

CHECK LIST FOR LLP ACCOUNT (LIMITED LIABILITY PARTNERSHIP)

Check list for opening an LLP account.

1. Copy of Pan Card - in the name of LLP
2. Copy of address Proof - in the name of LLP
3. Copy of bank proof - in the name of LLP
4. Certificate of Registration/Incorporation (for LLP)
5. Copy of LLP deed
6. Copy of the balance sheets for the last 2 financial years (to be submitted every year). If LLP is newly formed, then latest net-worth certificate by the CA will be required.
7. LLP declaration by LLP (Name of designated partner, address, DPIN/DIN, signature & photograph) - refer annexure attached herewith for your reference (2 page)
8. All partners pan card and address proof required. (If aadhaar is provided then aadhaar consent letter is required).

Note :- Such an account shall be opened as: <**"Company Name" Limited Liability Partnership**> or <**"Company Name" LLP**>. For example, if the company name is "ABC" then the demat account shall be opened in the name of <**ABC Limited Liability Partnership**> or <**ABC LLP**>.

Other Important Points :-

How will we open the account (name of the LLP account in trading and demat) :-

For LLP account, the trading and demat account will be opened in the name of the LLP. Hence on the KYC form, pls do not mention individual names in place of client name fields.

Who shall sign the KYC and documents of the company :-

The LLP declaration specifies the name of the person who shall sign the KYC form and LLP related documents for opening of trading and demat account.

It also specifies the mode of signing. If the mode specifies singly, only one person shall sign the form and company documents. If the mode specifies jointly, the entire kyc form shall be signed by both the authorized signatories.

Important :- documents such as copy of pan card and address proof of the designated partners will have to be signed by the individual person himself.

DECLARATION

(To be obtained on pre-printed letter head of the LLP)

To,
Reliance Securities Ltd.

Date:

Dear Sir,

We, the partners of M/s _____ a Limited Liability Partnership having its office at _____ City _____ hereby state as below:

We hereby authorize Mr/Ms _____ and/or Mr/Ms _____ (Pls specify Jointly or Severally) partner/s in the LLP to execute/sign and submit document, agreements, deeds etc. as be necessary to enter into the agreement and engage in business with Reliance Securities Limited and to place order for buying and selling of securities, sell, purchase, transfer, endorse, negotiate and do other things that may be necessary to engage in business on behalf of the Limited Liability Partnership and to sign any authority letter including adjustment of balances.

We shall inform you in writing for any change that may take place in the constitution of LLP henceforth. Kindly find the DPIN/DIN, signature and photograph of authorized signatories in separate annexure.

Certified True Copy
(All Director – Name, DPIN and Signature)

	Designated Partner (1st)	Designated Partner (2nd)	Designated Partner (3rd)
Signature			
Name			
DPIN/DIN			

Instruction: Should be signed by all partners of LLP

Date :- __/__/__

Details of the designated partner **authorized** are as follows:-

Name	Address	DPIN/DIN	Signature	Photograph

Date :- __/__/__

Details of the designated partner are as follows:-

Name	Address	DPIN/DIN	Signature	Photograph