<u>Checklist of documents for Non-Individuals - Corporate</u>

Sr. No	Document Required			No of copies required
1	PAN (For all as mentioned)	For Entity, Any two Directors, Authorized Signatories & UBO		2
	Address Proof – Entity, Any two Directors, Authorized Signatories & UBO	For Entity	For Directors, Authorized Signatories & UBO	2
		Bank Statement/ Bank Passbook	Aadhar⁴	
2		Utility Bill – Electricity Bill, Telephone Bill, etc	Valid Passport	
		Shop and Establishment Certificate	Voter ID Card	
		Sales Tax Registration Certificate / Factory Registration Certificate / SEBI Registration Certificate / Form 18 & ROC Receipt	Utility Bill – Electricity Bill, Telephone Bill, etc	
		Valid Registered Rental or Lease Agreement alongwith Utility Bill in the name of Landlord	Bank Statement/ Bank Passbook	
	Bank Account Proof – In the name of the	Bank Statement		
3	Entity (Any One)	Cancelled Cheque copy		1
4	Certificate of Incorporation, Memorandum and Articles of Association 1		1	
5	Audited Financials for the last 2 Financial years			1
6	Board Resolution for opening account – As per format provided 1			1
7	Board Resolution for making investment - As per format provided			1
8	List of Directors - As per format provided			1
9	List of Authorized Signatories with specimen signature and photo - As per format provided 1			1
10	Latest share holding pattern including list of all those holding control, either directly or indirectly - As per format provided			

^{*} If the client is **KYC Compliant**, we would only need the **PAN details** for the client. No physical copies of ID and Address proof required.

We shall download the KYC documents from the portal and a confirmation email will go to the client automatically stating that the KYC documents have been downloaded.

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^{*} If the client is **C-KYC Compliant**, we would need **C-KYC Number** for the client. No physical copies of ID and Address proof required.

* If the client is **NOT compliant** under any of the above KYC mandates, we will need to perform an *In-Person Verification (IPV)* either personally or via a video mode. (Video verification mode is under process, shall share the details at the earliest)

Instructions to be followed

Document related		
1	All the documents to be provided for Entity, Any two Directors, Authorized Signatories & UBO	
1	as specified in the above checklist	
2	Individual documents to be Self Attested by the respective Holder. Original self attestation is	
	required and not a copy of already self attended document.	
	Entity related documents to be Attested by the Authorized Signatories as per the Board	
3	Resolution. Entity Stamp to be affixed on all such documents. Original attestation and stamp is	
	required and not a copy of already self attended document.	
4	Clear and legible copies of the documents to be provided	
5	Aadhaar number to be masked and only last four digits to be visible . For masking, you may just	
	strike off the first 8 digits of the Aadhaar no in the copy with a pen.	
6	In case PAN is without photograph, other photo identity proofs like valid driving license, voter	
	ID, passport, etc. should be provided	
7	If Correspondence Address & Registered Address is different, then proof for both will have to	
,	be submitted.	
	Proof of address issued by any of the following is acceptable: Bank Managers of Scheduled	
8	Commercial Banks / Scheduled Co-operative Bank / Multinational Foreign Banks/Gazetted	
	Officer / Notary public /Elected representatives to the Legislative Assembly or Parliament /	
	Documents issued by any Govt. or Statutory Authority	
9	Documents having an expiration date should not be more than three months old as on the date	
	of submission of this form	
10	Sole Proprietor must make the application in his Individual name & capacity and use all the	
10	forms that are used for Individual cases	
11	If any proof of identity or address is in a foreign language, then translation into English is	
**	required.	

Forms Related		
1	All the forms are to be filled in CAPITAL LETTERS	
2	WHITE INK is strictly NOT ALLOWED in any of the forms	
3	'NA' to be mentioned in the columns not applicable to the client	
4	All corrections in the form need to be countersigned by the Authorised Signatory with full	
7	signature along with stamp	
5	Please take note that PAN signature will be used for Signature Verification in all the forms	
6	RISK PROFILE QUESTIONNAIRE is mandatory to be appropriately filled	
	Photographs to be affixed for the Authorized Signatory and signed across (partial signature on	
7	the form and partial on the photograph) along with Stamp wherever mentioned. Please use	
	latest photographs.	
8	Demat Account opening form to be filled as per the Dummy Demat form provided to avoid	
0	any discrepancies	

9	Name & address of all the Authorities mentioned on the forms, should match with the				
	documentary proof submitted.				
10	In case of additional information kindly add separate annexure to the Form				

Signature Indicators are as follows:		
Sign Here	Signature for the Authorised Signatory 1	
Sign Here	Signature for the Authorised Signatory 2	
Sign Here	Signature for the Witness	

General Instructions		
	Transactions undertaken on behalf of Central Government	
PAN Exempt Investor Categories	and/or State Government and by officials appointed by	
(Sufficient documentary evidence in	Courts e.g. Official liquidator, Court receiver etc.	
support of such claims to be	UN entities/multilateral agencies exempt from paying	
collected)	taxes/filing tax returns in India.	
	Investors residing in the state of Sikkim	
	Notary Public	
	Gazetted Officer	
List of people authorized to attest	Manager of a Scheduled Commercial/Co- operative Bank	
the documents after verification	or Multinational Foreign Banks (Name, Designation & Seal	
with the originals:	should be affixed on the copy).	
	Government authorised officials who are empowered to	
	issue Apostille Certificates.	