

PMS account opening requirement for Corporate Client with PPFAS

	Documents	No of copies	Affix company Stamp	Documents to be Signed by
1	Self attested photocopies of PAN CARD of all Directors	6	Y	Self Attested
2	Self attested photocopies of Address proof of all Directors	6	Y	Self Attested
3	Self attested Photocopies of COMPANY'S PAN CARD	6	Y	Authorised Signatory-any one
4	Self Attested photocopies of Address Proof of COMPANY (Latest Bank Statement on Bank's letterhead or signed by Bank Manager with rubber stamp and name & designation on it.)	6	Y	Authorised Signatory-any one
5	AOA & MOA (Affix stamp & sign on the 1 st and the last page)	4	Y	Authorised Signatory-any one
6	Photocopies of Certificate of Incorporation with Registrar's stamp,duly stamped & signed	4	Y	Authorised Signatory-any one
7	Self attested Photocopies of DIN Number of all Directors	2	Y	Authorised Signatory-any one
8	Photocopies of Form 32 (Addition/Deletion of Directors)	4	Y	Authorised Signatory-any one
9	Form 18 Company Registration Address Proof duly stamped and signed by Authorised Signatories	1	Y	Authorised Signatory-any one
10	CANCELLED CHEQUE of the company	1	-----	-----
11	Cheque of RS. 10,000/- in Favour of HDFC Bank Ltd A/c "Name of the company)	-----	-----	-----
	Following Proofs required on Company Letterhead			
1	Board Resolution as per ISSL format	4	Y	Authorised Signatories-any two
2	Name and Address of List of Directors -Paste Photos and Sign across photos	6	Y	Authorised Signatories-any one
3	Name and Address of the List of Authorised Signatories-paste photos and sign across photos	6	Y	Authorised Signatories-any one
4	Share Holding pattern	4	Y	Authorised Signatories-any one
5	Board Resolution format as per PPFAS	2	Y	Authorised Signatories – any two
6	A declaration as per PPFAS format	2	Y	Authorised Signatories – any two

7	Photos of Directors -16 copies of all directors			
8	Photocopy of the latest IT return filed (acknowledgement part)	1		
9	Last 2 year's Annual Report copies duly stamped and signed by Authorised Signatories on the front page.	1		Authorised Signatories – any one

** Affix company seal on POA of ISSL. Affix company stamp and signed by company secretary or directors as per board resolution.

On company letterhead 6 COPIES

LIST OF DIRECTORS

NAME & ADDRESS OF THE DIRECTOR

Paste photo of Director
and
sign Across the Photo

NAME & ADDRESS OF THE DIRECTOR

Paste photo of Director
and
sign Across the Photo

NAME & ADDRESS OF THE DIRECTOR

Paste photo of Director
and
sign Across the Photo

Stamped and signed by authorised signatories – any one

On company letterhead -6 COPIES

LIST OF AUTHORISED SIGNATORIES

NAME & ADDRESS OF AUTHORISED SIGNATORIES

Specimen Signature

Paste photo of Director
and
sign Across the Photo

Specimen Signature

Paste photo of Director
and
sign Across the Photo

Stamped and signed by authorised signatories – any one

(on company letterhead 4 copies for ISSL)

CERTIFIES COPY OF THE RESOLUTION PASSED AT THE BOARD MEETING OF THE COMPANY HELD ON _____ AT _____ x

“**RESOLVED THAT** the Company be and is hereby authorized to trade on the Cash and Derivatives Segment of the Bombay Stock Exchange (BSE) and the National Stock Exchange (NSE)”

“**RESOLVED FURTHER THAT** the Company appoint IL&FS Securities Services Limited (ISSL) as the Custodian and Clearing Member to clear and settle the trades executed on behalf of the company.”

“**RESOLVED FURTHER THAT** ISSL be and is hereby authorized to open, operate and close Custody, Constituent and Demat Accounts in the name of the Company to facilitate the resultant functions.”

“**RESOLVED FURTHER THAT** a Current Account be opened with the HDFC Bank Limited Fort Barnch and that the Company do apply for the Net Banking facility provided by the Bank and also execute a Undertaking-Cum-Fax Indemnity.”

“**RESOLVED FURTHER THAT** a Power of Attorney be executed in favour of ISSL, in order to enable ISSL to open, operate and close the above mentioned Demat & Bank account(s) in the name of the the Company.”

“**RESOLVED FURTHER THAT** the Company be and is hereby authorized to transfer to ISSL any and / or all of the following as margins as required by ISSL from time to time, towards margins for availing exposure to trade on BSE & NSE.”

- Cash Deposits.
- Shares, Mutual Fund Units, Bonds, Government Securities and all other Marketable Securities held by the Company in its own name and having full beneficial interest and which are free from any encumbrances, do not have a lock-in period, negative lien or any other adverse rights to ISSL.
- Lien on Fixed Deposits held with Banks and / or Corporates held by the Company in its own name and having full beneficial interest, by way of lien / pledge in favour of ISSL and which are free from any encumbrances, do not have a lock-in period, negative lien or any other adverse rights.
- Bank Guarantee(s) in favour of ISSL.

“**RESOLVED FURTHER THAT** the Company does hereby authorize ISSL to use the collaterals so placed by the Company for onward placement with BSE, NSE, BOISL and NSCCL as its own.”

“**RESOLVED FURTHER THAT** Mr/Ms _____, Director / Authorised x Signatory and Mr/Ms _____, Director / Authorised Signatory be and are hereby x authorized jointly or severally to execute, sign, and issue all / any such Applications, Agreements, Power of Attorney, Indemnities, Documents, Writings, Instruments and all Renewals that ISSL / HDFC Bank Limited may require from time to time for the aforesaid purposes.”

“**RESOLVED FURTHER THAT** the Common Seal of the company be affixed on the said documents in presence of _____ Director(s) of the Company” x

“ **RESOLVED FURTHER THAT** a copy of the foregoing resolution, Certified as True Copy by _____, Director be given to ISSL and HDFC Bank Limited for their record and that ISSL x / HDFC Bank Limited be and are hereby authorized to do all such acts, deeds and things as may be necessary to give effect to this resolution.”

For _____

Director / Company Secretary

**Stamp and signed by any two authorised signatories
(On company letter head 1 copies required by ISSL)**

Date:

To
The Branch Manager,
HDFC Bank Limited,
_____ Branch.

Dear Sir/Madam,

Reference: Registration of Power of Attorney of my/our Account No. _____ ("the said account") with you.

I/We have entered into an arrangement with IL&FS Securities Services Limited (ISSL) for availment of Custodial Services (hereinafter referred to as "Custodial Services"), whereby the account will be operated by IL&FS Securities Services Limited through its authorised representative(s). Accordingly, in terms of the aforesaid arrangement, I/We hereby confirm having granted a Power of Attorney (POA) in favour of ISSL ("**the POA holder**") with the powers to operate the said account maintained with you for and on my/our behalf and in my/our name/(s). The original POA / Notarised copy of the POA is attached herewith.

I/We hereby confirm that the POA holder shall have absolute discretion to operate the said account on my/our behalf. Accordingly, I/we authorise the Bank to act on the instructions received from the POA holder and the Bank shall stand fully discharged from its obligations by acting in accordance with the instructions of the POA holder.

I/We hereby confirm that I/we will not give/issue any instructions for the operation of the account and the POA holder alone shall have the powers to operate the account. I/We further confirm that the Bank shall have full rights to reject any such operating instructions and/or other related instructions received from me/us in this regard including to dishonour cheques drawn by me/us on the said account during the subsistence of this POA.

I/We further authorize you to deliver the Welcome Letter, Chequebook, Statement of Account, Net Banking PIN **and** any other deliverables in respect of the said account to the mailing address communicated to you by the POA holder and without requirement of any intimation to me/us.

If I/we intend to revoke the POA, I/we shall give notice of revocation in writing to the POA holder and to the Bank. I/we acknowledge and understand that the Bank shall register/update the said revocation in its system within _____ working days from receipt of the revocation notice (together with the acknowledged copy of the revocation notice addressed to the POA holder) by the Bank. The Bank shall not be liable for any consequences arising due to operation of the said account pending registration of revocation of the said POA in the Bank's system.

I/We acknowledge that it is, inter alia, on the strength and basis of this Authority Letter and the POA that you have at our request agreed to permit the POA holder to operate the said account and I/we state and confirm that the Bank shall not be held liable for anything done or having given effect to any transaction or acted on the instructions of the POA holder in respect of the said account.

We request you to kindly arrange to register the said POA in your records.

Further, please register the correspondence address as
C/o. IL&FS Securities Services Limited - Custodial Services,
IL&FS House,
Plot No. 14, Raheja Vihar,
Chandivili,
Andheri (East),

Mumbai – 400 072.

And request you to dispatch all the relevant deliverables necessary for operation of the account to the above address.

Yours Faithfully,

Signature of the Account Holder(s)

Note: Address proof of both parties is mandatory

Stamp and signed by any one authorised signatories

On company letterhead 4 COPIES

Details of Share Holding Pattern

Stamped and signed by authorised signatories – any one

(on Co letterhead 2 copies)

For Use by Corporates Only

Format of Declaration to be given by the Corporate
(to be obtained on pre-printed corporate letterhead)

Date:

To,
Parag Parikh Financial Advisory Services Limited

130/132, Great Western Building, 1st Floor, S. B. Marg, Near Lion Gate,
Fort, Mumbai- 400 023.

Sir,

We hereby certify that the following resolutions of the board of directors of _____
Limited were duly passed at the board meeting held on _____ that:

1. The Company is empowered to deal in equities, derivatives, debentures, debt products and/or any other investment product(s) or services and agrees to the terms of PPFAS Member as per Member-Client Agreement.
2. PPFAS is hereby authorised to act on the oral or written or electronic instructions of any one or more of the following persons. He/She/They is/are authorised to operate the account and to deal in equities/derivatives/debentures/debt and/or any other investment product(s) or services and to sell, purchase, transfer, endorse, negotiate documents and/or otherwise deal through M/s. Parag Parikh Financial Advisory Services Limited, on behalf of the company _____ company he/she/they is/are also authorised to sign, execute and submit such applications, undertakings, agreements and other requisite documents, and writing and deeds as may be deemed necessary or expedient to open account and give effect to this purpose.

Thanking you,
Yours Faithfully,

Name(s)	Signature(s)
_____	_____
_____	_____
_____	_____
_____	_____

Signature of Chairman/ Director _____
Signature of Company Secretary _____

Date: _____
Place: _____
the resolution)

(Please attach a certified true copy of

Stamp and signed by any one authorised signatories

(Type on Company letterhead 2 copies)

Format of Board Resolution in case of the Corporate
(to be obtained on pre-printed corporate letterhead)

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED IN THE MEETING OF THE BOARD OF
DIRECTORS OF M/S _____ HAVING ITS REGISTERED OFFICE AT _____ HELD
ON _____ DAY _____ OF 200 _____ AT _____.

Resolved that the company do agree with M/s. Parag Parikh Financial Advisory Services Ltd., Member of the National Stock Exchange of India Ltd. (NSE) and Bombay Stock Exchange, Ltd (BSE) etc. for the purpose of dealing on Capital Market/Cash segment, Derivatives/ Futures & Options segment or any other segment that may be introduced by BSE/NSE M/s. Parag Parikh Financial Advisory Services Ltd., in future and the said Member be and is hereby authorized to honour instructions, oral/written or electronic, given on behalf of the company by any of the under noted authorized signatories :-

Sr. No.	Name	Designation
1.		
2.		
3.		

who is/are authorized to sell, purchase, endorse, negotiate documents and/or otherwise deal through M/s. Parag Parikh Financial Advisory Services Limited , on behalf of the Company.

I RESOLVED FURTHER THAT Mr. _____ Director, and/or Mr. _____
_Authorised Signatory of the company be and hereby authorized to sign, execute and submit such applications, undertakings, agreements and other requisite documents, writings and deeds as may be deemed necessary or expedient to open account and give effect to this resolution.

AND RESOLVED FURTHER THAT, the common seal of the company be affixed, wherever necessary, in the presence of any directors or Company Secretary, who shall sign the same in token of the presence.

For _____

Chairman/Company/Secretary (Signature to be verified by the Banker)

Specimen signature of the Authorized person.

Name _____ Specimen Signature
(The above signatures to be attested by the person signing the resolution for account opening on behalf of the company)

Stamp and signed by any one authorised signatories

On Co Letter Head (Only one copy)

To
The Manager,
HDFC BANK LTD
FORT
MUMBAI

Dear Sir / Madam,

● **Sub : Opening & Operation of Bank Account(s)**

I / We wish to open Savings / Current / NRE (Savings & PIS) & NRO (Savings & PIS) account(s) with your bank and enclose herewith the application form(s) alongwith the supporting documents towards the same

With respect to the above account(s), I / we also wish to inform you that I / we have executed a Power of Attorney in favour of M/s. IL&FS Securities Services Limited (ISSL) in order to enable them to open, operate and close this / these account(s). A copy of the PoA has been enclosed herewith for your record. I / We undertake to inform the bank immediately in writing, incase the PoA is revoked by me / us. Till such time the bank shall continue to act on the PoA

With respect to the same, you are hereby requested to :

- a) open the account(s) as stated above
- a) register / take on record the Power of Attorney executed in favour of ISSL
- a) register a Change of Address for the above mentioned account(s) to :
C/o. IL&FS Custodial Services, IL&FS House, Raheja Vihar,
Chandivli, Andheri (E), Mumbai – 400072
- a) do not issue International Debit Card and arrange to send the Welcome Kit along with the Cheque Book to ISSL

Thanking you,

Sincerely,

Signed by any Two authorised signatories with rubber stamp on it.

On Co Letter Head (Only one copy)

Date : _____

Dear Sir / Madam,

Sub. : Authority Letter

I / We have registered myself / ourselves as clients for the Custodial & Clearing Services offered by your Company

I / We intend to invest in shares and securities, derivatives, bonds, debentures, mutual fund units, IPO's and other modes of investments

With respect to the same, I / we hereby unconditionally authorize you to :

- a) Accept, confirm and settle all trades / transactions executed on my / our behalf by my / our Brokers, M/s _____ , on the Cash and / or Derivatives Segments of the National Stock Exchange (NSE) and / or the Bombay Stock Exchange (BSE)
- a) Share with and provide to the abovementioned broker, data / information regarding my / our portfolio, including my / our demat and bank account statements, on a regular basis
- a) Maintain running account(s) / balance(s) (demat and funds) with yourselves
- a) Adjust / utilize / set-off any of my / our debits in any of the account(s) / balance(s) against credits in any of my / our other account(s) / balance(s) with you
- a) Retain shares, securities and other marketable investments received in any of my / our account(s) and transfer them from / to the account(s) towards pay-ins' or margins in any segment / exchange
- a) Pay / settle / debit from my / our bank account(s) / cash collaterals any / all brokerages / fees / charges etc. due to IL&FS, the Broker, the Bank and any other Regulatory or Tax Authorities

I / We hereby affirm and confirm that IL&FS would not be held responsible for any losses / expenses that might be incurred due to ISSL executing any or all of the above mentioned deeds / acts.

This letter of Authority shall come into effect from the date of the Agreement.

Thanking you,

Sincerely,

●

●

Signed by any two director with rubberstamp on it.

