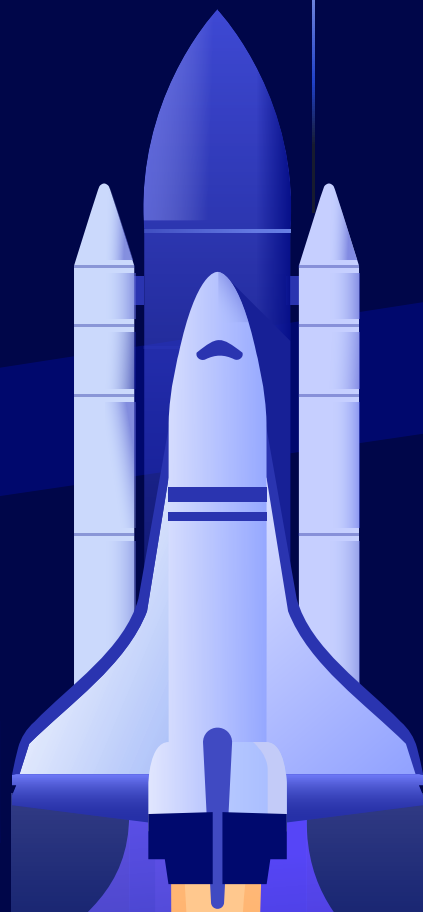




# Next Stop.

# Future of Banking.

Your Guide to supercharging  
your Current Account



PRIVATE LIMITED COMPANY

## Account opening forms

## Checkbox

- Customer information form (For Non-Individual entities).

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- Customer information form (For Resident Individual).

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- Corporate net banking & cheque printing application form.

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- FATCA-CRS Declaration for Entities.

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- Customer undertaking.

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- Set up form [Attach to INR600 Stamp paper provided].

☐

## Additional Documents required

## Checkbox

- ISA (KYC) documents for
  - a. Authorized Signatories/ Directors operating the account
  - b. The natural person/individual who, whether acting alone or together , or through one or more juridical person, exercises control through ownership
  - c. he natural person/individual who, whether acting alone or together, or through one or more juridical person ultimately has ownership of/ entitlement to more than 25% of the shares or capital or profits of the company.

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- Memorandum of Association (MOA) & Articles of Association (AOA).

☐

- Certificate of Incorporation (COI).

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- Board Resolution [format attached, to be prepared on company letterhead
  - a. All pages have to be signed by Company Secretary OR Managing Director OR at least 2 Directors.

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- PAN Card in the name of the company.

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- Valid address proof in the name of entity.

☐

## Additional Documents required

## Checkbox

- Latest list of Directors / List of directors downloaded from the MCA site Dated and Signed by Company Secretary OR Managing Director OR at least 2 Directors.
  - a. If Board Resolution of the company gives authority to any director/s, to sign singly on any documents being submitted to the Bank, then the said director/s can sign the latest list of directors.

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- Beneficiary Owner declaration - >25% of shares given by the company (format attached)
  - a. If no one satisfies the criteria, the entity has to assign one person as the BO Declaration to be signed by senior management of the company , like CEO/CFO/ Director/Company Secretary instead of identifying intermediary layers of beneficial ownership.

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- ICV [Account opening cheque of minimum amount 20,000 in the name of the entity].

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## Note

- All KYC documents must include the round seal (company), rectangular seal (director/ authorised signatory) along with signatures on all pages.
- Entity should be registered in MCA site and status should be active in MCA site.
- The cheque amount can range from INR 20,000 to INR 10,00,000 would have to be shared at the time of document pick up.



## Acceptable KYC document

- Memorandum of Association ( MOA ).
- Articles of Association (AOA ).
- Certificate of Incorporation.
- Board Resolution (BR) - duly signed.
- PAN Card in the name of the company.
- Any documents as mentioned above (except BR) containing address will be acceptable as address proof also.

## Remarks

- BR to be signed by Managing Director or Company Secretary or at least 2 directors.
- If the BR is signed by any one director, including MD, then it cannot be self-authorizing.
- If there are only two directors and both can operate the account then the BR needs to be signed by both the directors.
- In case of One Person Company (OPC) the BR can be signed by the single authority.
- BR should mention banking and mode of operation of the account.
- In case the BR is more than 6 months old, then it should mandatorily state that it is a "Certified True and Updated copy" BR.
- In case the BR is not more than 6 months old, then it is suggested that the BR should state that it is a "Certified True and Updated copy" BR.
- BR to be signed on all the pages in full and not just in initials.
- Power of Attorney granted to managers, officers or employees to transact business.

## **Proof of Company Address (any one of the following)**

1. Telephone bill (landline/mobile)/ Electricity bill of public and approved private operators/ Water Bill issued by Municipality - (not more than 3 months old) in the name of company.
2. GST registration certificate in the name of the company.
3. Property ownership deed (Title Deed) in company's name duly stamped and registered.
4. Property tax paid receipt/bill raised in the name of the company.
5. One-month account statement from existing bank account maintained with a Scheduled Commercial bank & in case of Rural Branches statement from Scheduled State Co-operative Banks in the name of the firm (not more than 3 months old).
6. Registered and stamped Lease / Leave / Rent agreement in the name of the firm.
7. Form 18 / INC-22 along with ROC challan and SVR format to be filled of address.
8. Downloaded copy taken from MCA site mentioning address (provided same is matching with address mentioned in AOF).
9. Latest available acknowledged copy of Income Tax /GST /Assessment order - along with print out from PAN website confirming the PAN number & name of entity – Print out to be duly signed by Relationship Manager / Branch Manager as acceptable address proof.
10. One-month account statement / passbook from existing bank account maintained with a Scheduled Commercial bank (not more than 3 months old).
11. Registered and stamped Lease / Leave / Rent agreement.
12. 12A or 80G certificate provided it contains the address.
13. In case of address mentioned in registration Certificate and Bye laws is matching with the Trust Deed, then registration Certificate can be considered as an Address proof, subject to satisfactory SVR (SVR Format to be filled).
14. Communication/letter from Ministry of Home Affairs (MHA).
15. Any document which is taken as Entity proof, can also be accepted as Address proof if the said document contains the address and is registered with the Registrar of Societies/ Charity commissioner/Registrar of Trusts / PF commissioner.