

**PMS –Account Opening Requirements – for PVT Ltd / Public Limited Companies:**

All documents pertaining to the Company should be self attested by the Authorized Signatory with the company rubber stamp – each 3 sets required

**I. Documents of the Company**

1. Copy of PAN card
2. Copy of Bank statement or Telephone Bill (Latest)
3. Memorandum and Articles of Association ([sign of the director with for stamp & certified true copy stamp](#) on top and first five pages) Form 32 from ROC required if there is any change in directors
4. Incorporation Certificate
5. Shareholding Pattern including those holding more than 10% in the shares capital of the company on the letter head of the company.
6. Audited Balance Sheet and Profit and Loss account for the last 2 years
7. IT Returns for the last 2 years
8. Board Resolution – Resolution should be signed by 2 Directors other than the authorized Directors on the letter head of the company
9. List of Directors on the letter head of the company
10. List of Authorized signatories on the letter head of the company
11. 4 photographs of the Directors / authorized signatory duly signed
12. Certified Net worth certificate from a CA firm
13. DIN Number Mandatory for directors
14. Corporate Identity Number (CIN)
15. Annexure
16. KYC application

**II. Documents of the Directors / Authorized Signatories – each 3 sets**

Documents should be self attested by the respective signatories

1. Copy of PAN card
2. Address Proof – Ration Card / Passport/ Voters ID, Bank Statement / BSNL Telephone Bill
3. KYC application

**Note:**

On Page no 34 the PMS application client should add in his/her own hand writing the following and affix his/her signature

**“I have understood the fees computation / charges structure”.**