

CDSL Demat

CDSL FDI account - Foreign Body Corporation: KYC NOT REGISTERED

1. [KYC Page & Demat Application form](#) - Any of the Authorized Signatories/Managing Director/Partner of the company will sign on the form (Company Stamp/seal should be affixed).
2. The PAN card copy of the Company and PAN of each Whole Time Director and Authorised Signatory - The Company PAN card has to be with a seal and signature by the Authorized Signatory. Individual PANs need to be self-attested. [NSDL Link](#) to apply for a new PAN. **Foreign Directors** can provide a self-attested copy of their **Passport** as a valid Identity proof.
3. Address proof copy of the Company - The Company address proof has to be self-attested along with seal and signature by an Authorized Signatory.
4. [Annexure A](#) - To be filled by All Whole-Time Directors and Authorised Signatories.
5. A copy of the Balance Sheet of the Company for the last two financial years, which is to be submitted every year. The balance sheet should have the seal and signature of the Authorized Signatory on all the pages, or a net worth certificate if it is a new company
6. The Certificate of Incorporation of the Company with the signature and seal of the Authorised Signatory.
7. The Memorandum of Association ("MOA") and the Articles of Association ("AOA") of the Company - The first 4 pages of the MOA & AOA should have the seal and signature of the Authorized Signatory of the company. An alternate Operating Document (Like Bylaws, etc) should be provided in case the MOA & AOA are not available.
8. [FATCA](#) declaration - The Authorized Signatory of the company has to affix the seal and signature.
9. Duly filled annexures and [Board resolution](#) on company letterhead - The Authorized Signatory of the company has to affix the seal and signature.
10. Individual [KYC form](#) of all the Directors -Each authorised signatory or director must sign an individual KYC form. The director must sign without the stamp on the individual KYCs and the supporting documents. (Foreign National Directors can avoid this requirement)

11. If an individual is a shareholder of the applicant, having more than 10% of the shareholding or capital or profits of the applicant, the individual should identify as an ultimate beneficiary owner and an annexure has to be submitted ([UBO](#)). If any company holds more than 10% of the shareholding, identify a UBO from that company and share the annexure. The UBO additionally needs to provide their Identity and address proof documents.

12. List of [Directors](#).

13. Latest shareholding [Pattern](#).

14. The latest month's bank statement of the Foreign Bank account signed by the authorised signatories with the company seal.

15. Notarized/Apostilled Documents Required mentioned below (In case the original of any document is not produced for verification, then the copies should be properly attested by authorized officials of overseas branches of Scheduled Commercial Banks registered in India, Local Banker, Notary Public, Court Magistrate, Judge, Indian Embassy /Consulate General in the country where the client resides)

- PAN copy of the entity
- Address Proof copy of the entity
- Certificate of Incorporation copy
- MOA & AOA (or alternate operating doc like Bylaws, etc)

Note:

1. Notarization can be done

- By authorised officials (Refer 15.)
- **online** through [Rupeeflo](#) (Currently live for the US, UK, and Europe regions)
- The Subsidiary Company in India can notarise documents for its holding company.

2. Documents need to be signed by the Authorised Signatory, and a Company stamp (Round stamp which clearly mentions the company's name as per PAN) is to be affixed.