

GUIDELINES FOR FILLING THE ACCOUNT OPENING FORM (AOF)

The AOF is to be duly filled by the FCRA customer without any cutting or any alteration. Detailed requirements are as under:

- A. Declaration on page No. 4, all the authorized signatories of the FCRA customer should sign along with rubber stamp as it related to FATCA compliance also.
- B. Page 5 to be signed by all the signatories along with rubber stamp and photo of the signatories to be pasted. In case the number of signatories are more than 3, photocopy of the page should be taken and rest of the signatories should sign on the same.
- C. Page 6& 7 are not applicable and hence not to be filled.
- D. Page 8 to 10 i.e. Annexure-II is to be filled in the name of all the signatories in their "**personal capacity**" and photograph is to be pasted at the top of page No.8. Individual signatures to be made on page 10 without rubber stamp. For eg. If the number of signatories are 5 -A, B, C, D and E; **all the individuals** have to fill form for themselves i.e total 5 forms will be filled. Along with this form, KYC documents of the individual are required. Individual has to mention his or her SBI account number on this form.
- E. In case the signatory is not having an account in any of the branch of SBI, he or she has to fill Part I (Customer Information Sheet) and Part II (Account Opening Form) and submit to their nearest branch for their account.
- F. Page no. 11 to be signed by all the signatories along with their rubber stamp.
- G. Annexure-IV Page 12, to be dealt with and signed as per information in the top 2 lines (introductory lines)
- H. MLM declaration and Undertaking as enclosed are to be duly signed by all signatories on the letter head of the FCRA customer.

KYC DOCUMENTS REQUIRED FOR OPENING THE ACCOUNT

Documents required for trusts are as follows:

- a. Registration Certificate
- b. Trust Deed; and
 - PAN or Form 60 of the Trust; and
 - PAN or Form 60 issued to the person holding POA on its behalf or in case PAN is not submitted an Officially Valid Documents shall be submitted.

- e. A declaration containing the names of all the beneficial owners together with their share holding/ controlling interest/ stake duly signed by the authorised signatory (Annexure IV)
- f. Copy of relevant extracts of trust deed dated ---- obtained and pursued, with special emphasis on the power of the trustees to sign cheques, delegation of authority, borrow money etc. The relevant portions are entered in the power of attorney register.
- g. A copy of the Resolution.
- h. Power of Attorney granted to transact business on its behalf (wherever applicable).
 - PAN of trustees, executors, administrators, etc of all related persons or Beneficial Owners, Separate Annexure II for each beneficial owner to be obtained.
- J. Proof of current address