

KYC documents for entities

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

SOLE PROPRIETORSHIP FIRMS:

In addition to the KYC documents including PAN of the proprietor, copies of any two of the following documents in the name of the proprietary concern are required to be submitted.

- 1) Registration certificate
- 2) Certificate/licence issued by the municipal authorities under Shop and Establishment Act.
- 3) Sales and income tax returns.
- 4) CST/VAT/GST certificate (provisional/final).
- 5) Certificate/registration document issued by Sales Tax/Service Tax /Professional Tax authorities.
- 6) IEC (Importer Exporter Code) issued to the proprietary concern by the office of DGFT/ Licence/certificate of practice issued in the name of the proprietary concern by any professional body incorporated under a statute.
- 7) Complete Income Tax Return (not just the acknowledgement) in the name of the sole proprietor where the firm's income is reflected, duly authenticated/acknowledged by the Income Tax authorities.
- 8) Utility bills such as electricity, water, and landline telephone bills (not older than two months).

PARTNERSHIP FIRMS:

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

LIMITED LIABILITY PARTNERSHIP (LLP)

- 1) Copy of the Certificate of Incorporation (mentioning LLPIN) document and DPIN of the designated partners.
- 2) Copy of the LLP agreement
- 3) Copy of PAN of LLP.
- 4) Copies of proof of identify and proof of address along with PAN of the designated partners and persons holding the PoA.
- 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.

COMPANIES:

- 1) Copy of Certificate of incorporation (mentioning CIN).
- 2) Copy of Memorandum & Articles of Association.
- 3) Copy of PAN of the Company.
- 4) Resolution of the Board of Directors to open an account and list of officials authorized to operate the account.
- 5) Identification of authorized signatories should be based on photographs and signature cards duly attested by the company.
- 6) Copies of proof of identify and proof of address along with PAN of managers, officers of employees holding Power of Attorney to transact business on its behalf.
- 7) List of directors along with DIN 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) Copy of 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 not older than two months)

TRUSTS/ASSOCIATION/CLUB/SOCIETY:

- 1) Certificate of Registration, if registered.
- 2) Copy of PAN of Trust / Association / Club / Society.
- 3) Power of Attorney granted to transact business on its behalf, if any.
- 4) 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.
- 5) Resolution of the managing body of the foundation.
- 6) Declaration of Trust/Bye Law of society/Bye-law of Association/Bye-law of club.
- 7) 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(bills not older than two months).

HUF:

- 1) Copy of PAN of the HUF
- 2) Copy of 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.