

Annexure II

Check List of Document Submission

❖ Sole Proprietorship Firm

1. PAN copy / PAN number of the Proprietor.
2. Latest Colour Photograph of Proprietor and authorised signatory (if any).
3. Copy of Identity and Address proof of the Proprietor and authorised signatory (if any) Refer Annexure III, Table A.
4. Copies of any 2 existence proofs of the firm confirming name and address of firm and name of proprietor (Refer Annexure III, Table B).

❖ Accounts of Partnership Firms

1. PAN copy / PAN number of the Firm.
2. Copy of existence proof confirming name and address of firm (Refer Annexure III, Table B)
3. Copy of partnership deed if any changes after last updation with the bank.
3. Latest Colour Photograph of all authorized signatories.
4. Copy of Identity and Address proof of all authorised signatories. (Refer Annexure III, Table A)

❖ Accounts of Private and Public Limited Company

1. PAN copy / PAN number of the Company.
2. Latest Colour Photograph of all the authorized signatory/signatories
3. Copy of Identity and Address proof of all authorised signatories. (Refer Annexure III, Table A)
4. Copy of address proof of company (Refer Annexure III, Table B)

❖ Accounts of Hindu Undivided Family (HUF)

- 1 Copy of PAN of HUF.
- 2 Latest Colour Photograph of Karta and authorised signatory (if any).
- 3 Copy of Identity and Address proof of the Karta and authorised signatory (if any). Refer Annexure III, Table A.
- 4 Copy of address proof of HUF if different from address of Karta. (Refer Annexure III, Table B)

❖ Accounts of (TASC) Trust / Association / Society / Club

1. Copy of PAN card of Trust / Association / Society / Club
2. Copy of address proof of Trust / Association / Society / Club (Refer Annexure III, Table B)
3. Latest Colour Photograph of all the authorized signatory
4. Copy of Identity and Address proof of all authorised signatories (Refer Annexure III)

ANNEXURE III

List of Acceptable Identity and Address proofs of Proprietor/authorized signatories

Table A(1)

S No	Document Name	Identity Proof	Address Proof
1	Passport	Yes	Yes
2	Driving License	Yes	Yes
3	Copy of Aadhaar Card or Aadhaar Letter	Yes	Yes
4	Voter ID Card	Yes	Yes
5	Job Card Issued by NREGA duly signed by an officer of the State Government	Yes	Yes
6	Letter Issued by National Population Register containing details of name and address	Yes	Yes

ANNEXURE III

Table B

Two proof of existence in the name of the Proprietary Firm as per list provided below to establish the name, address and activity of the Firm

List of Acceptable Primary firm existence proofs:

KYC Documents for Non Individual Customers				
Sr. No.	Acceptable KYC Documents	Proof of Existence	Address Proof	Applicable to Constitution
1	PAN card in the name of the Firm/ Company	Yes	NA	Partnership/LLP/ HUF/ Company/ TASC
2	Shops & Establishment Certificate dully Stamp and Signed by Relieving Authority	Yes	Yes (If it contain Address)	Proprietorship/ Partnership/LLP/ HUF/ Company
3	Pan Intimation Letter in the name of the Firm / Company / non-individual entity (Applicable to entities with incorporation date less than six months)	No	Yes	Partnership/ LLP/ HUF / Company / TASC
4	Sales Tax/ Excise / VAT Registration Certificate dully Stamp and Signed by Govt Authority for entities dealing in following products (products exempted from GST): 1) Alcohol for human consumption, 2) Electricity and 3) Petroleum Products viz. petroleum crude, motor spirit (petrol), high speed diesel, natural gas and aviation turbine fuel.	Yes	Yes (If it contain Address)	Proprietorship/ Partnership/ LLP/ HUF/ Company/TASC
5	GST Registration Certificate. CPU to validate the GST number online and update the validation print in i-works.	Yes	Yes (If it contain Address)	Proprietorship/ Partnership/ LLP/ HUF/ Company/TASC
6	Profession Tax Certificate	Yes	Yes (If it contain Address)	Proprietorship/ Partnership/ LLP/ HUF/ Company/TASC
7	Income Tax Assessment Order (Latest order copy should be obtained.)	Yes	Yes (If it contain Address)	Partnership/ LLP/ HUF / Company /TASC
8	Latest utility bill (water/ electricity/ telephone etc.) in the name of Firm / Company (Not older than 2 months from the date of issue of bill. Bill should contain the name, address and consumer/ telephone number of the applicant) The Telephone/ Broadband bill (issued by Govt/Listed entities) should not be the first bill issued by the issuing authority. i.e. the details of last payment / bill amount to be checked in the bill submitted.	No	Yes (If it contain Address)	Partnership/ LLP/ HUF/ Trust/ Society/ Club/ Association/ Company
9	Latest Municipal Tax receipt.	No	Yes (If it contain Address)	Proprietor/ Partnership/ LLP/ HUF/ Trust/ Society/ Club/ Association/ Company
10	Factory Registration License	Yes	Yes (If it contain Address)	Proprietorship/ Partnership/ LLP/ HUF/ Company

11	Registration Certificate issued by State/ Central Government or Local/ Statutory Bodies. (e.g. SSI units) The certificate should be more than 2 month old.	Yes	Yes (If it contain Address)	Proprietor/ Partnership/ LLP /HUF/ Trust/ Society/ Club/ Association/ Company
12	Trade License issued by State/ Central Government or Local/ Statutory Bodies	Yes	Yes (If it contain Address)	Proprietorship/ Partnership/LLP/ HUF/ Company/ TASC
13	Import Export Code Certificate issued by Director General of Foreign Trade	Yes	Yes (If it contain Address)	Proprietorship/ Partnership/ LLP/ Company/TASC
14	Existing Bank Statement for latest 3 completed month plus self-cheque (mandatory) for initial deposit drawn on the existing bank. (Schedule commercial or Scheduled Cooperative bank) . The signature on the cheque should match with AOF. The Bank statement should be in the issuing Bank Stationary with the stamp and signature of the Bank official.	No	Yes (If it contain Address)	Partnership/LLP/ HUF/ Company/ Trust/ Society/ Association
15	Certificate of Incorporation	Yes	Yes (If it contain Address)	Companies/ LLP
16	MCA site Master Data print duly attested by one Director/signatory of the company	No	Yes (If registered and communication address is same)	Companies/ LLP
17	Registered Partnership Deed Names of the Partner and Address should match with the Deed. The same need to be signed by at least one partner who is an authorised signatory on all the pages.	Yes	Yes	Partnership Firms
18	Contractor license issued by a Government body or department Valid on the date of opening of the account and should carry the Proprietor's Name, Firm's name (if applicable)	Yes	Yes (If it contain Address only for Sole Proprietorship/ HUF Firms)	Proprietorship
19	License/ Certificate issued by any Registering Authority like Certificate of Practice issued by <ul style="list-style-type: none"> · Institute of Chartered Accountants of India · Institute of Cost Accountants of India · Institute of Company Secretaries of India · Indian Medical Council · Food and Drug Control Authorities Valid on the date of opening of the account and should carry the Proprietor's / Partner's Name, Firm's name and address.	Yes	Yes (If it contain Address)	All
20	Registration Certificate issued by Gram Panchayat for business of the firm in Rural Areas Should mention the Proprietor's Name, Firm's name, address and nature of activity/business of the firm. Certificate should be issued either on letter head or under office seal and signature of Sarpanch or Village Pradhan. If the certificate does not specify the nature of activity/business, field verification report confirmed bank employee other than sourcing executive confirming the same is required.	Yes	Yes (If it contain Address)	Sole Proprietorship

21	Registered/ Unregistered Leave & License Agreement along with utility bill not older than 2 months in the name of Landlord In case of unregistered agreement, it should be notarized, subject to verification of address by confirmed bank employee other than sourcing executive.	No	Yes	Proprietorship / Partnership Firms / Company / TASC entities
22	<p>Acknowledged copy of latest Income Tax returns</p> <p>The complete IT return (not just the acknowledgement) in the name of the sole proprietor where the firm's income is reflected, duly authenticated / acknowledged by Income Tax Authorities to be accepted.</p> <p>Note: The ITR should be in the format prescribed by IT authorities or should be attested by the Chartered accountant, CA membership number should be verified online.</p>	Yes	No	Proprietorship
23	<p>Registered Trust Deed (attested by registrar)</p> <p>The Deed need to be attested by at least one trustee on all the pages and verification of address by confirmed bank employee other than sourcing executive.</p> <p>Attestation on all pages not compulsory in case of Trust deed in bound form, the first and last page can be attested by the customer. However OSV needs to be done on each page by the sourcing official.</p>	No	Yes	Trust