

CHECK LIST FOR LLP ACCOUNT –

NON INDIVIDUAL APPLICATION only

- All the documents for account opening for individual client will have to be collected for all the partners.
 - Pan copy of Partners
 - Permanent address proof of the Partners
 - Photograph of the Partners
- Certified true copy of partnership deed (notarized)
- Certificate of registration (for registered partnership firm only)
- Declaration of partnership firm on firm's letter head (In case of more than 3 partners in the firm).
- Authorized signatories list with specimen signature
- LLP – pan proof
- LLP address proof – registered as per mca site.
- LLP bank statement.
- Last year ITR and Balance Sheet copies along with first and last three pages duly attested by all the partners (to be submitted every year)
- Net worth certificate of the firm in case where latest ITR and balance sheet is not available.
- Under taking letter required on letter head of the firm.
- Beneficiary owner determination form for all Partners required.
- IPV and self attestations required.
- **For LLP account – demat will be opened in the name of the FIRM.**
- **NON individual kra page required for commodity application.**
- **In kra page LLP name and in page no 9, 10, 11, 13, (LLP name to be filled with sign and seal) and LLP pan number**
- **In annexure page top LLP name, LLP pan to be written.....in boxes individual details required with photograph with across the sign AND authorized person seal and sign in authorized signatory place**
- Aadhar is mandatory : Corporate – Authorized person , Partnership Firm – Authorized Partner

Note:

- Provided documents in the name of firm, should be attested by all the partners where individual document can be self attested by respective partners.
- IPV required in kyc and in documents required.
- **NOTE :- BOD form filling :-**
- Point no 1 – company / firm - Name
- Point no 2 – director / partner - Name and details
- Point no 3 – director or partner (working company details)

