

<p>Individual</p>	<p>1. PAN or Form No. 60 as defied in Income-Tax Rules, 1962</p> <p>2. Officially Valid Documents - OVD (ANY 1):</p> <ol style="list-style-type: none"> a. Valid Passport b. Voter Identity Card c. Driving License d. NREGA Card (National Rural Employment Guarantee Act) e. Aadhaar Card with consent letter / declaration & masking of first 8 digits <p>where the OVD furnished by the customer does not have updated address, the following documents shall be deemed to be OVDs for the limited purpose of proof of address:</p> <ol style="list-style-type: none"> a. utility bill which is not more than two months old of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill); b. property or Municipal tax receipt; c. pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain the address; d. letter of allotment of accommodation from employer issued by State Government or Central Government Departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies and leave and licence agreements with such employers allotting official accommodation; <p>The customer shall submit OVD with the current address within a period of three months of submitting the documents as specified in point 2 above.</p> <p><u>*Under Simplified Procedure (with approval)</u></p> <ol style="list-style-type: none"> 1. Self-attested photograph from the customer 2. Designated officer of the company shall certify under his signature that the person opening the account has affixed his signature or thumb impression in his/her presence <p>Account opened under simplified procedure shall remain operational initially for a period of 12 months within which CDD as per the policy shall be carried out</p>
<p>Private / Public Limited Company:</p>	<ol style="list-style-type: none"> 1. Certificate of incorporation 2. Memorandum and Articles of Association 3. Permanent Account Number of the company (PAN) 4. A resolution from the Board of Directors and power of attorney granted to its managers, officers or employees to transact on its behalf 5. Certificate / registration document issued under GST / Professional Tax or any other authorities 6. Copy of the telephone bill / Copy of PAN allotment letter for address proof 7. IEC (Importer Exporter Code) issued by the office of DGFT 8. Certificate / licence issued by the Municipal authorities under Shop & Establishment Act 9. Documents of the managers, officers or employees, as the case may be, holding an attorney to transact on the company's behalf (Authorised Person): <ul style="list-style-type: none"> • PAN • Officially Valid Document (As Specified above for individual)

<p>Partner Ship Firm / LLP :</p>	<ol style="list-style-type: none"> 1. Registration certificate, if registered 2. Updated and Latest Partnership deed 3. Permanent Account Number of the Partnership firm 4. Telephone bill in the name of firm 5. Certificate / registration document issued under GST / Professional Tax or any other authorities 6. IEC (Importer Exporter Code) issued by the office of DGFT 7. Certificate / licence issued by the Municipal authorities under Shop & Establishment Act 8. Documents of Authorised person holding an attorney to transact on its behalf: <ul style="list-style-type: none"> • PAN • Officially Valid Document (As Specified above for individual)
<p>Trust / Foundations:</p>	<ol style="list-style-type: none"> 1. Certificate of registration, if registered 2. Permanent Account Number or Form No. 60 of the Trust 3. Updated and Latest Copy of Trust Deed /Bye Laws 4. Telephone bill 5. Documents of Authorised person holding an attorney to transact on its behalf: <ul style="list-style-type: none"> • PAN • Officially Valid Document (As Specified above for individual)
<p>Sole Proprietary Firm:</p>	<ol style="list-style-type: none"> 1. Documents of Sole Proprietor <ul style="list-style-type: none"> • PAN • Officially Valid Document (As Specified above for individual) 2. Proof of business/activity in the name of proprietor (Any Two): <ol style="list-style-type: none"> a. Registration certificate b. Certificate/licence issued by the municipal authorities under Shop and Establishment Act. c. Sales and income tax returns. d. CST/VAT/ GST certificate (provisional/final). e. Certificate/registration document issued by Sales Tax/Service Tax/ Professional Tax authorities. f. IEC (Importer Exporter Code) issued to the proprietary concern by the office of DGFT or Licence/certificate of practice issued in the name of the proprietary concern by any professional body incorporated under a statute. g. 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. h. Utility bills such as electricity, water, landline telephone bills