

KYC (Know Your Customer) Documents- Stage 1

- These are the documents required to initiate onboarding
- We will require scanned photocopies (soft copy) of these documents
- All scanned photocopies have to be signed and stamped.
- ID and address proof have to be self-attested by the person and should carry company seal
- All other documents have to be signed by the authorized signatory and should carry company seal
- These documents should be sent along with the soft copies of 'Other Required Documentation.docx' and soft copy of legal agreements
- If there have been any changes to the Board of Directors of the Company then please provide Form 32

For Private Limited/Public Limited

Proof Required	Supporting Documents
Proof of Business Identity	MOA and AOA with Certificate of Incorporation
Proof of Business Existence	<ol style="list-style-type: none"> 1) Income Tax Registration (PAN Card) 2) Service Tax Registration (If you do not have service tax registration, please give us a letter stating that you are not eligible for service tax registration in the format here) 3) Any one of these (only if Service Tax Registration has not been provided) Sales Tax Registration OR VAT Registration OR Shops and Establishments Certificate OR Trade License
Proof of Business Address of Operating Office	Any Utility Bill (Within Last 3 months) OR Rental Agreement
Proof of Business Working	<ol style="list-style-type: none"> 1) Current Account Statement (1 year or from the time of Business Existence). 2) Cancelled cheque or first page of settlement account (only if settlement account is different from the current account statement provided above)
Proof of Identity of Business Owners and Authorized Signatory	Government approved Identity and Signature Proof of all Directors and Authorized Signatory (Like personal PAN card/Voter Card/DL/Passport etc.)
Proof of Address of Business Owners and Authorized Signatory	Government approved Address Proof of all Directors and Authorized Signatory (Like personal Utility Bills). (Document has to be different from document provided for Identity Proof)