

PARTNERSHIP FIRM Account Opening Checklist- Requirement

Incase KRA already Registered/validated:

Whether KRA registered	YES	NO
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PARTICULAR	1 st Verification	2ss st Verification
Copy of PARTNERSHIP FIRM PAN		
Board Resolution		
List of Partners with NAME and list of shareholding pattern and list of Authorised signatory (ON Letter head of firm with sign and stamp)		
Latest by two Year ITR, BALANCE SHEET, P&L		
Original Cancel cheque of partnership firm.		
Proof of Address in the firm		

otherwise.

Documents as mentioned below along with duly filled PARTNERSHIP FIRM KRA and PARTNERSHIP FIRM CKYC form with photograph of authorized signatory attested to be submitted.

Duly filled Partners KRA and CKYC form with photograph of all partners along with PAN and Aadhar card copy self-attested

Particular	1 st Verification	2 ND Verification
Pan Card Of Partnership Firm		
Address Proof Of Partnership Firm -1) Latest 3 Months Bank Statement Utility Bill 2)Electric Bill-Latest 3 month 3) MTNL Bill-Latest 3 month		
Partnership Deed Copy with all partners sign and stamp		
Last 2 Years Balance Sheet Copy & Profit & Loss Copy (Each & Every pages partners sign & stamp		
Cancelled cheque.		
UBO Form-		
Certificate Of Registration (Only For Registered Partnership Firm)		
1)List Of Partners Along With Signature Of Partners (On Letter Head Of Partnership Firm) 2)List Of Share Holding pattern (On letterhead) 3)List Of Authorised Partners (On Letterhead)		
Declaration Of Partnership Firm (On Letterhead)		
All Documents Attested With All Partners Sign		
PARTNERS PAN & AADHAR COPY (Address Proof)		

.Please Note : Demat Account Cannot Be Opened In The Name Of Partnership Firm. It Has To Be Opened In The Name Of Partners) All partners sign without stamp required on Page no 5 to 9, 11, 14 to 15,18,19 (demat pages) On others pages stamp & sign required (Trading pages) Mobile & email id being mentioned should be self or dependent family.

Duly filled account opening form.

Signature with Company stamp on Form

PAGE NO.	1 st verification	2 nd verification
1-(6 sign with stamp)		
2-(1 sign with stamp)		
3-(2 sign with stamp)		
5-(2 only sign)		
6-(2 only sign)		
9-(2 only sign)		
11-(2 only sign)		
12-(2 only sign)		
13-(1 sign with stamp)		
14-(8 only sign)		
15-(1 sign with stamp)		
16-(1 sign with stamp)		
17-(2 only sign)		
18-(2 only sign)		
20-(1 sign with stamp)		
21-(1 sign with stamp)		
22-(1 sign with stamp)		
23-(1 sign with stamp)		
24-(1 sign with stamp)		

TOTAL SIGNATURES -27

Remark

1ST VERIFICATION NAME	DATE-
2ND VERIFICATION NAME	DATE-

Total Documents attached- _____