

**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

<b>Individual/Joint Holder/Auhtorised Signatory/Partners</b>	Individual Application Form
	PAN Card and address proof of the applicant/s
<b>Pvt. Ltd. Company</b>	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 AOA .
	KYC Form of the authorised signatories
	Certificate of Incorporation
<b>Partnership Firm</b>	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
<b>Trusts &amp; Foundations</b>	Non Individual FD Application Form
	PAN Card and address proof of the Trust and the authorised signatories
	Certificate of Registration
	Trust Deed/Bye - law
	KYC Form of the authorised signatories
	Tax Exemption Certificate if applicable
<b>Co-operative Societies</b>	Non Individual FD Application Form
	PAN Card and address proof of the Society and the authorised signatories
	Society Deed/Bye- law
	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
<b>HUF</b>	Individual Application Form
	PAN Card and Address proof of Karta
	PAN Card of HUF
	HUF Deed/Declaration from the Karta
	KYC form of Karta
<b>Cooperative Bank</b>	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/AOA
	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
<b>Nagar Palika</b>	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
<b>Association of Persons</b>	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 AOA of the Association.
	KYC Form of authorised signatories
<b>List of accepted documents for address proof</b>	<ul style="list-style-type: none"> <li>• Passport</li> <li>• Driving Licences</li> <li>• Proof of possession of Aadhaar Number*</li> <li>• Voter Identification issued by the Election commission of India</li> <li>• Job Card Issued by the NAREGA duly signed by an officer of the State Government</li> <li>• The letter issued by the National Population Register containing detail of name, address</li> <li>• Any other document as notified by the Central Government in consultation with the regulator</li> </ul>
	<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"> <li>• Utility bill which is not more than two months old of any service provider (Electricity, telephone, post-paid mobile phone, piped gas, water bill)</li> <li>• Property or municipal tax receipt</li> <li>• Bank account or post office savings bank account statement</li> <li>• Pension or family pension orders (PPOs) issued to retired employees by Government department undertakings, if they contain address</li> <li>• 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 companies and leave and license agreement with such employers allotting official accommodation.</li> </ul> <p>** The Company would collect updated OVD from the customer with current address within a period of three months of submitting the above documents.</p> <p>*Aadhaar number to be redacted by customer before submitting the same.</p>