**Checklist for NRI Client**

**Portfolio Management Service – Account Opening Forms & Declarations**

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| **Sr.** | Mandatory - Forms / Annexure / Declaration | Remark  |
| **(A)** | Filling of Form |  |
| 1 | CVL KRA Form with Photograph | To be signed by applicants |
| 2 | PMS Account Opening Form | To be signed by applicants |
| 3 | Franked Portfolio Management Services Agreement | To be signed by applicants |
| 4 | Franked Power of Attorney in Favour of Invesco  | To be signed by applicants |
| 5 | FATCA & CRS Annexure | To be signed by applicants |
| 6 | Portfolio Fee Schedule | To be signed by applicants |
| 7 | Portfolio Construction Declaration (Refer to Annexure 3 in PMS Application Form) | To be signed by applicants |
| 8 | Intimation of Interests in Body Corporate (Refer to Annexure 4 in PMS Form) | To be signed by applicants |
| **(B)** | Required Documents |  |
| **1** | Copy of Pan Card \* | 2 sets required (PMS & Trading)  |
| **2** | Copy of Valid Passport along with VISA / Immigration Pages | 2 sets required (PMS & Trading)  |
| **3** | Proof of Overseas Address \* | 2 sets required (PMS & Trading)  |
| **4** | Copy of PIO Card \* | 2 sets required (PMS & Trading)  |
| **5** | Proof of Indian Address \* | 2 sets required (PMS & Trading)  |
| **6** | ITR (Last 2 Year) | 1 Set Required |
| **7** | Self- Certified Copy of Nominee Proof | 1 Set Required |
| **(C)** | PMS & Trading A/c (SPARK)  |  |
| **1** | Trading Account Opening Form | Hard Copy |
| **2** | Photograph required | 2 Photo (PMS & Trading) |
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**Note: \* Self Certified & mandatory document**

**Custody / Demat/ Bank – Account Opening Forms & Declarations**

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| Sr. | Type of Document to be executed / given by the Client | Comments |
| (A) | Custodial Services |  |
| **1** | Custody Power of Attorney | Hard Copy |
|  |  |  |
| (B) | Depository Services |  |
| **1** | Demat Account Opening Form*(Please download NSDL DP (IN300095) AOF from ISSL Website :* [*https://www.ilfsdp.com/eform.aspx*](https://www.ilfsdp.com/eform.aspx) *or collect Hard Copy from ISSL Custody)* | Do not mention any Correspondence address, since it will be of ISSL |
| **2** | KRA Set Up Form | 1 Photo pasted and signed across |
| **3** | FEMA Declaration | Format Available |
| **4** | FATCA Declaration | Format Available |
| **5** | CERSAI FORM | Format Available |
| **6** | Declaration of P O Box | Format Available |
| **7** | Demat Mobile & Email ID Declaration | Format Available |
| **8** | DP Change of Signature Letter | Format Available |
| **9** | Non English Declaration\_Demat | Format Available |
| **(C)** | HDFC Bank Account |  |
| **1** | HDFC Bank Account Opening forms(2 signed forms required for Savings & PIS a/c separately)  | Soft Copy Available1 Photo pasted and signed in the specimen signature box. Correspondence address if different from main address – then must supply proof of that. |
| **2** | PIS Application Forms – (NRE / NRO or Both) | Format Available |
| **3** | Change of Signature Letter – *If applicable* | Format Available |
| **4** | Minimum Balance Cheque for Rs,. 15,000/- (favoring “HDFC Bank Ltd A/c ‘Customers Name” as per Passport) | Separate cheque each for NRE & NRO is required. |
| **5** | Letter towards HDFC POA Registration(2 copies each for NRE & NRO required)  | Format Available |
| **6** | Nomination Form (**2 copies each for NRE & NRO required**) | Format Available |
| **7** | AMB Declaration | Format Available |
| **8** | Joint Applicant Annexure | Format Available |
| **9** | Non-English Declaration in case of proofs provided in non-English language – If applicable  | Format Available |
| **10** | FATCA Declaration | Format Available |
| **11** | PIO Declaration | Format Available |
| **12** | PIS Extension Letter\_HDFC Bank | Format Available |
| **13** | POA Covering Letter\_NRI | Format Available |
| **(D)** | Requirement of Supporting Papers |  |
| **1** | Copy of Pan Card (Self Certified) | 2 sets required (for Bank,&KRA)  |
| **2** | Copy of Valid Passport along with VISA / Immigration Pages | 2 sets required (for Bank,&KRA)  |
| **3** | Proof of Overseas Address (Self Certified) | 2 sets required (for Bank, &KRA)  |
| **4** | Copy of PIO Card – In case of Person of Indian Origin only | 2 sets required (for Bank, &KRA)  |
| **5** | Proof of Indian Address (Self Certified) | 2 sets required (for Bank, &KRA)  |

**\* Investment Cheuqe should be in favour of Client’s Savings account**

**Please take note the following while executing the documents:**

1. Please ensure that the signature on the Account Opening forms and all related documents matches with the signature on the Passport. (if not change of signature letter to be provided)
2. As per the regulatory requirement, photographs need to be affixed on the account opening forms (Custody, DP, Bank etc) and to be signed across the photographs (i.e. signature should appear partly on the photo and partly on the form)
3. If the documents are executed out of India, Notarization / Consularisation is required on the following documents submitted.
	1. Custody Power of Attorney
	2. Proof of Identity
	3. Proof of Address

***If executed in India, a copy of entry stamp on VISA needs to be provided.***

1. Please put initials against the blank spaces / corrections made in the agreements, power of attorney, etc. and Full Signatures at the bottom of each page
2. Witness details for the client (name, address, signatures etc. ) to be provided
3. In case supporting are in Foreign language then a Non-English declaration will be required