

List of KYC Documents

A. Individuals: -

1. Proof of Identity:

Any of the following documents or the equivalent e-document: -

- a) Passport
- b) Driving License
- c) Voter's Identity Card issued by the Election Commission of India.
- d) Job Card issued by NREGA duly signed by an official of State Government.
- e) Letter issued by National Population Register containing details of name, address.
- f) Aadhar Card / Proof of possession of Aadhar

Documents mentioned in points a) to f) above will be referred as OVD (officially valid documents)

2. Permanent Account Number (PAN) or the equivalent e-document thereof or Form No. 60 as defined in Income-tax Rules, 1962

3. Proof of Address

Any of the following documents or the equivalent e-document: -

- a) Passport
- b) Driving License
- c) Voter's Identity Card issued by the Election Commission of India.
- d) Job Card issued by NREGA duly signed by an official of State Government.
- e) Letter issued by National Population Register containing details of name, address.
- f) Aadhar Card / Proof of possession of Aadhar

Provided that in case the OVD furnished by the customer does not contain updated address, the following documents shall be deemed to be OVDs for the limited purpose of proof of address: -

- i. Utility Bill which is not more than 2 months old from the date of application of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill).
- ii. Latest Property or Municipal Tax receipt
- iii. Pension or family pension payment orders (PPOs) issued to retired central/state government employees
- iv. Letter of allotment of accommodation/leave and license agreements allotting official accommodation issued by relevant bodies. (Ex. State/Central Government, Statutory or Regulatory Bodies, Public Sector Undertakings, Scheduled Commercial Banks, Financial Institutions and Listed companies).

Provided further that the customer shall submit any OVD updated with current address within a period of three months of submitting the above documents.

B. Sole Proprietorship: -

Documents as mentioned above for individuals are to be submitted for proprietor.

1. Proof of Identity:

In addition to above, any two of the following documents or the equivalent e-documents in the name of the proprietary concern: -

- a) Registration certificate issued by central government, state governments, local bodies and statutory authorities including Udyam Registration Certificate (URC) issued by the Government.
- b) Certificate/license issued by the municipal authorities under Shop & Establishment Act
- c) Sales and income tax returns
- d) CST/VAT/Goods and Service Tax (GST) Certificate (Provisional / Final)
- e) Certificate/registration document issued by Sales Tax/Service Tax/Professional Tax authorities
- f) Complete income tax return (not just the acknowledgement) in the name of the sole proprietor reflecting the firm's income, duly authenticated/acknowledged by the IT authorities.
- g) Utility bills such as electricity, water, and landline telephone bills
- h) IEC (Importer Exporter Code) issued to the proprietary concern by the office of DGFT/License/certificate of practice issued in the name of the proprietary concern by any professional body incorporated under a statute

2. Proof of Address:

- a) Utility bill, which is not more than two months old, of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill)
- b) One-month account statement from existing bank account maintained with a scheduled commercial bank having at least one customer-initiated transaction and not more than 4 months old.
- c) Property or Municipal Tax receipt
- d) Rent agreement/ Sale deed

In case the document submitted as proof of identity contains address, no separate proof of address is required to be furnished.

C. Partnership Firms

1. Proof of Identity:

Certified copies of each of the following documents or the equivalent e-documents thereof shall be obtained:

- a) Registration certificate issued by government authorities
- b) Partnership deed
- c) Permanent Account Number of the partnership firm and
- d) Documents for individuals as specified above, relating to beneficial owners, managers, officers or employees, as the case may be, holding an attorney to transact on its behalf
- e) The names of all the partners and
- f) Address of the registered office, and the principal place of its business, if it is different.

Note: The beneficial owner would be the natural person(s), who, whether acting alone or together, or through one or more juridical person, has/have ownership of/entitlement to more than 10 percent of capital or profits of the partnership or who exercises control through other means.

Explanation - For the purpose of this sub-clause, "control" shall include the right to control the management or policy decision

2. Proof of address:

- a) Utility bill, which is not more than two months old, of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill)
- b) PAN intimation letter
- c) Property or Municipal Tax receipt
- d) One-month account statement from existing bank account maintained with a scheduled commercial bank having at least one customer-initiated transaction and not more than 4 months old.
- e) Rent agreement/ Sale deed
- f) Registration certificate issued by Central government, State governments, local bodies or statutory authorities having address

In case the document submitted as proof of identity contains address, no separate proof of address is required to be furnished.

D. Companies (Private/ Public/ One Person Company): -

1. Proof of Identity:

Certified copies of each of the following documents or the equivalent e-documents thereof shall be obtained:

- a) Certificate of incorporation
- b) Memorandum and Articles of Association
- c) Board Resolution – duly signed to its managers, officers or employees to transact on its behalf
- d) Permanent Account Number of the company
- e) Documents for individuals as specified above, relating to beneficial owner, the managers, officers or employees, as the case may be, holding an attorney to transact on the company's behalf.
- f) The names of the relevant persons holding senior management position; and
- g) The registered office and the principal place of its business, if it is different.

Note: The beneficial owner would be the natural person(s), who, whether acting alone or together, or through one or more juridical persons, has/have a controlling ownership interest or who exercise control through other means.

Explanation- For the purpose of this sub-clause-

1. "Controlling ownership interest" means ownership of/entitlement to more than 10 per cent of the shares or capital or profits of the company.

2. "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements.

2. Proof of Address (for both Mailing and Registered Office Address)

- a) Certificate of registration under any statute/ act or professional bodies
- b) Any registering/ licensing document issued by central government or state govt. authority
- c) Utility bill, which is not more than two months old, of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill)
- d) PAN intimation letter
- e) INC-22 or Form 18 along with ROC challan
- f) Rent agreement/ Sale deed

In case the document submitted as proof of identity contains both registered and mailing address, no separate proof of address is required to be furnished.

E. Trusts: -

1. Proof of Identity:

Certified copy of each of the following documents or the equivalent e-documents thereof is required to be submitted: -

- a) Registration Certificate issued by Government Authorities/registrar of trusts/ assistant charity commissioner
- b) Trust deed
- c) Resolution to open and operate the Company account. Resolution should clearly indicate the authorized signatories.
- d) PAN card in the name of the Trust
- e) Documents for individuals as specified above, relating to beneficial owner, managers, officers or employees, as the case may be, holding an attorney to transact on its behalf
- f) The names of the beneficiaries, trustees, settlor, protector, if any and authors of the trust
- g) The address of the registered office of the trust; and
- h) List of trustees and documents, as specified in Section 4.4.1, for those discharging the role as trustee and authorised to transact on behalf of the trust

Note: The identification of beneficial owner(s) would include identification of the author of the trust, the trustee, the beneficiaries with 10% or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

2. Proof of address:

- a) Utility bill, which is not more than two months old, of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill)
- b) PAN intimation letter
- c) Property or Municipal Tax receipt
- d) One-month account statement from existing bank account maintained with a scheduled commercial bank having at least one customer-initiated transaction and not more than 4 months old.
- e) Communication from Registrar/ Ministry of Home affairs
- f) Rent agreement/ Sale deed
- g) Registration certificate issued by Central government, State governments, local bodies or statutory authorities having address

In case the document submitted as proof of identity contains address, no separate proof of address is required to be furnished.

F. Limited Liability Partnership (LLP): -

1. Proof of Identity:

Certified copies of each of the following documents or the equivalent e-documents thereof shall be obtained:

- a) LLP Agreement
- b) Certificate of Incorporation
- c) PAN Card of LLP
- d) List of all the partners including designated partners of LLP along with designated partner identification number – to be duly Verified from the Site
- e) LLP declaration/resolution signed by at least 2 designated partners
- f) Documents for individuals as specified above, relating to beneficial owner, managers, officers or employees, as the case may be, holding an attorney to transact on its behalf
- g) Address of the registered office, and the principal place of its business, if it is different.

Note: The beneficial owner would be the natural person(s), who, whether acting alone or together, or through one or more juridical person, has/have ownership of/entitlement to more than 10 per cent of capital or profits of the partnership or who exercises control through other means.

Explanation - For the purpose of this sub-clause, “control” shall include the right to control the management or policy decision.

2. Proof of Address:

- a) Utility bill, which is not more than two months old, of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill)
- b) One-month account statement from existing bank account maintained with a scheduled commercial bank having at least one customer-initiated transaction and not more than 4 months old.
- c) PAN intimation letter of the LLP
- d) Municipal Registration Certificate
- e) Local Sales Tax/ Central Sales Tax License
- f) CST/VAT/Goods and Service Tax (GST) Certificate (Provisional/ Final)
- g) Import/ Export Certificate in the name of LLP
- h) Property or Municipal Tax receipt
- i) Rent agreement/ Sale deed
- j) Registration certificate issued by Central government, State governments, local bodies or statutory authorities having address

In case the document submitted as proof of identity contains address, no separate proof of address is required to be furnished.

G. Hindu Undivided Family (HUF): -

1. Proof of Identity:

Certified copies of each of the following documents or the equivalent e-documents thereof shall be obtained:

- a) HUF declaration duly signed by all adult co-parceners and naming the Karta, who would be authorized to operate the account
- b) Karta's identity, signature and address proof as applicable for KYC of individuals
- c) HUF Deed (if available)
- d) PAN in the name of HUF

2. Proof of Address:

- a) KYC as applicable to individual and authorized signatories.

H. Societies/ Associations / Clubs: -

1. Proof of Identity:

Certified copies of each of the following documents or the equivalent e-documents thereof shall be obtained:

- a) Certified copy of the certificate of registration of the society signed by the secretary/ chairperson/ President/ Member of the managing committee
- b) Certified copy of bye-laws signed by the secretary/ chairperson/ President/ Member of the managing committee
- c) PAN Card in the name of society/ club/ association
- d) Certified copy of the resolution to open the account signed by the secretary/ chairperson/ President/ Member of the managing committee
- e) Society memorandum of association and rules and regulations
- f) Documents for individuals as specified above, relating to beneficial owner, managers, officers or employees, as the case may be, holding an attorney to transact on its behalf.

Note: The beneficial owner would be the natural person(s), who, whether acting alone or together, or through one or more juridical person, has/have ownership of/entitlement to more than 15 per cent of the property or capital or profits of the Societies/ Associations / Clubs.

2. Proof of address:

- a) Utility bill, which is not more than two months old, of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill)
- b) One-month account statement from existing Company account maintained with a scheduled commercial Company having at least one customer-initiated transaction and not more than 4 months old.

- c) PAN intimation letter of the Societies/ Clubs/ Associations
- d) Registration Certificate
- e) Any of the entity proof document mentioned above can also be accepted as an address proof if said document contains address.
- f) Property or Municipal Tax receipt
- g) Rent agreement/ Sale deed

In case the document submitted as proof of identity contains address, no separate proof of address is required to be furnished.

I. Unincorporated association or a body of individuals: -

1. Proof of Identity:

One certified copy of each of the following documents or the equivalent e-documents thereof is required to be submitted: -

- a) Resolution of the managing body of such association or body of individuals
- b) Permanent Account Number or Form No. 60 of the unincorporated association or a body of individuals
- c) Power of attorney granted to transact on its behalf
- d) Documents for individuals as specified above, relating to beneficial owner, managers, officers or employees, as the case may be, holding an attorney to transact on its behalf
- e) Such information as may be required by the NBFC to collectively establish the legal existence of such an association or body of individuals.

Note: The beneficial owner would be the natural person(s), who, whether acting alone or together, or through one or more juridical person, has/have ownership of/entitlement to more than 15 per cent of the property or capital or profits of the unincorporated association or body of individuals.

2. Proof of Address:

- a) Utility bill, which is not more than two months old, of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill)
- b) PAN intimation letter
- c) Property or Municipal Tax receipt
- d) One-month account statement from existing bank account maintained with a scheduled commercial bank having at least one customer-initiated transaction and not more than 4 months old.
- e) Passbook of Scheduled Commercial Bank

- f) Rent agreement/ Sale deed
- g) Registration certificate issued by Central government, State governments, local bodies or statutory authorities having address

In case the document submitted as proof of identity contains address, no separate proof of address is required to be furnished.

Kindly note that above mentioned list of documents can be changed/modified/reviewed based on company's own experience and any change in guidelines issued by RBI.