

## Portfolio Management Service (PMS) Account Opening with PPFAS checklist:

### NRE/NRO Account

#### Documents to be executed:-

1. Member client agreement (Broking Agreement)
2. Portfolio Management Scheme Agreement
3. Custodian Set (HDFC Bank A/c opening and Demat Account opening papers along with POA, custodian agreement)

**Note:** If the documents are executed abroad, we require all the proofs and certain documents to be notarized from local notary public or attestation from consulate general (Indian Embassy).

#### Following Proofs are required:-

Sr. no	Documents Required	1 <sup>st</sup> Holder	2 <sup>nd</sup> Holder
1	Passport size photographs	8 photos	8 photos
2	Photocopy of passport including Visa page & Entry page to India (duly self attested)	8 copies	8 copies
3	Overseas Citizen of India card (OCI Card) (duly self attested)*	8 copies	8 copies
4	Photo copy of PAN Card (duly self attested)	8 copies	8 copies
5	Foreign address proof duly self attested (any 1) <ul style="list-style-type: none"> <li>• Driving license</li> <li>• Latest utility bill (Telephone bill or Electricity bill) not older than 2 months</li> <li>• Latest bank statement</li> </ul>	8 copies	8 copies
6	If you have residence in India please provide Indian address proof duly self attested. Valid Address Proofs are Ration Card <b>OR</b> Utility Bill (Telephone/Electricity) <b>OR</b> Driving License <b>OR</b> Latest Bank Statement.	2 copies	2copies
7	Photocopy of acknowledgment of the latest IT return (if filed) or Last 6 months bank statement.	1 copy	Not required
8	Cheque of Rs.15,000/- in favor of 'HDFC BANK LIMITED Name of the 1 <sup>st</sup> Holder' (Name as per PAN Card)**		
9	If you wish to nominate we require 2 passport size photos for PMS Agreement and Demat Account opening form. Nominee's signature is required in PMS Agreement and Demat Account Form. (If Nominee is Minor we require 2 passport size photos of Guardian and Signatures of Guardian.)		

**Important: If you have a NRO PIS or NRE PIS account with any other bank you have to close the PIS account.**

Notes: \*\* for NRO account - issue the cheque from NRO account

for NRE account - issue the cheque from NRE account

\* The OCI card is required only if the person is not born in India.

#### Additional Requirement for investor working with Merchant Navy (Duty on Ship)

1. Copy of CDC (Continuous Discharge Certificate) with latest stamping page.
2. Latest contract letter copy received from employer and if possible please provide appointment letter also.
3. Signature on mariner's vacation letter

(See the format given below: Shippy-declaration)

**For NRI's with existing Demat and PIS accounts**

1. Existing Demat transaction statement from the date of inception. (SOT)
2. NOC Letter from Existing Bank (that they have no objection for opening of PIS A/c with Any other bank.)

Date:

The Manager  
HDFC Bank

\_\_\_\_\_

\_\_\_\_\_

Dear Sir,

Re. : Declaration

I hereby confirm that I have just returned after completion of my contract with \_\_\_\_\_(company) registered in \_\_\_\_\_ (address of the principals). I am on a break for \_\_\_\_\_ days/months and will be joining on new contract on / by \_\_\_\_\_. I request you to kindly open an NRE account in my name on the basis of the following documents submitted.

- Passport copies indicating my previous trip abroad on my last contract
- Most recent contract copy
- Copy of the CDC Book

I also confirm that I will inform the bank in case I am unable to proceed on a new contract or choose not to go on a new contract, and have the non-resident accounts opened in my name redesignated to resident / RFC accounts (if eligible).

Yours Sincerely,

\_\_\_\_\_  
(Customer's Name)