

KYC Checklist



*Copies of all documents to be self attested.

I. General

- Passport size photo
- Signed across
- Clients signature on all required Places
- In person verification stamp on all docs (Individuals)
- Original seen and verified stamp on all docs
- Witness Signature
- Agreement Date
- PAN Card
- Pan Verification
- All Copies Self Attested
- Financial Documentary Proof

II. Proof of Identify

- Holders: 1st holder 2nd holder 3rd holder
- PAN card with Photograph UID (Aadhaar)
- Any other Supporting doc: _____

III. Proof of Permanent Address

- Holders: 1st holder 2nd holder 3rd holder
- Ration Card Valid Passport
- Voter ID Valid Driving License
- Bank Passbook (Not more than 3 months old) Electricity Bill (Not more than 2 months old)
- Land line Bill (Not more than 2 months old) Bank Statement (Not more than 3 months old)
- Registered Lease or Sale Agreement Bank Verification Letter
- Any other Supporting doc: _____

IV. Proof of Correspondence address

- Ration Card Valid Passport
- Voter ID Valid Driving License
- Bank Passbook Electricity Bill (Not more than 2 months old)
- Land line Bill (Not more than 2 months old) Bank Statement (Not more than 3 months old)
- Sell Agreement Leave & Licence Agreement (Not more than 3 months old)
- Bank Verification Letter

V. Bank Proof With MICR Code

(HUF, NRI, Corporate)

- Cancelled cheque Bank Statement
- Pass book Letter from bank

XI. Financial Documentary Proof

- Copy of ITR Acknowledgement
- Copy of Annual Accounts
- Copy of Form 16 in case of salary income
- Net worth certificate
- Salary Slip

VI. HUF

- Pan Card of Karta
- Pan Card (HUF)
- Address proof of HUF
- HUF Stamp
- List of Coparceners
- Bank Pass Book in the name of HUF
- Address Proof of Karta
- Deed of Declaration of HUF
- Signature Coparcener on POA
- HUF Demat Proof (Trading only)
- Photograph of Karta
- Bank Statement in the name of HUF

VII. Corporate

- MOA, AOA & COI
- Photo of Directors
- Company Address Proof
- Form 18
- All Director's PAN
- Last 2 Years Financials (to be Submitted every year)
- Copy of latest holding pattern (to be Submitted every year)
- Authorised signatory list with specimen signatures
- Ultimate beneficiary owner
- Certified copy of BR
- Company PAN
- Form 32
- Authorised Director's Address Proof
- IT Returns
- New Company-Network Certificate
- PAN of Individual Promoters
- PAN of Person Authorised to deal in Securities

VIII. Demat / Comtrack / ComRIS Proof (Latest of 1 year - Only for Trading)

- Client Master Welcome Letter
- DP Statement
- Transaction cum Holding Statement

IX. Partnership A/c

- Identity Proof (all partners) Address Proof (all partners)
- Partnership Deed copy Signatory Letter
- PAN of Partners Photos of Partners
- Copy of Balance sheet for last 2 yrs
- Authorised signatory list with specimen signatures
- Certificate of Registration

X. Trust

- Copy of Balance sheet for last 2 yrs List of trustees certified by managing trustees / CA
- Certificate of Registration Address Proof (all trustees)
- Trust Deed copy Photos of trustees
- PAN of trustees

- Bank account statement for last 6 months
- Copy of demat account Holding statement.
- Any other relevant documents substantiating ownership of assets.
- Self declaration along with relevant supporting

*Please go through the Instruction/Checklist for filing KYC Form for further details.