





**CUSTODIAL SERVICES**








**KOTAK MAHINDRA BANK LIMITED**

**Account Opening Pack for Foreign Institutional Investor**

**A. DOCUMENTATION REQUIRED BY SEBI FOR REGISTRATION OF FII AND/OR SUB ACCOUNT:**

1. FII and/or sub account registration form  
2. Constitutive documents. This includes Certificate of Incorporation and Memorandum & Articles of Association (Only for FII)
3. Agreement authorizing the applicant to invest on behalf of its clients, if applicable (Only for FII).
4. Audited Financial Statements and Annual report of last financial year (Only for FII).
5. Proof of registration of the applicant with regulatory body(Only for FII)
6. SEBI registration fees of USD 10,000 for FII and USD 2000 for each sub account. The client may arrange to get this amount credited to our USD nostro account with J P Morgan Chase, New York. We will arrange to get the USD draft towards registration fees printed and submit the same to SEBI on behalf of the client.

**B. DOCUMENTATION REQUIRED BY KOTAK MAHINDRA BANK LTD. FOR OPENING CLIENT ACCOUNT:**

1. Board Resolution (BR)   
The BR should appoint KMBL as custodian and shall designate people who will open and operate the Custodial Accounts. Please arrange to get the BR certified true by the Company Secretary. Proposed format of the BR enclosed.
2. Authorized signatory list with photographs  
Please provide us photographs of all authorized signatories duly signed across along with the specimen signatures and email addresses of the Authorized Signatories duly certified by the Company Secretary
3. SEBI approval  
Please note that we will coordinate with SEBI on behalf of the client for obtaining SEBI registration.
4. Account opening form for opening Safe keeping, Cash (INR & USD) and Depository accounts with KMBL 
5. Custody Agreement 
6. Depository agreement 
7. Power of Attorney   
The Power of Attorney document should be notarized.
8. Letter appointing CPA 
9. Email and Facsimile undertaking: 

10. Income Tax PAN Card

CPA of the client applies for the same. The regulations require that we keep copy of PAN card duly verified against the original, before depository account is opened. We will coordinate with client's CPA for this. Please do let us know in case the client wishes to have contact details of some of the CPAs that could provide this service to the client.

11. Fee Schedule

**C. DOCUMENTATION REQUIRED FOR KNOW YOUR CUSTOMER (KYC) FORMALITIES:**

1. Brief History & Nature of business
2. Legal status (Partnership firm, Private limited Company, Public Listed company, etc)
3. Certified true copies of the Constitutive documents (Memorandum and Articles of Association, Certificate of Incorporation, partnership agreements, etc)
4. Copies of registration certificate with regulatory or tax authorities in the country of incorporation.
5. Certification regarding source of funds and anticipated volume of activity.
6. In case listed on stock exchange, please provide name of the Stock Exchange. Also provide, if applicable, name of the stock exchanges where subsidiaries >50% owned or controlled are listed.
7. Please provide following details for the individuals who are Directors, Beneficial owners / shareholders holding more than 10% interest or Authorized signatories:
  - a. Name, nationality and residential address
  - b. Details of linkages with Politically Exposed Persons, if applicable.
  - c. Valid Passport (bearing photograph) and / or Valid National Identity Card / Driver's License (bearing photograph)
  - d. In case only one document mentioned in point 7c above is provided, please also provide any one of the following
    - i. Utility Bill
    - ii. Income Tax Receipt
    - iii. Bank Statement
    - iv. Voter Identity card
    - v. Electoral roll
    - vi. Any other similar document

**All the KYC documents should be certified as true by any of the following: -**

- Notary public
- Any of the reputed CPA firms
- A Bank
- Independent administrator duly registered in its country of incorporation.

Note: The documentation requirement is subject to change depending on the developments in the regulatory environment and changes in internal policies of KMBL. Please contact KMBL before executing the documents listed above for changes, if any.

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