

CENTRUM FINVERSE LTD

KYC TRAINING (Account opening)

KYC CHECKLIST

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Abbreviation

Abbreviation	Expansion of Abbreviation
KYC	Know Your Customer
DDPI	Demat Debit and Pledge Instruction
FATCA	Foreign Account Tax Compliance Act
PAN	Permanent Account Number
MITC	Most Important Terms and Conditions
F & O	Future and Options
ITR	Income Tax Return
M	Mandatory
ANY ONE	Require Any one Document
FEMA	Foreign Exchange Management Act
NRI	Non-Resident Indian
UBO	Ultimate Beneficial Owner
MOA	Memorandum of Association
AOA	Articles of Association
MCA	Ministry of Corporate Affairs
HUF	Hindu Undivided Family
LLP	Limited Liability Partnership
NPR	National Population Register
NREGA	National Rural Employment Guarantee Act

Individual Account Opening

Account Category	Types of Documents		List of Documents	Forms	Demo Forms
Individual Account	Applications forms & Annexure	M	Demat & Trading account opening form	Click here	Click here
		M	DDPI	Click here	Click here
	Documents (Self-attested by Applicant and IPV/OSV by CBL/CWL Employee)	M	PAN	-	-
		M	Photograph	-	-
		Any one	Driving licence	-	-
			Voter ID	-	-
			Passport	-	-
			National Rural Employment Guarantee Act (NREGA) job card	-	-
			National Population Register (NPR) letter	-	-
			Masked Aadhar Card (First 8 Digits to be Redacted)	-	-
	Bank proof	Any one	Cancelled cheque Leaf (Name Mandatory)	-	-
			Bank statement Latest 3 Months	-	-
			Bank passbook Front page +Latest Transaction	-	-
	Income Proof in case Customer Opt for F&O	Any one	Bank statement for the last six months	-	-
			The latest 3 month salary slip	-	-
			ITR acknowledgement	-	-
			Form 16	-	-
			Certificate of net worth	-	-
			Statement of demat holdings with current holdings	-	-

Individual Demat Account Opening (Minor)

Account Category	Types of Documents		List of Documents	Forms	Demo Forms
Individual Account (In case of Minor)	Applications forms & Annexure	M	Demat account opening form (Guardian Signature required in all Places)	Click here	Click here
		M	DDPI	Click here	Click here
	Documents (Self-attested by Guardian and IPV/OSV by CBL/CWL Employee)	M	PAN	-	-
		M	Birth Certificate	-	-
		M	Photograph	-	-
		Any one	Driving licence	-	-
			Voter ID	-	-
			Passport	-	-
			National Rural Employment Guarantee Act (NREGA) job card	-	-
			National Population Register (NPR) letter	-	-
	Masked Aadhar Card (First 8 Digits to be Redacted)	-	-		
	Bank proof	Any one	Cancelled cheque Leaf (Name Mandatory)	-	-
			Bank statement Latest 3 Months	-	-
			Bank passbook Front page + Latest Transaction	-	-
	Guardian Documents (Self-attested by Applicant and IPV/OSV by CBL/CWL Employee)	M	Pan Card	-	-
		M	Photograph	-	-
		M	Guardian KRA form	Click here	Click here
		M	FATCA	Click here	Click here
		Any one	Driving licence	-	-
			Voter ID	-	-
			Passport	-	-
National Rural Employment Guarantee Act (NREGA) job card			-	-	
National Population Register (NPR) letter	-		-		
Masked Aadhar Card (First 8 Digits to be Redacted)	-	-			

NRI Account Opening

Account Category	Types of Documents		List of Documents	Forms	Demo Forms
NRI Account	Applications forms & Annexure	M	Demat & Trading account opening form	Click here	Click here
		M	DDPI	Click here	Click here
		M	FEMA Declaration	Click here	Click here
	Documents (Self-attested by Applicant and IPV/OSV by CBL/CWL Employee)	M	PAN	-	
		M	Photograph	-	
		M	Passport along with Visa	-	
		M	PIS Permission Letter (for NRE)	-	
		M	Special Securities Account (NRO)	-	
		Any one Overseas Address proof	Driving licence	-	
			Foreign passport	-	
			Utility bills	-	
			Bank Statement	-	
			Banker letter attested by the bank	-	
		Any one Indian Address proof	Driving licence	-	
			Voter ID	-	
			Passport	-	
			National Rural Employment Guarantee Act (NREGA) job card	-	
			National Population Register (NPR) letter	-	
			Masked Aadhaar card (First 8 Digits to be Redacted)	-	
		Bank proof	Any one	Cancelled cheque Leaf (Require Name of the Applicant)	-
	Bank statement			-	
	Bank passbook			-	
	Income Proof for F&O	Any one	Bank statement for the last six months	-	
			The latest 3 month salary slip	-	
			ITR acknowledgement	-	
			Form 16	-	
			Certificate of net worth	-	
Statement of demat holdings with current holdings			-		

Foreign Body Corporate Account Opening

Account Category	Types of Documents		List of Documents	Forms	Demo Forms		
Corporate Account (Private Limited & Public Limited Company)	Applications forms & Annexure	M	Demat & Trading account opening form	Click here	Click here		
		M	DDPI	Click here	Click here		
		M	Ultimate Beneficial Owner (UBO)	Click here	Click here		
		M	Fema Declaration	Click here	Click here		
		M	Individual KYC form All Directors	Click here	Click here		
			M	FATCA Declarations for Directors	Click here	Click here	
	Company Documents (Self-attested by Authorised Signatory and IPV/OSV by CBL/CWL Employee)		M	PAN	-	-	
			M	Certificate of incorporation	-	-	
			M	Board Resolution	Click here	Click here	
			M	MOA / AOA (Check the clause that company can invest in share market etc.	-	-	
			M	Latest shareholding pattern	-	-	
			M	List of Authorised Signatory	-	-	
			M	List of directors	-	-	
			M	Balance sheet of the latest two financial years (Audited/CA Certified)	-	-	
			M	RBI approval letter	-	-	
			M	LEI no. Certificate	-	-	
			M	SEBI Certificate provided by the custodian	-	-	
			M	CML Copy of Custodian demat account	-	-	
			M	Letter of custodian containing CP code details. (applicable for Trading Account)	-	-	
			Any one Address proof		Certificate of incorporation	-	-
					Bank statement	-	-
					Utility bills	-	-
					Ministry of Corporate Affairs (MCA) copy of Certificate of Incorporation (COI)	-	-
				Lease or rent agreement (For Correspondence Address)	-	-	
	Director & Authorised Signatory Document (Min 2 Director)		M	PAN	-	-	
			M	Photograph	-	-	
			M	Address Proof	-	-	
	UBO Documents (Share Holding more than 10% until Natural Person Identified)		M	PAN	-	-	
				Address Proof	-	-	
	Bank proof	Any one		Cancelled cheque Leaf (Require Name of the Applicant)	-	-	
			Bank statement	-	-		
			Bank passbook	-	-		
Income Proof for F&O	Any one		Bank statement for the last Three months	-	-		
			ITR acknowledgement	-	-		
			Certificate of net worth	-	-		
			Latest statement of demat holdings	-	-		

Corporate Account Opening

Account Category	Types of Documents		List of Documents	Forms	Demo Forms
Corporate Account (Private Limited & Public Limited Company)	Applications forms & Annexure	M	Demat & Trading account opening form	Click here	Click here
		M	DDPI	Click here	Click here
		M	Ultimate Beneficial Owner (UBO)	Click here	Click here
	Company Documents (Self-attested by Authorised Signatory and IPV/OSV by CBL/CWL Employee)	M	PAN	-	
		M	Certificate of incorporation	-	
		M	Board Resolution	Click here	Click here
		M	MOA / AOA	-	
		M	Latest shareholding pattern	-	
		M	List of Authorised Signatory	-	
		M	List of directors	-	
		M	Balance sheet of the latest two financial years (Audited/CA Certified)	-	
		Any one Address proof	Certificate of incorporation	-	
			Bank statement	-	
			Utility bills	-	
			Ministry of Corporate Affairs (MCA) copy of Certificate of Incorporation (COI)	-	
			Lease or rent agreement (For Correspondence Address)	-	
	Director & Authorised Signatory Document	M	PAN	-	
		M	Address Proof	-	
	UBO Documents (Share Holding more than 10% until Natural Person Identified)	M	PAN	-	
			Address Proof	-	
	Bank proof	Any one	Cancelled cheque Leaf (Require Name of the Applicant)	-	
			Bank statement	-	
			Bank passbook	-	
	Income Proof for F&O	Any one	Bank statement for the last Three months	-	
			ITR acknowledgement	-	
			Certificate of net worth	-	
Statement of demat holdings with current holdings			-		

HUF Account Opening

Account Category	Types of Documents		List of Documents	Forms	Demo Forms
HUF Account	Applications forms & Annexure	M	Demat & Trading account opening form	Click here	Click here
		M	DDPI (Require to Sign All Co-parceners)	Click here	Click here
		M	HUF Declaration	Click here	Click here
	HUF Documents (Self-attested by Applicant and IPV/OSV by CBL/CWL Employee)	M	HUF PAN	-	
		Address Proof Any one	Bank Statement	-	
	Latest Bank passbook along with latest 3 months Transactions		-		
	Karta Documents & All Co-parceners	M	PAN card	-	
		Any one	Masked Aadhaar (First 8 Digits to be Redacted)	-	
			Driving licence	-	
			Voter ID	-	
	Passport		-		
	Bank proof	Any one	Cancelled cheque Leaf (Require Applicant Name)	-	
			Bank statement	-	
			Bank passbook	-	
	Income Proof for F&O	Any one	Bank statement for the last six months	-	
			The latest 3 month salary slip	-	
			ITR acknowledgement	-	
			Form 16	-	
Certificate of net worth			-		
		Statement of demat holdings with current holdings	-		

Partnership Firm Account Opening

Account Category	Types of Documents		List of Documents	Forms	Demo Forms
Partnership Account	Applications forms & Annexure	M	Demat & Trading account opening form	Click here	Click here
		M	DDPI	Click here	Click here
		M	UBO	Click here	Click here
	Partnership firm Documents (Self-attested by Partners and IPV/OSV by CBL/CWL Employee)	M	PAN card	-	
		M	Resolution for persons authorised to act as authorised signatories	Click here	Click here
		M	List of Partners with specimen Signatures	-	
		M	Partnership deed	-	
		M	Certificate of Registration (if Registered)	-	
		M	Balance sheet of the latest two financial years (Audited/CA Certified)''	-	
		M	copy of the balance sheet - Last 2 Year	-	
		Address Proof Any one	Latest Bank Statement	-	
			Lease or rent agreement	-	
			Partnership deed	-	
	Certificate of Registration if Firm is Registered		-		
	Partners Documents & authorised signatory	M	PAN	-	
		M	Address Proof	-	
		M	Individual KYC form all Partners	Click here	Click here
	Bank proof	Any one	Cancelled cheque Leaf (Require Applicant Name)	-	
			Bank statement	-	
			Bank passbook	-	
	Income Proof for F&O	Any one	Bank statement for the last Three months	-	
			The latest 3 month salary slip	-	
			ITR acknowledgement	-	
			Form 16	-	
			Certificate of net worth	-	
			Statement of demat holdings with current holdings	-	
	Ultimate Beneficial Owner (UBO) Documents (Share Holding more than 10% until Natural Person Identified)	M	PAN	-	
Address proof			-		

LLP Account Opening

Account Category	Types of Documents		List of Documents	Forms	Demo Forms
LLP Account	Applications forms & Annexure	M	Demat & Trading account opening form	Click here	Click here
		M	DDPI	Click here	Click here
		M	UBO	Click here	Click here
		M	Resolution for persons authorised to act as authorised signatories	Click here	Click here
	LLP Documents (Self-attested by Partners and IPV/OSV by CBL/CWL Employee)	M	PAN card	-	
		Address proof Any one	lease or rent agreement	-	
			Latest Bank Statement	-	
			Certificate of Incorporation	-	
		M	Balance sheet of the latest two financial years (Audited/CA Certified)	-	
		M	LLP -Deed	-	
		M	List of Partners	-	
		M	Authorised Signatory List with Specimen Signature	-	
		M	Certificate of Incorporation	-	
		Partners Documents & authorised signatory	M	PAN	-
	M		Address Proof	-	
	Bank proof	Any one	Cancelled cheque Leaf	-	
			Bank statement	-	
			Bank passbook	-	
	Income Proof for F&O	Any one	Bank statement for the last six months	-	
			ITR acknowledgement	-	
			Certificate of net worth	-	
			Statement of demat holdings with current holdings	-	
	Ultimate Beneficial Owner (UBO) Documents (Share Holding more than 10% until Natural Person Identified)	M	PAN	-	
			Address proof	-	

Trust Account Opening

Account Category	Types of Documents		List of Documents	Forms	Demo Forms	
Trust Account (Registered / Unregistered)	Applications forms & Annexure	M	Demat & Trading account opening form	Click here	Click here	
		M	DDPI	Click here	Click here	
		M	UBO Declaration	Click here	Click here	
	Annexures	M	Trust Resolution	Click here	Click here	
		M	Trust Deed	-		
		M	List of trustee	-		
		M	List of Authorised Signatory	-		
	Trust Documents (Self-attested by Trustee and IPV/OSV by CBL/CWL Employee)	M	PAN card	-		
		M	Certificate of Registration required if Trust is Registered (For Charitable And Public Trust Registration Certificate Is Mandatory.)	-		
		M	Registration details of DARPAN Portal of NITI Aayog in case of non-profit organisation.	-		
		M	Balance sheet of the latest two financial years (Audited/CA Certified)	-		
		Address Proof Any one		Latest Bank Statement	-	
				Lease or rent agreement	-	
				Trust deed	-	
				Certificate of Registration	-	
		Trustees Documents & authorised signatory	M	PAN	-	
			M	Individual KYC form all Trustee	Click here	Click here
	M		Address Proof	-		
	Bank proof	Any one	Cancelled cheque Leaf	-		
			Bank statement	-		
			Bank passbook	-		
	Income Proof for F&O	Any one	Bank statement for the last six months	-		
			ITR acknowledgement	-		
			Certificate of net worth	-		
			Statement of demat holdings with current holdings	-		
	Ultimate Beneficial Owner (UBO) Documents (Share Holding more than 10% until Natural Person Identified)	M	PAN	-		
			Address proof	-		

Others

For account openings not listed above, like Escrow, Pool Accounts, Principal Accounts, or other settlement-related accounts, please email us with your requirements. If you need more information or help, you can reach us at kyc@centrum.co.in.

Precautions to be taken:

- ❖ The Account Opening Application form must be fully completed.
- ❖ Confirm that the applicant's signature is present in all designated places on the application form.
- ❖ Any alterations on the form should be avoided. If any are made, the counter-signature is mandatory (Do not use White Ink).
- ❖ Make sure that the RLM details and Branch/AP details are correctly filled out on the application form.
- ❖ Write clearly in block letters to avoid any confusion or errors.
- ❖ Ensure all details (name, address, contact information) match your official documents
- ❖ Ensure that all documents are self-attested by applicant
- ❖ Double-check that all mandatory fields are filled. Missing information can delay the process
- ❖ Avoid submitting documents that are blurred, unverified, or not self-attested

Process Flow:

Branch

- ❖ The branch accepts the application form from customer.
- ❖ The application form will be checked, and IPV (In-Person Verification) and OSV (Original Seen & Verified) are conducted by SRM / RM.
- ❖ The application is sent to the HO-KYC (Mumbai) office for further processing.

HO-KYC Team:

- ❖ The KYC Team will accept the application form & do Scrutiny and reviews the application form.
- ❖ If any discrepancies are found, Send observations to the respective branch, RM, and SRM.
- ❖ If the application is in order to process, the account opening process will be initiated.
- ❖ KYC Team will generate DP Client id & UCC for said client.
- ❖ KYC Team will send Intimation to RM/SRM/Dealer for successful completion of UCC & DP Client id of said client along with CML.
- ❖ Post opening account, KYC Team will send welcome letter to the client.

TAT:

- ❖ Individual Account opening: 2 Working Days
- ❖ Non-Individual Account opening: 3 Working Days

Please note:

- ❖ Trades can only be executed once the **PTT (Permit to Trade)** file is approved by the exchange.
- ❖ The cut-off time to submit account opening forms is **4:00 PM**.
- ❖ Please avoid calling or emailing after submitting the form unless it is urgent.

New Website: www.centrumgalaxc.com

All the necessary forms are available on the above-mentioned website.

You can access them through the following path: Centrum Galaxc Website --> Downloads ([Downloads – Centrum Finverse Ltd.](#))

You may download the required application forms directly from the website and use them as per your requirement. There is no need to raise a request with the KYC or DP Team of CFL for these forms.

Escalation Matrix:

Name	Level	Designation	Email id	Contact Number
Gauri Mugatrao	Level - 1	Operations	kyc@centrum.co.in	022 – 6955 9083
Kailas Dhakrao				022 – 6955 9086
Sudip Raut				022 – 6955 9084
Sameer Kudalkar	Level - 2	Head-DP & KYC Operations	sameer.kudalkar@centrum.co.in	022 – 6955 9099 / 81694 12865
Rahul Shah	Level - 3	Head-Risk & Operations	rahul.shah@centrum.co.in	022-6955 9038 / 79777 76415