to be submitted.
- For opening an account with Depository participant or Mutual Fund, for a minor, photocopy of the School Leaving Certificate/Mark sheet issued by Higher Secondary Board/Passport of Minor/Birth Certificate must be provided.
- Politically Exposed Persons (PEP) are defined as individuals who are or have been entrusted with prominent public functions in a foreign country, e.g., Heads of States or of Governments, senior politicians, senior Government/judicial/ military officers, senior executives of state owned corporations, important political party officials, etc.

B. Proof of Identity (POI): - List of documents admissible as Proof of Identity:

- Unique Identification Number (UID) (Aadhaar)/ Passport/ Voter ID card/ Driving license.
- PAN card with photograph.
- Identity card/ document with applicant's Photo, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities, Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members; and Credit cards/Debit cards issued by Banks.

C. Proof of Address (POA): - List of documents admissible as Proof of Address:

(*Documents having an expiry date should be valid on the date of submission.)

- Passport/Voters Identity Card/Ration Card/Unique Identification Number (UID)/ Aadhar Letter/Registered lease or Sale Agreement of Residence/Driving License/ Flat Maintenance bill/Insurance Copy.

F. In case of Non-Individuals, additional documents to be obtained from non-individuals, over & above the POI & POA, as mentioned below:

Types of entity	Documentary requirements
Corporate	☐ Copy of the balance sheets for the last 2 financial years (to be submitted every year). ☐ Copy of latest share holding pattern including list of all those holding control, either directly or indirectly, in the company in terms of SEBI takeover Regulations, duly certified by the company secretary/Whole time director/MD (to be submitted every year). ☐ Photograph, POI, POA, PAN and DIN numbers of whole time directors/two directors in charge of day to day operations. ☐ Photograph, POI, POA, PAN of individual promoters holding control - either directly or indirectly. ☐ Copies of the Memorandum and Articles of Association and certificate of incorporation. ☐ Copy of the Board Resolution for investment in securities market. ☐ Authorised signatories list with specimen signatures.
Partnership firm	☐ Copy of the balance sheets for the last 2 financial years (to be submitted every year). ☐ Certificate of registration (for registered partnership firms only). ☐ Copy of partnership deed. ☐ Authorised signatories list with specimen signatures. ☐ Photograph, POI, POA, PAN of Partners.
Trust	☐ Copy of the balance sheets for the last 2 financial years (to be submitted every year). ☐ Certificate of registration (for registered trust only). ☐ Copy of Trust deed. ☐ List of trustees certified by managing trustees/CA. ☐ Photograph, POI, POA, PAN of Trustees.
HUF	☐ PAN of HUF. ☐ Deed of declaration of HUF/ List of coparceners. ☐ Bank pass-book/bank statement in the name of HUF. ☐ Photograph, POI, POA, PAN of Karta.
Unincorporated association or a body of individuals	☐ Proof of Existence/Constitution document. ☐ Resolution of the managing body & Power of Attorney granted to transact business on its behalf. ☐ Authorised signatories list with specimen signatures.
Banks/ Institutional Investors	☐ Copy of the constitution/registration or annual report/balance sheet for the last 2 financial years. ☐ Authorised signatories list with specimen signatures.
Foreign Institutional Investors (FII)	☐ Copy of SEBI registration certificate. ☐ Authorised signatories list with specimen signatures.
Army/ Government Bodies	☐ Self-certification on letterhead. ☐ Authorised signatories list with specimen signatures.
Registered Society	☐ Copy of Registration Certificate under Societies Registration Act. ☐ List of Managing Committee members. ☐ Committee resolution for persons authorised to act as authorised signatories with specimen signatures. ☐ True copy of Society Rules and Bye Laws certified by the Chairman/Secretary.

- Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.
- Bank Account Statement/Passbook -- Not more than 3 months old.
- Self-declaration by High Court and Supreme Court judges, giving the new address in respect of their own accounts.
- Proof of address issued by any of the following: Bank Managers of Scheduled Commercial Banks/Scheduled Co-Operative Bank/Multinational Foreign Banks/Gazetted Officer/Notary public/Elected representatives to the Legislative Assembly/Parliament/Documents issued by any Govt. or Statutory Authority.
- Identity card/document with address, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members.
- For FII/sub account, Power of Attorney given by FII/sub-account to the Custodians (which are duly notarized and/or apostilled or consularised) that gives the registered address should be taken.
- The proof of address in the name of the spouse may be accepted.

D. Exemptions/clarifications to PAN

(*Sufficient documentary evidence in support of such claims to be collected.)

- In case of transactions undertaken on behalf of Central Government and/or State Government and by officials appointed by Courts e.g. Official liquidator, Court receiver etc.
- Investors residing in the state of Sikkim.
- UN entities/multilateral agencies exempt from paying taxes/filing tax returns in India.
- SIP of Mutual Funds upto Rs 50, 000/- p.a.
- In case of institutional clients, namely, FIIs, MFs, VCFs, FVCIs, Scheduled Commercial Banks, Multilateral and Bilateral Development Financial Institutions, State Industrial Development Corporations, Insurance Companies registered with IRDA and Public Financial Institution as defined under section 4A of the Companies Act, 1956, Custodians shall verify the PAN card details with the original PAN card and provide duly certified copies of such verified PAN details to the intermediary.

E. List of people authorised to attest the documents:

- Notary Public, Gazetted Officer, Manager of a Scheduled Commercial/ Co-operative Bank or Multinational Foreign Banks (Name, Designation & Seal should be affixed on the copy).
- In case of NRIs, authorised officials of overseas branches of Scheduled Commercial Banks registered in India, Notary Public, Court Magistrate, Judge, Indian Embassy /Consulate General in the country where the client resides are permitted to attest the documents.