



## **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 4 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
4. Incorporation Certificate
5. Shareholding Pattern
6. Audited Balance Sheet and Profit and Loss account for the last 2 years
7. Board Resolution (Format attached) – Resolution should be signed by 2 Directors other than the authorized Directors
8. List of Directors (Format attached) on the letter head of the company
9. 4 photographs of the Directors / authorized signatory duly signed
10. Annexure I (Attached)
11. A cheque for Rs. 10,000/- favoring HDFC Bank A/c. No. \_\_\_\_\_ (Name of the client)
12. KYC application (attached)

### **II. Documents of the Directors / Authorized Signatories – each 4 sets**

Documents should be self attested by the respective signatories

13. Copy of PAN card
14. Address Proof – Ration Card / Passport/ Voters ID, Bank Statement / BSNL Telephone Bill (Latest)
15. KYC application (attached)

### **Note:**

1. In the HDFC Bank application client should declare whether they enjoy or do not enjoy any credit facilities with other Banks. Accordingly, a No Objection Letter from the other Bank should be obtained.
2. Board Resolution may be changed accordingly depending on the Bank and Branch.
3. On Page no 50 the PMS application client should add in his/her own hand writing the following and affix his/her signature

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