|  |  |  |  |
| --- | --- | --- | --- |
| **Form KYC (Know Your Customer)** | | | PASSPORT SIZE  PHOTOGRAPH of  INDIVIDUAL /Also attach photograph of the AUTHORIZED  SIGNATORY if any |
| 1. | Category | □ Individual/Proprietary firm  □ Partnership firm  □ Company Private limited/Public Limited /LLP | |
| 2. | Name of the Proprietor  Name of the Partner  Name of the Directors |  | |
| 3. | Permanent or Registered address of the Individual/Proprietary firm/Partnership firm and partners/Company  Telephone,  Email Id:- |  | |
| 4. | Office address/es from which business is transacted of the Individual/Proprietary firm/Company/ Partnership firm  Telephone,  E-mail address  Website |  | |
| 5. | Registered Office  Certificate of incorporation If any (Virtual Office details ) |  | |
| 6. | GST No. (Not mandatory for individuals) |  | |
| 7. | Business PAN No. |  | |
| 8. | Registered Contact Name- |  | |
| 9. | Registered Contact Number :- |  | |
| 10. | Registered Email Address :- |  | |

**Check List**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr No.** | **Category** |  | **Documents Required** |
| 1. | Individual/Proprietary firm Any two of the stated documents | □  □  □ | Passport No.  Voter ID Card  Driving License No./Date of Issue |
|  |  | □ | Bank Statement |
|  |  | □ | Copy of Ration card |
|  |  | □ | 2 Photographs of Individual/Authorized signatory |
| 2. | Company | □ | Copy of Certificate of Incorporation |
|  |  | □ | Copy of Memorandum of Association |
|  |  | □ | Copy of Articles of Association |
|  |  | □ | Power of Attorney granted to its managers, officers or employees to transact business on its behalf |
|  |  | □ | Copy of telephone bill in the name of the company |
|  |  | □ | PAN copy |
|  |  | □ | 2 Photographs each of Authorized signatories |
|  |  | □ | Cancelled Cheque |
|  |  | □ | GST Registration certificate |
| 3. | Partnership firm | □ | Registration certificate, if registered |
|  |  | □ | Power of Attorney(PoA) granted to a partner or an employee to transact business on its behalf |
|  |  | □ | Any officially valid document identifying the partners and the person holding the PoA and their addresses |
|  |  | □ | Telephone bill in the name of firm/partners |
|  |  | □ | PAN copy |
|  |  | □ | 2 Photographs each of Authorized signatories |
|  |  | □ | Cancelled Cheque |
|  |  | □ | GST Registration certificate |

**Note: Two certified copies each of the above documents given in the check list to be attached except for**

**Individuals where any two self-certified documents may be provided**

I/We hereby declare that the particulars and documents attached as per the checklist above are true, correct and complete to the best of my/our knowledge and belief, the documents submitted in support of this Form KYC are genuine and obtained legally from the respective issuing authority. In case of any change in any of the aforementioned particulars,

Place Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Thank You for choosing MY BRANCH**