



**CUSTOMER IDENTIFICATION PROCEDURE – INDICATIVE LIST OF DOCUMENTS
THAT MAY BE OBTAINED FROM CUSTOMERS**

IDENTITY PROOF (INDIVIDUAL)

- Aadhar Card
- Passport;
- Photo PAN card;
- Voter's Identity Card;
- Laminated Driving license – Permanent;
- Any other documents as acceptable to the company

ADDRESS PROOF (INDIVIDUAL)

- Telephone Bill;
- Life Insurance Premium receipt of any insurer (Policy shall be minimum 12 months in force);
- Post paid Piped gas connection bill showing consumption and full address;
- Electricity Bill;
- Ration Card
- Voter's Identity Card;
- Laminated Driving license – Permanent;
- Passport;
- Copy of sale agreement if current residence is owned;
- Leave & Licence agreement if the applicant is staying on rent & the agreement is registered / notarized. Wherever notarized Leave & Licence agreement is taken, the notarization shall be in original & the agreement shall be executed on a stamp paper as per the respective State Stamp Act Applicable to lease deed.
- Postpaid Mobile Bills;
- Bank Passbook/ Latest Bank Account Statement (first page of the same with full address mentioned which matches with the applicant's address as per the Application form). In

case of a Bank Passbook, the page showing the latest banking transaction shall be taken on record;

- Any other documents as acceptable to the company

PROOF OF LEGAL EXISTENCE AND REGISTERED OFFICE ADDRESS

For Proprietorship firms,

- Certificate of Registration from Registrar of firms in case the firm is registered
- Officially valid documents for Customer Due Diligence in respect of the person holding an attorney to transact on its behalf;
- GST Certificate
- ITR - Last 3 years
- Audited Financials - Last 2 years

For Partnership firms,

- Partnership Deed
- Certificate of Registration from Registrar of firms in case the firm is registered
- Officially valid documents for Customer Due Diligence in respect of the person holding an attorney to transact on its behalf;
- GST Certificate
- ITR - Last 3 years
- Audited Financials - Last 2 years

For Companies,

- MOA & AOA
- Certificate of Incorporation
- PAN of the company
- In case of Public Limited Company, Certificate of Commencement of Business may also to be taken
- A resolution from the Board of Directors and power of attorney granted to its managers, officers or employees to transact on its behalf;
- Officially valid documents for carrying out Customer Due Diligence in respect of managers, officers or employees holding an attorney to transact on the company's behalf.

- GST Certificate
- ITR - Last 3 years
- Audited Financials - Last 2 years

PROOF OF OPERATING ADDRESS

- Telephone Bill / Electricity Bill in the name of the entity;
- Leave & Licence agreement in the name of the entity if the entity is operating its business from a rented premises & the agreement is registered / notarized. Wherever notarized Leave & Licence agreement is taken, the notarization shall be in original & the agreement shall be executed on a stamp paper as per the respective State Stamp Act
- Latest Bank Account Statement in the name of the Entity with full address mentioned which matches with the entity's address as per the Application form along with Banker's Verification of the Authorized Signatory of the entity.

*** - Other documents may be required and all decisions will be on a case to case basis.**