

CHECKLIST FOR ACCOUNT OPENING

SOCIETIES

/ KYC Documents as applicable to Accounts of unincorporated Associations or Body of Individuals Association / Clubs **Other Documents**

1. Copy of the Memorandum of Association registered on and Articles of Association dated Obtained.
2. Resolution of managing body for opening the account
3. Copy of the By Laws dated and resolution dated Of the Society, regarding the conduct of the account, obtained.
4. Government / Military Order dated obtained (whichever applicable).
5. Aadhaar and PAN of Chairman/ MD/ Chief Promoter/Secretary etc. of all Related persons or Beneficial owners, Separate Annexure II for each beneficial owner to be obtained.

TRUSTS

KYC Documents

1. Registration Certificate;
2. Trust Deed; and
3. PAN of the Trust; and
4. (a) Aadhaar Number; and (b) Permanent Account Number of Form 60 issued to the person holding POA on its behalf or where an Aadhaar number has not been assigned, proof of application towards enrollment for Aadhaar and in case Permanent Account Number is not submitted an Officially Valid Document shall be submitted.

Other Documents

5. A declaration containing the names of all the beneficial owners together with their share holding / controlling interest / stake duly signed by the authorized signatory. **(Annexure IV)**

LIMITED COMPANIES

1. Certificate of Incorporation dated (for inspection and return). A copy of the same is Retained;
2. Memorandum of Association registered on and Articles of Association dated to be submitted
3. A resolution from the Board of Directors and Power of Attorney granted to its managers, officers or employees to transact on its behalf; and
4. (a) Aadhaar number and (b) Pan or Form 60 issued to managers, officers or employees holding an attorney to transact on the company's behalf or where an Aadhaar number has not been assigned, proof of application of enrollment for Aadhaar and in case Permanent Account Number is not submitted an Officially Valid Document shall be submitted.

Other Documents

5. A declaration containing the names of all the beneficial owners together with their share holding / controlling interest / stake duly signed by the authorized signatory. **(Annexure IV)**
6. Certificate of commencement of business (in case of Public Limited Company)
7. CIN No.
8. Copy of PAN of Company
9. Proof of Current Address
10. Any officially valid document/ Identification of those who have authority as per POA granted to operate the account (as applicable to individual accounts) and KYC of all such persons operating the account and beneficial owners
11. Certificate of Registrar of Joint Stock Companies dated
That the Company is entitled to commence business (for inspection, entry in the Power of Attorney Register and return). A copy of the same is retained.
(This certificate is not required when,
 - a. The company is a private company
 - b. The company was registered before 1913 and does not invite the public to subscribe for shares.
 - c. The company is Limited by guarantee and does not have a share capital).)
12. Certified copy of a resolution dated, regulating the conduct of the account, obtained, some what on the following items :-

We hereby certify that the following resolution of the Board of direction of the.....
..... Company Limited was passed of a meeting of the Board held on
the And has been duly recorded in the Minute Book of
the said Company :-

“resolved :- that a bank account for the company be opened with the State Bank of India, and that the
said Bank be and is hereby authorised to honour cheques, bills of exchange and promissory notes
drawn, accepted or made on behalf of the company by
..... and to
act on any instructions so given relating to the account, whether the same be overdrawn or not, or re-
lating to the transactions of the company.”

/ sd/-	sd/- /	sd/-
/ Chairman	Directors	Secretary

13. Aadhaar and PAN of the Chairman / Managing Director / Chief Promoter etc of all Related persons
or beneficial owners, Separate Annexure II for each beneficial owner to be submitted.