

Step 1 - Register with SSBPL: To begin KYC process, you have to mail on [ekychelp@ssbpl.net](mailto:ekychelp@ssbpl.net) the following details on requesting for opening Trading/DP A/c.

1. Corporate, Partnership Firm / LLP, Trust, HUF, Joint, Minnor.
2. Pan card and contact no.

You must first register with SSBPL thereafter you will be required to fill in the forms available at the link mentioned below:

<https://www.ssbpl.net/StaticContent/Downloads.aspx>

Step 2 - Upload documents: Once you have filled the form as per the instructions mentioned therein, you will have to submit the same along with self-attested copies of KYC documents required as per the list provided below.

Types of entity	SEBI/ Exchanges/ Trading Member requirements	Individual Details of Director/Partner
<p>Company</p> <p>Format provided in the below mentioned link:  <a href="https://www.ssbpl.net/StaticContent/Downloads.aspx">https://www.ssbpl.net/StaticContent/Downloads.aspx</a></p>	<p>PAN Card in the name of company</p> <p><b>Bank Proof</b> - Copy of a cancelled cheque containing preprinted name of the client and ISFC Code, Latest 3 month's Bank statement In the name of Company</p> <p><b>Address Poof</b> in the name of Firm (Latest 2 months electricity Bill/latest 3 month's bank statements)</p> <p><b>*Board Resolution on letterhead</b></p> <p><b>*List of director with signature on letterhead</b></p> <p><b>*Specimen Signature of the Authorized Persons</b></p> <p>Copy of latest <b>*share holding pattern</b> including list of all those holding more than 25% in the share capital of the company</p> <p><b>Income tax return copy</b> (in the name of company)</p> <p><b>Memorandum</b> and Articles of Association; A resolution from the Board of Directors and power of attorney granted to its managers, officers or employees to transact on its behalf</p>	<p>Copy of PAN Card all Director's</p> <p><b>Proof of Address</b> – Aadhar card/ Passport/ Voter ID/ Driving license in the name of applicant</p> <p><b>Director's Stamp with Signature on all proof</b></p> <p><b>Mobile Number &amp; Email id compulsory for account opening</b></p> <p><b>Ultimate Beneficiary required if more than 25% of shares hold by Company</b></p> <p><b>Ultimate Beneficiary required if more than 15% of shares hold by Partnership Firm</b></p>

	<p>Copies of the <b>balance sheet</b> for the last 2 financial years (copies of annual balance sheet to be submitted every year)</p> <p><b>Networth Certificate</b></p> <p><b>Director's stamp on all signatures</b></p>	
<p><b>Partnership Firm</b></p> <p>Format provided in below mentioned link:  <a href="https://www.ssbpl.net/StaticContent/Downloads.aspx">https://www.ssbpl.net/StaticContent/Downloads.aspx</a></p>	<p><b>PAN Card</b> in the name of company</p> <p><b>Bank Proof</b> - Copy of a cancelled cheque containing preprinted name of the Firm and ISFC Code, Latest 3 month's Bank statement In the name of Company</p> <p><b>Address Poof</b> in the name of Firm (Latest 2 months electricity Bill/latest 3 month's bank statements)</p> <p><b>*List of Partner's with signature on letterhead</b></p> <p><b>Partnership deed;</b> and an officially valid document in respect of the person holding an attorney to transact on its behalf.</p> <p>Copy of latest profit sharing ratio of all those holding more than 5% share in the profits duly certified by the partner(s) (copy of updated profit sharing ratio to be submitted every year)</p> <p><b>Income tax return copy</b> (in the name of company)</p> <p>Copies of the <b>balance sheet</b> for the last 2 financial years (copies of annual balance sheet to be submitted every year)</p> <p><b>Partner's Firm stamp on all signatures</b></p>	<p><b>Copy of PAN Card all Partner's</b></p> <p><b>Proof of Address</b> – Aadhar card/ Passport/ Voter ID/ Driving license in the name of applicant</p> <p><b>Mobile Number &amp; Email id compulsory for account opening</b></p>
<b>Trusts</b>	<p><b>PAN Card</b> in the name of Trust</p> <p><b>Bank Proof</b> - Copy of a cancelled cheque containing preprinted name of the client and ISFC Code, Latest 3 month's Bank statement In the name of Trust</p>	<p><b>All Trustee's PAN card Copy</b></p> <p><b>Proof of Address</b> – Aadhar card/ Passport/ Voter ID/ Driving license in the name of applicant</p>

	<p><b>Address Poof</b> in the name of Trust (Latest 2 months electricity Bill/latest 3 month's bank statements)</p> <p><b>*List of Trustee's with signature on letterhead</b></p> <p><b>*Board Resolution on letterhead</b></p> <p><b>Registration certificate</b></p> <p><b>Trust deed;</b> and an officially valid document in respect of the person holding an attorney to transact on its behalf.</p> <p><b>Income tax return copy</b> (in the name of Trust)</p> <p>Copies of the <b>balance sheet</b> for the last 2 financial years (copies of annual balance sheet to be submitted every year)</p> <p><b>Trust stamp on all signatures</b></p>	<p><b>Mobile Number &amp; Email id compulsory for account opening</b></p>
<b>HUF</b>	<p><b>Copy of PAN Card (Huf &amp; Individual Both)</b></p> <p><b>Huf Bank Proof</b> - Copy of a cancelled cheque containing preprinted name of the HUF and ISFC Code Latest 3 months bank statement or Bank Pass Book</p> <p><b>Proof of Address</b> - Bank Passbook or latest months bank statement in the name of applicant</p> <p><b>HUF Declaration – include in kyc form</b></p> <p><b>HUF stamp on all signature</b></p>	<p><b>Client's &amp; Family member's Individual Details</b></p> <p><b>Karta and family member's pan card and aadhar card copy with signature</b></p> <p><b>Mobile Number &amp; Email id compulsory for account opening</b></p>
<b>JOINT</b>	<p><b>Copy of PAN card of both holder</b></p> <p><b>Proof of Address</b> - Bank Passbook or latest months bank statement in the name of applicant</p>	<p><b>Mobile Number &amp; Email id compulsory for account opening</b></p>

	<p><b>Bank Proof</b> - Copy of a cancelled cheque containing preprinted name and ISFC Code Latest 3 months bank statement or Bank Pass Book</p> <p><b>Nominee pan card</b></p> <p><b>Both holder required Signature</b></p>	
<p><b>MINOR a/c will only open in DP not in Trading</b></p> <p><b>Guardian Trading a/c should there in SSBPL</b></p>	<p><b>Copy of PAN card of Minor and Guardian</b></p> <p><b>Proof of Address Minor and Guardian</b> - Bank Passbook or latest months bank statement in the name of applicant</p> <p><b>Bank Proof of Minor and Guardian</b> - Copy of a cancelled cheque containing preprinted name and ISFC Code Latest 3 months bank statement or Bank Pass Book</p> <p><b>Minor Birth Certificate</b></p> <p><b>Nominee pan card – Guardian will not be mention as nominee</b></p>	<p><b>Mobile Number &amp; Email id compulsory for account opening</b></p>

Step 3 – The duly filled form along with scanned copies of KYC documents needs to be emailed at [kychelp@ssbpl.net](mailto:kychelp@ssbpl.net)

The physical copy of the KYC form along with self-attested KYC documents needs to be couriered at the address given below

Shilpa Stock Broker Pvt Ltd B-11, 3<sup>rd</sup> floor, Plot-36, Tamarind House, Mudhana Shetty Marg, Hutatma Chowk, Fort, Mumbai – 400 001.

Step 4 – Verification process: We will verify your documents and information provided by you. This process usually takes 2 working days on receipt of form. Once we have verified your details, you will receive a confirmation email from us. If there is any discrepancy observed from us we will connect with you via phone and email.

Step 5 – Account activation: Once the verification process is complete, the Trading/ Dp account will be activated and you will receive a welcome email from us providing your credentials.