

INSTRUCTIONS / CHECKLIST FOR FILLING KYC FORM

1. DOCUMENTS REQUIRED FOR INDIVIDUAL:-

1. ONE PHOTOGRAPH.
2. COPY OF PAN CARD (SELF-ATTESTED).
3. COPY OF ADDRESS PROOF (SELF-ATTESTED). (E-AADHAAR)
4. CANCELLED CHEQUE\PASSBOOK\BANK STATEMENT (LAST 3 MONTHS OLD)
5. NOMINEE'S ID, ADDRESS PROOF NAME SHOULD BE SAME IN ALL PROOFS.

Name should be same in all proofs.

2. DOCUMENTS REQUIRED FOR HUF (NON-INDIVIDUAL):-

1. 2 PHOTOGRAPHS OF KARTA
2. PHOTOGRAPH OF EACH COPARCENER
3. SELF-ATTESTED COPY OF PAN (HUF)
4. LATEST BANK STATEMENT OF HUF ACCOUNTS.
5. SELF-ATTESTED COPY OF PAN (KARTA & CO-PARCENERS).
6. COPY OF ADDRESS PROOF (KARTA & CO-PARCENERS)
7. KYC OF KARTA
8. CANCELLED CHEQUE

3- DOCUMENTS REQUIRED FOR MINOR:-

1. 2 photographs of minor
2. Copy of Pan card (Minor)
3. Copy of E-AADHAAR (minor)
4. Copy of PAN AND AADHAAR (Guardian)
5. Cancelled Cheque and Bank statement of minor
6. Birth certificate/PASSPORT of minor 7. KYC of Guardian

4- DOCUMENTS REQUIRED FOR CORPORATE (NON-INDIVIDUAL):-

- 1- Duly filled and signed KYC form (Attached)
- 2- Copy of PAN card, Address Proof and Bank Proof (An original cancelled cheque that bears the printed name of Body Corporate, Account number, Bank and Branch details, IFSC Code, and MICR code) of the Company
- 3- Copy of the ITR and balance sheets for the last 2 financial years (to be submitted every year).
- 4- Copy of latest share holding pattern a. Copy of latest Share holding pattern including list of all those holding control, either directly or indirectly in the company duly certified by the company secretary/Whole time Director/MD (to be submitted every year). b. In case of any corporate share holder holding 10% or more, incorporation certificate and share holding pattern of the corporate entity is also required till the identification of natural beneficiaries (Ultimate Beneficial Owner). c. In case of any Individual shareholder holding 10% or more, photo ID proof and address proof of Individual is also required.
- 5- Certified true copy of the Board Resolution for investment in securities market and naming persons authorised by the Board to act as authorised signatory(ies)
- 6- List of Directors
- 7- List of authorized signatories with Names, designation and their specimen signatures, photographs with proof of identity (Pan card/Passport).
- 8- Photograph, Proof of Identity (POI), Proof of Address (POA) BANK PROOF, PAN and DIN numbers of whole time directors/two directors in charge of day to day operations.
- 9- Photograph, POI, POA, PAN of individual promoters holding control - either directly or indirectly
- 10- Certified true copy of Memorandum and Articles of Association and certificate of incorporation of the Company
- 11- Latest Net worth certificate of the Company Certified by the Chartered Accountant (It must have the UDIN Number)
- 12- Proof of correspondence and registered office address (Registered lease agreement or Bank statement/Telephone bill/Electricity Bill – Not older than three months)
- 13- INC 22 and DIR-12 (In case change of Director and Company address)
- 14- KYC (Directors) Note: All the documents mentioned above are mandatory.

All photocopies must be certified true copies.

5- DOCUMENTS REQUIRED FOR LLP:-

1. Copy of the balance sheets for the last 2 financial years (to be submitted every year).
2. Certificate of registration.
3. Copy of partnership deed.
4. Authorised signatories list with specimen signatures and photograph.
5. Photograph, KYC, POI, POA, PAN of Partners.
6. Resolution/ Authority Letter for investment in securities market.
7. Networth Certificate of LLP
8. List of Partners.
9. Share Holding Pattern of LLP
10. Mobile No and Email Id of all Partners

6- DOCUMENTS REQUIRED FOR PARTNERSHIP FIRM:-

1. Copy of pan card (partnership firm)
2. Bank statement (with transaction) of firm
3. Copy of ITR, balance sheet for the last 2 financial years.
4. Certificate of Registration
5. Board resolution (format enclosed herewith)
6. Authorised signatories list
7. List of partners
8. Partnership deed
9. Undertaking
10. Email id and mobile no.
11. Photograph, proof of id, proof of address, pan of partners
12. Cancelled cheque of firm and all the partners
13. KYC of all the partners.

7- DOCUMENTS REQUIRED FOR TRUST:-

1. COPY OF PAN CARD (TRUST)
2. BANK STATEMENT (TRUST)
3. PHOTOGRAPH, BANK STATEMENT, POI AND POA OF TRUSTIES
4. LIST OF TRUSTIES
5. BOARD RESOLUTION
6. COPY OF BALANCE SHEET FOR THE LAST 2 FINANCIAL YEAR
7. AUTHORISED SIGNATORIES LIST
8. TRUST DEED
9. KYC OF TRUSTIES
10. REGISTRATION CERTIFICATE (REGISTERED TRUST)