

Aldan Investments Private Limited

701 Heritage Plaza, JP Road
Andheri West, Mumbai 400053
CIN: U67120MH1995PTC084811



Standard Operating Procedures – Account registration

1. Visit www.aldaninvestments.com and download account registration forms (Individual/Non-individual) for trading and/or DEMAT. Client is advised to read the full form in details.
2. Prepare complete list of KYC documents, depending on entity type (all originals and self-attested copies)
3. List of documents, depending on individual/entity type are mentioned below:

Individual	NRI (Individual)	Non-Individual
PAN Card	PAN Card	PAN Card – Company & all directors/promoters/partners
Aadhar Card	Foreign address proof	Address proof – Company & all directors/promoters/partners
Nominee PAN Card	Indian address proof	Aadhar card – all directors/promoters/partners
Mobile Number	Cancelled cheque (NRO account)	Cancelled cheque with signature of authorized signatory
Email address	NRO Bank statement (last 3 months)	CIN of company
Cancelled Cheque	Latest valid Passport	DIN of all directors
IT Return (last 3 years)	VISA copy (of country of residence)	MoA/AoA/partnership deed of company/firm
Passport photos – 4 copies	FEMA declaration FATCA declaration	IT Return – Last 3 years Balance sheet – Last 3 years Latest share-holding pattern Board resolution approving investment in securities and nominating authorized signatories Registered email address Registered mobile number List of authorized signatories with photos on company letterhead w/ company stamp GSTIN certificate (if applicable) MSME certificate (if applicable) Any other document, as may seem necessary, by Aldan Investments

4. Contact Aldan Investments, and schedule appointment with representative to complete in-person-verification
5. Visit Aldan Investments' office with all originals and self-attested copies of KYC documents.
6. Submit complete form with necessary details. Aldan Investments' representative will verify details along with KYC documents, and update details from their end. Client's queries, if any, relating to registration forms will be addressed by Aldan Investments' representative.
7. Client will sign on the registration forms in the presence of Aldan Investments representative. Client will be notified of estimated time of registration, and protocols to be followed at the time of placing order.
8. All documents will be submitted on exchange portal as part of registration formalities.
9. Once approval is provided, client will be contacted with UCC details.