

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

Proof of Business Identity

Proof of Business Existence

Supporting Documents

MOA and AOA with Certificate of Incorporation

- 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)
- 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 R