## <u>Checklist of documents for Non-Individuals – Trust</u>

Sr. No	Document Required			No of copies required
1	PAN (For all as mentioned)	For Trust & Trustees		2
	Address Proof	For Trust	For Trustees	2
		Bank Statement/ Bank Passbook	Aadhar⁴	
		Utility Bill – Electricity Bill, Telephone Bill, etc	Valid Passport	
,		Shop and Establishment Certificate	Voter ID Card	
2		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	
2	Bank Account Proof – For Trust (Any One)	Bank Statement		1
3		Cancelled Cheque copy		
4	Certificate of registration (for registered trust only)			1
5	Copy of Trust deed			1
6	List of trustees certified by managing trustees/CA			1
7	Audited Financials for last 2 Financial years			1

<sup>\*</sup> 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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<sup>\*</sup> 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.

<sup>\*</sup> 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 Trust & Trustees 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.			
3	Trust related documents to be <b>Attested</b> by the Authorized Trustee and 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 <b>masked</b> and only <b>last four digits to be visible</b> . 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			
0	ID, passport, etc. should be provided			
7	If Correspondence Address & Registered Address is different, then proof for both will have to be			
	submitted.			
	<b>Proof of address</b> issued by any of the following is acceptable: Bank Managers of Scheduled			
8	Commercial Banks / Scheduled Co-operative Bank / Multinational Foreign Banks/Gazetted			
8	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	<b>Sole Proprietor</b> must make the application in his Individual name & capacity and use all the 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 <b>CAPITAL LETTERS</b>		
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 Authorized Trustee with full		
	signature along with stamp		
5	Please take note that <b>PAN signature</b> will be used for <b>Signature Verification</b> in all the forms		
6	RISK PROFILE QUESTIONNAIRE is mandatory to be appropriately filled		
7	<b>Photographs</b> to be affixed for the Authorized Signatory and <b>signed across</b> (partial signature on		
	the form and partial on the photograph) along with <b>Stamp</b> wherever mentioned. Please use		
	latest photographs.		
8	Demat Account opening form to be <b>filled</b> as per the <b>Dummy Demat form</b> provided to avoid 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 <b>Authorised Signatory 1</b>			
Sign Here	Signature for the <b>Authorised Signatory 2</b>			
Sign Here	Signature for the <b>Witness</b>			

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.			