

KNOW YOUR CUSTOMER (KYC) DOCUMENT CHECKLIST

Constitution	Document Type
Common to All	<ul style="list-style-type: none">• Completed account opening form duly filled with photograph (signed across) of authorised signatory/ies.• Copy of all KYC documents of individuals/ authorised signatories as per KYC guidelines for an entity should be self-attested. Copy of all entity documents submitted should be attested as indicated in below categories
Sole Proprietor	<ul style="list-style-type: none">• Copy of proprietor's PAN Card and Aadhaar Card is mandatory. Other acceptable documents: Passport, Voter's ID, Driving Licence, etc.• Proof of existence (two) in the name of the Proprietary Firm. Documents accepted as 1st existence proof: GST certificate, Licence issued by the municipal authorities under Shop and Establishment Act, IEC certificate. Documents accepted as 2nd existence proof: Utility bills - power, water, landline (not more than 2 months old from the date of application), last 3 month's bank statement of the firm.
Partnership	<ul style="list-style-type: none">• Copy of PAN Card of the firm (proof of existence)• Copy of Registration Certificate (if registered firm, issued by Registrar of Firms)• Copy of Registered Partnership Deed. (existence and address proof if duly authenticated by Registrar of Firms) or copy of un-registered not notarised partnership deed duly signed by all the partners.• Address proof in the name of firm. Acceptable documents: GST certificate, License issued by the municipal authorities under Shop and Establishment Act, IEC certificate, latest IT assessment order, last 3 month's bank statement of existing firm, etc.• Present list of Partners with name and address duly signed by all partners.• Letter signed by all the partners in respect of the person authorised to transact on its behalf/ authorised signatory.• Beneficial Ownership Declaration (to be signed as per instructions given in prescribed format).• Copy of PAN Card/ Form 60 (as applicable) and Aadhaar Card is mandatory for all eligible authorised signatories including Partners. Document 5, 6 & 7 to be taken on company letterhead. All above documents to be signed as per mode of operation with firm's rubber stamp. Note: If partnership firm is unregistered, all Partners are required to sign the account opening form irrespective of mode of operation in the account.
Limited Liability Partnership	<ul style="list-style-type: none">• Copy of PAN Card of LLP (proof of existence).• Copy of Certificate of Incorporation issued by Ministry of Corporate Affairs (proof of existence and address).• Copy of LLP Agreement.

	<ul style="list-style-type: none"> • Board Resolution signed by all designated partners. • Form 3 (information with regard to LLP agreement and changes, if any made therein). • Proof of address of the LLP (in case it varies from certificate of incorporation). Acceptable documents: GST certificate, Licence issued by the municipal authorities under Shop and Establishment Act, IEC certificate, Latest IT assessment order, last 3 month's bank statement of existing firm, etc. • Beneficial Ownership Declaration (to be signed as per instructions given in prescribed format) • Copy of PAN Card/ Form 60 (as applicable) and Aadhar Card is mandatory for all eligible Authorised Signatories/ Partners/ Directors. Document 4 & 7 to be taken on company letterhead. All above documents to be signed as per mode of operation with firm's rubber stamp.
<p>Private Public Limited Company</p>	<ul style="list-style-type: none"> • Copy of PAN Card of the Company (proof of existence). • Copy of certificate of Incorporation (proof of existence and address). • Certified copy of latest Memorandum & Articles of Association (first & last page should be self-attested). • For Public Limited Company - Copy of Certificate of Commencement of Business issued under Companies Act 1956. (i.e. If incorporated before April 1, 2014 under Companies Act 1956). • Certified copy of Board Resolution to open & operate an account, signed by two Directors or Company Secretary (CS). • List of present Directors and their addresses and telephone numbers, DoB, Nationality or List of Directors copy downloaded from MCA website. (Any one Director can sign list of Director's taken from MCA website with firm's rubber stamp). • Proof of Address of the Company (in case it varies from certificate of incorporation). Acceptable documents: GST certificate, Licence issued by the municipal authorities under Shop and Establishment Act, IEC certificate, Latest IT assessment order, Professional Tax certificate, Trade Licence issued by State/ Central Government, last 3 month's bank statement of existing firm, etc. • Beneficial Ownership Declaration (to be signed as per instructions given in prescribed format). • Copy of PAN Card/ Form 60 (as applicable) and Aadhaar Card is mandatory for all eligible Authorised Signatories/ Partners/ Directors/ Company Secretary (in case Board Resolution is certified by Company Secretary) Document 5, 6 & 8 to be taken on company letterhead. All above documents to be signed as per mode of operation with firm's rubber stamp

HUF	<ul style="list-style-type: none"> • HUF PAN Card. • Identity and address proof of the Karta (Aadhaar and PAN Card mandatory). Other acceptable documents: Passport, Voter's ID, Driving Licence. • Declaration by Karta along with name, address and signatures of adult co-parceners and member/s • HUF declaration in the prescribed format.
Club, Society, Association	<ul style="list-style-type: none"> • Copy of PAN Card of the Society / Club / Association (existence proof). • Copy of Rules / Regulations, Bye-Laws / Memorandum of Association (as the case may be). • Copy of Certificate of Registration issued by State / Central Government or Local / Statutory Bodies (address proof). • Certified copy of Board Resolution authorising to open and operate the account. (as per banking clause available in copy of Bye-Laws / Rule Book). • For Savings Account: Copy of certificate of tax exemption issued under Section 11 / 12 / 12A of the Income Tax Act (not applicable for Societies/ entity registered under Societies Registration Act 1860 or any other corresponding law in force in State or Union Territory and have received the Registration Certificate except Societies registered under the State Co-operative Societies Acts and specific state enactment creating Land Mortgage Banks). • Proof of address (in case it varies from Certificate of Registration). • Acceptable documents: GST registration, Professional Tax certificate, latest IT assessment order, latest Municipal Tax receipt, PAN intimation letter for newly established entities (issued within 3 months of date of incorporation), etc. • Names and addresses of all members of the Managing Committee. • Beneficial Ownership Declaration (to be signed as per instructions given in prescribed format). • Copy of PAN Card/ Form 60 (as applicable) and Aadhar Card is mandatory for all eligible authorised signatories / Partners / Directors • Document 4, 7 & 8 to be taken on company letterhead. <p>All above documents to be signed as per mode of operation with firm's rubber stamp.</p>
Trusts and Foundation	<ul style="list-style-type: none"> • Copy of PAN Card of the Trust/ Foundation (existence proof). • Copy of Certificate of Registration issued by State/ Central Government or Local/ Statutory Bodies (address proof). • Board Resolution authorising to open and operate the account. • Trust Deed - For Charitable Trust, Trust Deed needs to be registered/ for Private Trust (family/ beneficiary) registration is not mandatory. • Name and address of all the trustees.

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| | <ul style="list-style-type: none">• For Savings Account: Certificate of tax exemption issued under Section 11/ 12/ 12A of the Income Tax Act.• Proof of address (in case it varies from Certificate of Registration). Acceptable documents - GST registration, Professional Tax certificate, latest IT assessment order, latest Municipal Tax receipt, PAN intimation letter for newly established entities (issued within 3 months of date of incorporation), etc.• Beneficial Ownership Declaration (to be signed as per instructions given in prescribed format).• Copy of PAN Card/ Form 60 (as applicable) and Aadhar Card is mandatory for all eligible Authorised Signatories / Partners/ Directors• Document 3, 5 & 8 to be taken on company letterhead. |
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All above documents to be signed as per mode of operation with firm's rubber stamp.