

# Opening a Trading Account Offline

## Steps to Open a Trading Account offline

- The client should visit the corporate office of the Stock Broker located at Moti Mahal, 7<sup>th</sup> Floor, 195, J. Tata Road, Churchgate, Mumbai 400023 where the client intends to open an account or the client can download the Account Opening Form (AOF) from our website <https://damanifinsev.com/> under the Download & Communication tab.
- The client has to Fill up the account opening form
- The client has to Submit the required supporting documents as mentioned herein below:

### **Individual Clients**

- Passport-size photographs to be affixed in the Account Opening Form(AOF) and sign across the photograph
- Self-attested copy of the PAN with the signature
- Self-attested copy of address proof. Any one of the following Officially Valid Documents(OVD) can be submitted: Driving licence, Voter ID, Passport, Aadhaar card. If Aadhaar is being submitted, ensure that a masked Aadhaar is submitted, i.e., black out the first 8 digits of the Aadhaar number. Only the last four digits should be visible. To download a masked Aadhaar online, visit <https://myaadhaar.uidai.gov.in/genricDownloadAadhaar>
- A bank account proof in the client's name. The bank proof can be one of the following: A personalised cancelled cheque with the name printed on it, Bank statement, Bank passbook copy with the bank account number, Bank logo, Seal, MICR, and SC code clearly visible.
- An income proof to trade in Future & Options. The income proof can be Bank Statement of Last Six months/ Latest Salary Slip/ ITR acknowledgement/ Form16/ Certificate of Net worth/ Statement of Demat Holding with Valuation.

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## Non-Individual Clients

Procedure for opening non-individual account is almost same as Individual clients. However, due to various sub-categories viz. HUF, Trusts, Corporate, Firm, AOP etc. under Non- Individual Clients requirements in terms documentation, due diligence and identifying Ultimate Beneficial Owners varies from case to case. Some general documentary requirements based on sub-category are given hereunder:

Types of entity	Documentary requirements
<b>Corporate</b>	<p>Copy of the balance sheets for the last 2 financial years (to be submitted every year)</p> <p>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)</p> <p>Photograph, Proof of Identity (POI), Proof of Address (POA), PAN and DIN numbers of whole time directors/two directors in charge of day to day operations</p> <p>Photograph, POI, POA, PAN of individual promoters holding control - either directly or indirectly</p> <p>Copies of the Memorandum and Articles of Association and certificate of incorporation</p> <p>Copy of the Board Resolution for investment in securities market</p> <p>Authorized signatories list with specimen signatures</p>
<b>Partnership firm</b>	<p>Copy of the balance sheets for the last 2 financial years (to be submitted every year)</p> <p>Certificate of registration (for registered partnership firms only) Copy of partnership deed</p> <p>Authorized signatories list with specimen signatures Photograph, POI, POA, PAN of Partners</p>
<b>Trust</b>	<p>Copy of the balance sheets for the last 2 financial years (to be submitted every year)</p> <p>Certificate of registration (for registered trust only). Copy of Trust deed List of trustees certified by managing trustees/CA</p> <p>Photograph, POI, POA, PAN of Trustees</p>
<b>HUF</b>	<p>PAN of HUF</p> <p>Deed of declaration of HUF/List of coparceners</p> <p>Bank pass-book/bank statement in the name of HUF Photograph, POI, POA, PAN of Karta</p>

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<b>Unincorporated Association or a body of individuals</b>	Proof of Existence/ Constitution document Resolution of the managing body & Power of Attorney granted to transact business on its behalf Authorized signatories list with specimen signatures
<b>Registered Society</b>	Copy of Registration Certificate under Societies Registration Act List of Managing Committee members Committee resolution for persons authorized to act as authorized signatories with specimen signatures True copy of Society Rules and Bye Laws certified by the Chairman/ Secretary

### In-Person Verification (IPV)

As part of the mandatory In-Person Verification (IPV) requirement for all brokers, Webcam or a physical verification is required.

Once complete set of documents are prepared, e-mail the complete set to [damanifinancial@hotmail.com](mailto:damanifinancial@hotmail.com). The forms will be reviewed for corrections, if any. Post review of the forms, the client shall be required to courier the documents. Please send complete set of documents/forms/AOF to:

Damani Financial Services Pvt. Ltd.  
7<sup>th</sup> Floor, Moti Mahal,  
195, J.Tata Road,  
Churchgate,  
Mumbai 400023