

KYC CHECKLIST

Retailer/Co-ordinator Name: _____

Co-ordinator type: Taluqa Co-ordinator District Co-ordinator for _____

Business Address: _____

(Tick whichever applicable)

Individual	
1.	Registration Form
2.	Undertaking/Agreement
3.	Cancelled Cheque of Savings Account
4.	PAN Card of Applicant
5.	Character Certificate
6.	UID/IIBF Exam Passing Certificate
7.	SSC/HSC Certificate
8.	Proof of ID (Any one)
	Driving Licence
	Adhar Card
	Passport
	Election Card
9.	Proof of Residential Address (Any one)
	Latest Telephone Bill in the name of applicant
	Latest Electricity Bill in the name of applicant
	Latest Mobile Bill in the name of applicant
	Latest Gas Bill in the name of applicant
	Bank Passbook with Photo signed and stamp by Bank Manager (first page & transaction page)
10.	Business Address Proof 1 (Any one)
	Shop Registration Certificate
	Gram Panchayat NoC
11.	Business Address Proof 2 (Any one)
	Electricity bill/Latest Property Tax Receipt in the name of applicant
	Rent Agreement with Latest Electricity Bill/Latest Property Tax Receipt in the name of owner
	Consent letter of relative with Latest Electricity Bill/Latest Property Tax Receipt in the name of owner
Proprietorship Firm	
1.	Documents at sr. no. 1, 2 and 4 to 9 mentioned above for Individual
2.	Cancelled Cheque of Current Account
Partnership Firm/LLP	
1.	Document at Sr. no. 1, 2, 3, 8 & 9 mentioned above for Individual
2.	Documents from Sr. no. 4 to 7 mentioned above for Individual, required of all the Partners
3.	PAN Card of Partnership Firm
4.	Partnership Deed
Society/Bank/Company	
1.	Document at Sr. no. 1, 2, 3, 8 & 9 mentioned above for Individual
2.	Documents from Sr. no. 4 to 7 of Authorised Signatory
3.	Memorandum & Articles of Association
4.	Certificate of Registration
5.	Letter of Authority in the name Authorised Signatory
6.	PAN Card of Society/Bank/Company

For Office Use:

Customer Code: _____

Checked By: _____ Date: _____ Signature: _____

Verified By: _____ Date: _____ Signature: _____