

INDICATIVE LIST OF DOCUMENTS

Constitution	Document type
Common for all	<ul style="list-style-type: none"> • Completed Account Opening Form. • Completed Signature Card with passport size photograph of each signatory. • Copy of the PAN Card. • Attestation of all documents provided as a photocopy
Private/Public Limited Company	<ul style="list-style-type: none"> • Certificate of Incorporation. • Certificate of Commencement of Business for Public Limited Company. Memorandum and Articles of Association. • Board Resolution signed by the Directors/Company Secretary. • Latest Annual Report for Public Limited Company. • List of Directors along with DIN numbers. • Proof of Identity of the Company (any one of the following) PAN Allotment Letter, Registration under Shops & Establishment Act, GST, Sales/Service Tax/ Excise Registration. • Proof of Address for the Company (any one of the following) Telephone/Mobile Bill, Water /Electricity Bill, Municipal Tax/Society Outgoing Bill, Lease Agreement/Rent receipt in the name of the company, Bank Statement, Certificate of Incorporation along with the address proof of the representative of the company (for companies not more than 3-month-old). • Proof of Individual Identity for any two directors-including the Managing Director, all authorized signatories and principal shareholders (any one of the following) Passport, Voter's ID, PAN Card, Driving License. • Shareholding pattern of the company signed by the Directors/Company Secretary.
Sole Proprietor	<ul style="list-style-type: none"> • KYC of the individual (proprietor) [As applicable to Individuals] • PAN card in the name of sole proprietor /proprietorship firm (mandatory) • Proprietorship letter signed by the proprietor (in the format provided by the Bank). • Any two of the below as entity proof of Sole proprietorship concern- Registration certificate including Udyam Registration Certificate (URC) issued by the Government, Certificate/licence issued by the municipal authorities under Shop and Establishment Act, IEC (Importer Exporter Code) issued to the proprietary concern by the office of DGFT, Licence/certificate of practice issued in the name of the proprietary concern by any professional body incorporated under a statute, Complete Income Tax Return (not just the acknowledgement) in the name of the sole proprietor where the firm's income is reflected, duly authenticated/acknowledged by the Income Tax authorities.
Partnership Firm	<ul style="list-style-type: none"> • Registration Certificate (if registered) • Partnership deed identifying the main partners and/ or the persons holding the Power of Attorney. • Permanent Account Number of the partnership firm

	<ul style="list-style-type: none"> • KYC of Individuals, relating to beneficial owner, managers, officers or employees, as the case may be, holding an attorney to transact (one who can operate and move funds out of the customer's account(s) in that location) on its behalf • Address proof of entity (in name of the Firm) • List of Partners
Limited Liability Partnership	<ul style="list-style-type: none"> • Certificate of Incorporation. • Partnership Deed. • Proof of Address for the Firm (any one of the following, not more than 3 months old) Telephone/Mobile Bill, Water/Electricity Bill, Municipal Tax/Society Outgoing Bill, Lease Agreement/Rent receipt in the name of the firm, Bank Statement. • List of Partners along with the DPIN number on the firm letterhead. Proof of Individual Identity for the partners/sole proprietor (any one of the following) Passport, Voter's ID, PAN Card, Driving License. • Proof of Address for the all the partners (any one of the following, not more than 3 months old) Telephone/Mobile Bill, Water Electricity Bill, Municipal Tax/Society Outgoing Bill, Registered Lease Agreement/ Bank Account Statement.
Club/Society/Association/Trusts & Foundation	<ul style="list-style-type: none"> • Certificate of Registration. • Resolution of the Managing Body/Trust Deed/Bye Laws • Memorandum and Articles of Association for companies registered under Section 25. • Power of Attorney granted to transact business on its behalf • List of directors/founders/trustees/settlers/committee members/signatories certified by the chairman or secretary • Proof of Individual Identity for all signatories (any one of the following) Passport, Voter's ID, PAN card, Driving License • Proof of Address for all signatories (any one of the following, not more than 3 months old) Telephone/Mobile Bill, Water Electricity Bill, Municipal Tax/Society Outgoing Bill, Registered Lease Agreement /Bank Account Statement.
HUF	<ul style="list-style-type: none"> • Declaration from the Karta • Prescribed Joint Hindu Family Letter signed by all the coparceners. • Proof of Individual Identity for all signatories (any one of the following) Passport, Voter's ID, PAN card, Driving License • Proof of Address for all signatories (any one of the following, not more than 3 months old) Telephone/Mobile Bill, Water Electricity Bill, Municipal Tax/Society Outgoing Bill, Registered Lease Agreement /Bank Account Statement.
<p>Note: The documents listed in the checklist are the standard requirements for account opening. However, the bank reserves the right to request additional documents or information on a case-to-case basis, as deemed necessary.</p>	

