

**Checklist of documents for Non-Individuals – Trust**

Sr. No	Document Required		No of copies required	
1	<b>PAN</b> (For all as mentioned)	For Trust & Trustees	2	
2	<b>Address Proof</b>	<b>For Trust</b>	<b>For Trustees</b>	2
		Bank Statement/ Bank Passbook	Aadhar <sup>4</sup>	
		Utility Bill – Electricity Bill, Telephone Bill, etc	Valid Passport	
		Shop and Establishment Certificate	Voter ID Card	
		Sales Tax Registration Certificate / Factory Registration Certificate / SEBI Registration Certificate / Form 18 & ROC Receipt	Utility Bill – Electricity Bill, Telephone Bill, etc	
	Valid Registered Rental or Lease Agreement alongwith Utility Bill in the name of Landlord	Bank Statement/ Bank Passbook		
3	<b>Bank Account Proof – For Trust</b> (Any One)	Bank Statement	1	
		Cancelled Cheque copy		
4	Certificate of registration (for registered trust only)		1	
5	Copy of Trust deed		1	
6	List of trustees certified by managing trustees/CA		1	
7	Audited Financials for last 2 Financial years		1	
<p>* If the client is <b>KYC Compliant</b>, we would only need the <b>PAN details</b> for the client. No physical copies of ID and Address proof required. We shall download the KYC documents from the portal and a confirmation email will go to the client automatically stating that the KYC documents have been downloaded.</p> <p>* If the client is <b>C-KYC Compliant</b>, we would need <b>C-KYC Number</b> for the client. No physical copies of ID and Address proof required. We shall download the KYC documents from the portal and a confirmation email will go to the client automatically stating that the KYC documents have been downloaded.</p> <p>* If the client is <b>NOT compliant</b> under any of the above KYC mandates, we will need to perform an <b>In-Person Verification (IPV)</b> either personally or via a video mode. (Video verification mode is under process, shall share the details at the earliest)</p>				

### Instructions to be followed

<b>Document related</b>	
1	All the documents to be provided for Trust & Trustees as specified in the above checklist
2	Individual documents to be <b>Self Attested</b> by the respective Holder. Original self attestation is required and not a copy of already self attended document.
3	Trust related documents to be <b>Attested</b> by the Authorized Trustee and Stamp to be affixed on all such documents. Original attestation and stamp is required and not a copy of already self attended document.
4	<b>Clear and legible</b> copies of the documents to be provided
5	Aadhaar number to be <b>masked</b> and only <b>last four digits to be visible</b> . For masking, you may just strike off the first 8 digits of the Aadhaar no in the copy with a pen.
6	In case <b>PAN is without photograph</b> , other photo identity proofs like valid driving license, voter ID, passport, etc. should be provided
7	If Correspondence Address & Registered Address is different, then proof for both will have to be submitted.
8	<b>Proof of address</b> issued by any of the following is acceptable: Bank Managers of Scheduled Commercial Banks / Scheduled Co-operative Bank / Multinational Foreign Banks/Gazetted Officer / Notary public /Elected representatives to the Legislative Assembly or Parliament / Documents issued by any Govt. or Statutory Authority
9	Documents having an expiration date should not be more than <b>three months old</b> as on the date of submission of this form
10	<b>Sole Proprietor</b> must make the application in his Individual name & capacity and use all the forms that are used for Individual cases
11	If any proof of identity or address is in a <b>foreign language</b> , then <b>translation</b> into English is required.

<b>Forms Related</b>	
1	All the forms are to be filled in <b>CAPITAL LETTERS</b>
2	<b>WHITE INK</b> is strictly <b>NOT ALLOWED</b> in any of the forms
3	<b>'NA'</b> to be mentioned in the columns not applicable to the client
4	All <b>corrections</b> in the form need to be <b>countersigned</b> by the Authorized Trustee with full signature along with stamp
5	Please take note that <b>PAN signature</b> will be used for <b>Signature Verification</b> in all the forms
6	RISK PROFILE QUESTIONNAIRE is mandatory to be appropriately filled
7	<b>Photographs</b> to be affixed for the Authorized Signatory and <b>signed across</b> (partial signature on the form and partial on the photograph) along with <b>Stamp</b> wherever mentioned. Please use latest photographs.
8	Demat Account opening form to be <b>filled</b> as per the <b>Dummy Demat form</b> provided to avoid any discrepancies
9	Name & address of all the Authorities mentioned on the forms, should match with the documentary proof submitted.
10	In case of additional information kindly add separate <b>annexure</b> to the Form

**Signature Indicators are as follows:**

	Signature for the <b>Authorised Signatory 1</b>
	Signature for the <b>Authorised Signatory 2</b>
	Signature for the <b>Witness</b>

**General Instructions**

PAN Exempt Investor Categories (Sufficient documentary evidence in support of such claims to be collected)	Transactions undertaken on behalf of Central Government and/or State Government and by officials appointed by Courts e.g. Official liquidator, Court receiver etc.
	UN entities/multilateral agencies exempt from paying taxes/filing tax returns in India.
	Investors residing in the state of Sikkim
List of people authorized to attest the documents after verification with the originals:	Notary Public Gazetted Officer Manager of a Scheduled Commercial/Co- operative Bank or Multinational Foreign Banks (Name, Designation & Seal should be affixed on the copy).
	Government authorised officials who are empowered to issue Apostille Certificates.