

Documentation Checklist (Self attested copy of all documents to be submitted)	
Also note -	
Driving license issued by the State of Maharashtra will not be accepted as a proof of address	
KYC Form along with photograph to be submitted for each of the applicant/signatory	
Original seen and verified (OSV) on KYC documents to be conducted by IICI HFC employee	
Individual/ Joint Holder/Authorized Signatory/Partners	Individual Application Form PAN Card and address proof of the applicant/s
Companies	Corporate FD Application Form PAN Card and address proof of the Company and the authorised signatories Board Resolution of the managing body to invest in FD along with list of authorized signatory/ies MOA and ADA KYC Form of the authorised signatories Certificate of Incorporation Certified copy of Share Holding Pattern on the Letter Head of the Company The names of the relevant persons holding senior management position The registered office and the principal place of it's business,if it is different. KYC of Authorised Signatories, beneficiary owners to more than 10% of share or capital or profits of the company along with recent photograph.
Partnership Firm	Non Individual FD Application Form Certificate of Registration Partnership Deed and Resolution PAN Card and address proof of the Firm and the authorised signatories KYC Form of the authorised signatories/partners Certified copy of Share Holding Pattern on the Letter Head of the Company The names of all the partners address of the registered office,and the principal place of it's business,if it is different. KYC of Partners, beneficiary owners to more than 15% of profit or capital or profits of the firm along with recent photograph
Trusts & Foundations	Non Individual FD Application Form PAN Card and address proof of the Trust and the authorised signatories Certificate of Registration Trust Deed / Bye Laws KYC Form of the authorised signatories Tax Exemption Certificate if applicable Certified copy of Share Holding Pattern on the Letter Head of the Company The names of the beneficiaries,trustees,settlor and authors of the trust The address of the registered office of the trust List of the trustees and documents,as specified in Section 16,for those discharging role as trustee and authorised to transact on behalf of the trust. KYC of Trustees, Settlers and beneficiary owners having 10% or more in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership along with recent photograph.
Co-operative Societies	Non Individual FD Application Form PAN Card and address proof of the Society and the authorised signatories Society Deed/Bye- Laws Certificate of Registration Board Resolution of the managing body to invest in FD along with list of authorized signatory/ies KYC Form of the authorised signatories Tax Exemption Certificate if applicable Certified copy of Share Holding Pattern on the Letter Head of the Company KYC of beneficiary owners to more than 15% of property or capital or profits of the association along with recent photograph
HUF	Non Individual FD Application Form PAN Card and Address proof of Karta PAN Card of HUF HUF Deed / Declaration from the Karta KYC form of Karta
Cooperative Bank	Corporate FD Application Form PAN Card and address proof of the Bank and the authorised signatories Certificate of Registration/ license issued from RBI Bye - Law/MOA/ADA Board Resolution of the managing body to invest in FD along with list of authorized signatory/ies KYC Form of authorised signatories Tax Exemption Certificate if applicable
Nagar Palika	Corporate FD Application Form PAN Card and address proof of the entity and the authorised signatories Certificate of Incorporation Bye - Law/Formation Document Board Resolution of the managing body to invest in FD along with list of authorized signatory/ies KYC Form of authorised signatories Tax Exemption Certificate if applicable
Association of Persons	Non Individual FD Application Form Certificate of Registration PAN Card and address proof of the entity and the authorised signatories Board Resolution of the managing body to invest in FD along with list of authorized signatory/ies MOA and ADA of the Association. KYC Form of authorised signatories Tax Exemption Certificate if applicable Certified copy of Share Holding Pattern on the Letter Head of the Company KYC of beneficiary owners to more than 15% of property or capital or profits of the association along with recent photograph
Proprietary Concern	Non Individual FD Application Form KYC compliance of the proprietor along with recent photograph; and in addition to the above, any two of the following documents in the name of Proprietary Concern: a) Registration Certificate; or b) Certificate/License issued by Municipal Authorities under Shops and Establishment Act; or c) Sales and Income Tax returns; or d) CST/AT/IST certificate or e) Certificate/registration document issued by Sales Tax/Service Tax/Professional Tax authorities; or f) IEC (Importer Exporter Code) issued by the office of DGFT or Licence/certificate of practice issued by any professional body incorporated under a statute; or g) Complete Income Tax Return in the name of the sole proprietor where the firm's income is reflected, duly authenticated/acknowledged by the Income Tax authorities; or h) Utility bills such as electricity, water, landline telephone bills, i) Registration certificate including Udyam Registration Certificate (URC) issued by the Government
List of accepted documents for address proof	<ul style="list-style-type: none"> • Passport • Driving Licence • Proof of possession of Aadhaar Number* • Voter Identification issued by the Election commission of India • Job Card issued by the NREGA duly signed by an officer of the state Government • The letter issued by the National Population Register containing detail of name, address • Any other document as notified by the central Government in consultation with the regulator <p>In case OVD Furnished by the customer does not contain updated address, the following document shall be deemed to be OVD for the limited purpose of proof of address**</p> <ul style="list-style-type: none"> • Utility bill which is not more than two months old of any service provider (Electricity, telephone, post-paid mobile phone, piped gas, water bill) • Property or municipal tax receipt • Bank account or post office savings bank account statement • Pension or family pension orders (PPOs) issued to retired employees by Government department undertakings, if they contain address • Letter of allotment of accommodation from employer issued by State Government or Central Government Department, Statutory or regulatory bodies, Public Sector Undertakings, scheduled commercial bank, financial institution and listed compPAN Cardies and leave and license agreement with such employers allotting official accommodation. <p>** The Company would collect updated OVD from the customer with current address within a period of three months of submitting the above documents. *Aadhaar number to be redacted by customer before submitting the same.</p>