



# SHREE BALAJI MULTICOMMODITIES PVT. LTD.

724-725 SUN N MOON CHAMBER NEAR AJMERI GATE PULIYA  
JAIPUR RAJ. 302001

## Document Check List For **"CORPORATE"**

1. "BOARD RESOLUTION" on company letter head for opening DP/Trading Account - (Format Enclosed)
2. "List of Authorized Signatories" on company letter head - (Format Enclosed)
3. "List of All Directors" on company letter head - (Format Enclosed)
4. 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 – (Format Enclosed)  
Note : a) If share holder is corporate entity and holding more than 25%, than provided share holding pattern of the holding company on its letter head And subsequent share holding patterns till the beneficiary owner is identified.  
b) The total % percentage of share should always be 100%
5. Copy of Company PAN Card
6. Proof of Address of the Company (Any One of the following)
  - a) Bank Statement / Passbook with latest transaction details for 3 months
  - b) Electricity bill (Not more than 3 months old)
  - c) Proof of address issued by Statutory / Regulatory Authorities / Central-State Govt.
7. Copy of PAN Card & Copy of AADHAAR Card of Individual Director(s)/Authorized Signatory(s) (Minimum two directors details are mandatory to be submit)
8. CIN No. Company
9. DIN No. of All Director
10. Two Year ITR Return Copy (Letest)
11. Copy of the "Balance Sheet" for the last 2 financial years
12. Memorandum (MOA) and Articles of Association (AOA) - Including latest certificate of incorporation
13. Incase of Registered office address changed - Provide FORM-18
14. Incase Current directors name not available in MOA/AOA - Provide FORM-32
15. Incase of other DP client master copy duly attested with stamp by DP official & self attested by BO require
16. MCA – Website Print out duly Signed by Authorized Signatory.
14. Four passport-sized photographs of the Authorized Person and Two passport-sized photograph of each partner.

**Note :**

- a) All company documents should be certified by authorized director(s)/signatory(s) with company seal
- b) IPV (In Person Verification) would be done by concern Branch/Franchisee/RM/BM.
- c) Register office address is mandatory to be field in KYC form

**Note: For any queries related to account opening, please contact 93580-00981 or 93580-00982.**



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## Document Check List For "CORPORATE"

### Board Resolution - On Letter Head

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED IN THE MEETING OF THE BOARD OF DIRECTORS OF (Company Name) ..... HAVING ITS REGISTERED OFFICE AT ..... HELD ON ..... DAY ..... OF 20 ..... AT .....

"Resolved that the company do agree to open a trading and / or demat ( CCRL, COMRIS, NERL )account with M/s. Shree Balaji Multicommodities Pvt. Ltd.(SBJ Multicom), Member of the National Stock Exchange of India Ltd. (NSE), Bombay Stock Exchange, Ltd (BSE), Multi Commodity Exchange (MCX), National Commodity and Derivatives Exchange (NCDEX) and Depository Participant with Central Depository Services (India) Limited (CDSL) and Repository Participant of CDSL Commodity Repository Ltd and NERL of NCDEX and COMRIS of MCX for the purpose of dealing in capital market/cash Segment/Future and Option/Currency Derivative Segment, Commodity Segment or any other segment that may be introduced at a later stage by any regulator and recognized Exchanges and Depositories and Repositories and their participant in future".

Resolved that the said Member(s) be and is/are 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	Specimen Signature

Who is/are Singly/Jointly/Severally authorized to sell, purchase, endorse, transfer, negotiate and/or otherwise deal in securities and commodities through M/s. Shree Balaji Multicommodities Pvt. Ltd., on behalf of the Company.

RESOLVED FURTHER to designate company Email id.....to receive all the electronic communications on behalf of company & also Authorize Mr./Ms.

.....Director/Authorized Signatory of the company having mobile no.....to receive all the electronic communications & SMS communications on behalf of company, all the communications sent to us on this email-id shall be legal and binding upon us.

RESOLVED FURTHER THAT Mr./Mrs.....Director/Authorized Signatory, and/or Mr./Mrs.....Director/Authorized Signatory and/or

Mr./Mrs.....Director/Authorized Signatory of the company be and hereby Singly/Jointly/severally 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 and close account and give effect to this resolution.

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

For.....

Mr./Mrs..... Mr./Mrs..... Mr./Mrs..... Mr./Mrs.....  
Managing Director Director Director Director



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Document Check List For **"CORPORATE"**

## List of Authorized Signatories

**On Letter Head**

Sr.no.	Name	Photo	Specimen Signature with company stamp

For.....

Mr./Mrs..... Mr./Mrs..... Mr./Mrs..... Mr./Mrs.....  
Managing Director Director Director Director



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Document Check List For **"CORPORATE"**

List of Directors as on.....

## On Letter Head

Sr. No.	Name	Designation

For.....

Mr./Mrs..... Mr./Mrs..... Mr./Mrs..... Mr./Mrs.....  
Managing Director Director Director Director



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## Document Check List For "CORPORATE"

Share Holding Pattern as on.....

### On Letter Head

Share holding pattern of M/s.....as on dated..... Paid up capital Rs.....Face value of each equity share (or any other instrument): Rs .....

Sr. No.	Share Holder Name	No. of Share	% (Percentage)
1.			
2.			
3.			
4.			
5.			
6.			
7.			

For.....

Mr./Mrs..... Mr./Mrs..... Mr./Mrs..... Mr./Mrs.....  
Managing Director Director Director Director