

**KYC Document needed for opening the Current account for Corporate/Proprietorship/Partnership/Companies/TASC/HUF:**

**FOR SOLE PROPRIETORSHIP**

1. Registration Certificate (in case of registered unit)
  2. Certificate/license issued by the municipal authorities under shop & establishment Act.
  3. Sales and Income tax returns.
  4. CST/VAT certificate.
  5. Certificate/registration document issued by the sales tax/professional tax authorities.
  6. License issued by the Registering authority like certificate of practice issued by Institute of chartered accountants of India, Institute of company secretaries of India, Indian Medical Council, Food and Drug Control authorities, etc.
  7. Existing Bank statement from the current banker, for a minimum period of 6 months.
  8. Registration / licensing document issued by the Central Government or State Government Authority / Department.
  9. Importer Exporter Code (IEC) issued by the Office of Directorate General of Foreign Trade (DGFT) etc.,
- (Any two of the above documents would suffice. These documents should be in the name of the proprietary concern.)

**FOR PARTNERSHIP FIRMS**

1. Registration Certificate, if the firm is registered.
2. Partnership Deed.
3. Power of Attorney granted to a partner or an employee of the firm to transact business on its behalf.
4. Attach Proof to identify and proof of address of the main partners and persons holding the PoA apart from the above.
5. Attach Proof of Legal name, telephone number of the firm and partners apart from the above.

**FOR LIMITED LIABILITY PARTNERSHIP**

1. Copy of the LLP agreement.
2. Copy of the Incorporation document and DPIN of the designated partners.
3. Copy of the certificate of Registration issued by the ROC concerned.
4. Copy of LLP-IN issued by the ROC.
5. Copy of the Resolution to open an account and list of authorized person/s with the specimen signatures to operate the account duly attested by Designated Partners.
6. Copy of PAN allotment letter.

**FOR COMPANIES**

1. Certificate of incorporation and DIN.
2. Memorandum & Articles of Association.
3. Resolution of the Board of Directors to open an account and list of officials authorized to operate the account.

4. Identification of authorized signatories should be based on photographs and signature cards duly attested by the company.
5. Power of Attorney, if granted, to its managers, officers of employees to transact business on its behalf.
6. Copy of PAN allotment letter.
7. List of directors and copy of Form 32 (if directors are different from AOA).
8. Certified true copy of Certificate of commencement of business (public limited company).
9. Attach Proof of the name of the company, Principal place of business, mailing address of the company, Telephone/Fax number apart from the above. (Telephone bill)

#### **FOR TRUSTS/ASSOCIATION/CLUB/SOCIETY**

1. Certificate of Registration, if registered.
2. Power of Attorney granted to transact business on its behalf, if any.
3. Any document listing out the names and addresses of the trustees, sellers, beneficiaries, and those holding power of Attorney, and other key officials involved in the day to day management of the trust to the satisfaction of the bank.
4. Resolution of the managing body of the foundation.
5. Declaration of Trust/Bye Law of society/Bye-law of Association/Bye-law of club.
6. Attach the Proof of name and address of the founder, Manager/director and the beneficiaries, telephone/fax number, Telephone bill, Utility bill apart from the above.

#### **FOR HUF**

1. The PAN card of the HUF/PAN Intimation letter/GIR No./Form 60/HUF Declaration and Identity and Address proof of the Kartha.

#### **Note:**

1. All the persons related to the account and authorized to operate the account must provide separate identity and address Proof in conformity with the details furnished in the application form.
2. Original and photo copy are to be produced. Originals will be returned after verification at the Branch.