



## Individual Customer

### **ID Proof – Anyone of below documents (Self Attested):**

- PAN - PAN Card is mandatory. However if PAN card is not submitted Form 60 will be required. This can also be used as Signature Proof
- Passport - This can also be used as Signature Proof
- Election ID Card
- Driving License - This can also be used as Signature Proof
- Aadhar Card
- NREGA Job Card duly signed by State Government Officer

### **Address Proof - Anyone of below documents (Self Attested):**

- Valid Passport
- Valid Election ID Card
- Valid Driving License
- Aadhar Card
- NREGA Job Card duly signed by State Government Officer
- Declaration from customer stating his Current Mailing Address which should match to his address as per Application form in case customer does not have Current Address Proof as mentioned in above list . In case Address declaration is collected, customer's permanent address proof to be collected which should as per above KYC list. A supporting document is required for current address proof in addition to said Declaration form.

( In case OVD does not have Current Address of the client, obtain below listed Document which are treated as Deemed to be Officially Valid Documents (DOVD) for the limited purpose of Proof of Address Utility Bills , Property or Municipal tax receipt , RENT Receipt , Property or Municipal tax receipt )

## Partnership Firm

- Firm PAN (Mandatory)
- Firm Address Proof (Current Bank statement or Utility Bills , Telephone bills)
- Certificate of registration
- Partnership deed
- Authorized signatories list with specimen signatures
- ID Proof of authorized signatories & One Photo graph
- Address Proof of authorized signatories
- Cancelled cheque leaf for bank account verification
- Beneficial Ownership Declaration ( only in BAJAJ & SHRIRAM FD )



## Registered Societies

- PAN
- Address Proof
- Copy of Registration Certificate under Societies Registration Act
- List of Managing Committee members , List of signatories
- Committee resolution for persons authorized to act as authorized signatories with specimen signatures
- True copy of Society Rules and Bye Laws certified by the Chairman/Secretary
- ID Proof of authorized signatories
- Signature Proof of authorized signatories
- MOA
- Cancelled cheque leaf for bank account verification

## Sole Proprietorship

- ID & Address proof of the proprietor
- PAN card of proprietor
- Address Proof
- Photograph
- Registration Certificate
- If the sole proprietorship is in different name, the bank statement, OR registration certificate OR
- Utility Bills such as Electricity, Water, and Landline Telephone bills in the Name of
- the Proprietary Concern
- Cancel cheque leaf for Bank account verification.

## HUF

- HUF PAN (Mandatory)
- HUF Declaration
- HUF ADDRESS PROOF - Bank pass book / bank statement / name of HUF
  
- ID Proof & Address Proof of Karta
- Karta Photograph
- Cancelled cheque leaf of HUF for bank account verification
- ( All Kyc documents with HUF deed is stamped by HUF Seal )



## Statutory board/Local Authority –

- PAN
- Address Proof
- Authorized signatories list with specimen signatures
- Self-Certification on Letter Head
- ID Proof of authorized signatories
- Signature Proof of authorized signatories

## Private Ltd / Public Ltd Co

- Company PAN (Mandatory)
- Company Address Proof
- Certificate of Incorporation
- Memorandum & Articles of Association
- Authorized signatories list with specimen signatures
- Power of Attorney , Company give authority to signatory
- Board resolution Mention FD Contain
- Photograph, PAN Card, address proof of signing authorities
- ( All Documents kyc docs & form should be stamp with company seal )

## Trusts/Associations/Clubs:

- Trust Deed
- Registration Certificate
- Copy of Resolution of Investment
- Trust's PAN Card Copy
- Trust's Address Proof
- Specimen signatures of authorized persons
- Photograph, PAN Card, address proof of signing authorities
- Charitable trust – Charity Commissioner letter require

## Minor Customer

- Investment cheque is received from Guardian's bank account & payout to be made on same account.
- Guardian's PAN no. & address proof to be collected mandatorily.
- Minor Pan or Birth certificate require