

Checklist of documents for Non-Individuals – Partnership / LLP

Sr. No	Document Required		No of copies required	
1	PAN (For all as mentioned)	For Partnership / LLP, Partners and Authorized Signatories	2	
2	Address Proof – Partnership / LLP	For Partnership / LLP	2	
		Bank Statement/ Bank Passbook		Aadhar ⁴
		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	Bank Account Proof – For Partnership / LLP (Any One)	Bank Statement	1	
		Cancelled Cheque copy		
4	Copy of Partnership Deed		1	
5	Certificate of Registration (For Registered Partnership Firms)		1	
6	Audited Financials for last 2 Financial years		1	
7	Resolution for opening account – As per format provided		1	
8	Resolution for making investment - As per format provided		1	
9	List of Partners - As per format provided		1	
10	List of Authorized Signatories with specimen signature and photo - As per format provided		1	
11	Latest share holding pattern - As per format provided		1	
<p>* If the client is KYC Compliant, we would only need the PAN details for the client. No physical copies of ID and Address proof required.</p> <p>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>				

* If the client is **C-KYC Compliant**, we would need **C-KYC Number** 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.

* If the client is **NOT compliant** under any of the above KYC mandates, we will need to perform an **In-Person Verification (IPV)** either personally or via a video mode. (Video verification mode is under process, shall share the details at the earliest)

Instructions to be followed

Document related	
1	All the documents to be provided for Entity, Partners & Authorized Signatories as specified in the above checklist
2	Individual documents to be Self Attested by the respective Holder. Original self attestation is required and not a copy of already self attended document.
3	Entity related documents to be Attested by the Authorized Signatories as per the Resolution. Entity Stamp to be affixed on all such documents. Original attestation and stamp is required and not a copy of already self attended document.
4	Clear and legible copies of the documents to be provided
5	Aadhaar number to be masked and only last four digits to be visible . For masking, you may just strike off the first 8 digits of the Aadhaar no in the copy with a pen.
6	In case PAN is without photograph , 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	Proof of address 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 three months old as on the date of submission of this form
10	Sole Proprietor 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 foreign language , then translation into English is required.

Forms Related	
1	All the forms are to be filled in CAPITAL LETTERS
2	WHITE INK is strictly NOT ALLOWED in any of the forms
3	'NA' to be mentioned in the columns not applicable to the client
4	All corrections in the form need to be countersigned by the Authorised Signatory with full signature along with stamp
5	Please take note that PAN signature will be used for Signature Verification in all the forms
6	RISK PROFILE QUESTIONNAIRE is mandatory to be appropriately filled

7	Photographs to be affixed for the Authorized Signatory and signed across (partial signature on the form and partial on the photograph) along with Stamp wherever mentioned. Please use latest photographs.
8	Demat Account opening form to be filled as per the Dummy Demat form 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 annexure to the Form

Signature Indicators are as follows:

	Signature for the Authorised Signatory 1
	Signature for the Authorised Signatory 2
	Signature for the Witness

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.