

# KYC Check List

## Individuals

- ❖ Recent, coloured passport size photographs. :- **Mandatory**
- ❖ Duly verified copies of Proof of Identity: - **Mandatory**
  - ▶ Copy of Holder(s) Signed pan card
- ❖ Duly verified copies of Proof of Permanent & Correspondence Address: - **any one of below is Mandatory**
  - ▶ Driving License
  - ▶ Voter ID card (Both Side)
  - ▶ Passport (Both Side and Government Stamp Page Copy)
  - ▶ Aadhar Card (Both Side)
  - ▶ Bank Statement (not more than 6 months old)
  - ▶ Telephone / Electricity Bill (not more than 2 months old)
  - ▶ Rent Agreement (Registered and Notarized).If Rent agreement is Provided renewed copy has to be submitted after the expiry of the rent Agreement.
- ❖ Bank Details:- **any one of below is Mandatory**
  - ▶ Bank Passbook / Bank Statement with 06 Month transaction entry Individuals not more than 10 days old.
  - ▶ self-attested copy of Pre-printed cancelled cheque.
- ❖ Income Source Proof :- **any one of below is Mandatory**
  - ▶ Copies of Last year Income Tax Return (ITR)
  - ▶ In case of salary income - Salary Slip or Copy of Form 16
  - ▶ Net worth Certificate
  - ▶ Latest Bank Statement / Passbook Copy with SIX month entry

All proofs must be clear and self-attested submit us with Original Client Signed

- ❖ The name & address on the proof should match with the name, residence address mentioned on the application form.

**Note:**

- Minors and HUF cannot open Joint A/c. with other Holders and nomination also cannot be done.
- The client(s) should not use more than one specimen signature and the same should be uniform across the form.
- Bank statement if not original / Bank Passbook if doesn't have logo of the Bank/or if there is any alteration on Bank passbook then Bank Passbook or Bank statement shall bear the stamp of the Bank & signature of the Bank Manager or authorized signatory.
- IT IS MOST IMPORTANT TO WRITE ON FORM YOUR BRANCH DETAILS, CONTACT DETAILS, OR ANY REFERENCES.
- If Client Provide Multiple Mobile and Email details under appropriate category then Consent Letter require. Consent Letter is available on Download folder on Our Website : [www.relitrade.in](http://www.relitrade.in)

## Minor

- ❖ Recent, coloured passport size photographs of :- **Mandatory**
- ❖ Duly verified copies of Signed pan card: - **Mandatory**
- ❖ Copy of Birth Certificate: - **Mandatory**
- ❖ Multiple Mobile and Email Consent Letter: - **Mandatory**
- ❖ Duly verified copies of Proof of Permanent & Correspondence Address: - **any one of below is Mandatory**
  - ▶ Passport (Both Side and Government Stamp Page Copy)
  - ▶ Aadhar Card (Both Side)
  - ▶ Bank Statement (not more than 6 months old)
- ❖ Bank Details :- **any one of below is Mandatory**
  - ▶ Bank Passbook / Bank Statement with 06 Month transaction entry Individuals not more than 10 days old and also original
  - ▶ self-attested copy of Pre-printed cancelled cheque.
- ❖ Income Source Proof :- **any one of below is Mandatory**
  - ▶ Copies of Last year Income Tax Return (ITR)
  - ▶ Latest Bank Statement / Passbook Copy with SIX month entry

All documents, proofs must be clear and self-attested with Stamp.

### **Note:**

- KYC / CKYC details of Guardian.
- Nominee is Compulsory.
- Multiple Mobile and Email Consent Letter is available on Download folder on Our Website : [www.relitrade.in](http://www.relitrade.in)

## **HUF**

- Recent, coloured passport size Photographs of Karta:- **Mandatory**
- HUF pan card copy Mandatory:- **Mandatory**
- Karta (Individual) Pan Card Copy Mandatory:- **Mandatory**
- HUF Bank Passbook / Bank Statement with 06 Month transaction entry not more than 10 days old.:- **Mandatory**
- Declaration by Karta (On Prescribed format):- **Mandatory**
- Income Source Proof :- **any one of below is Mandatory**
  - ▶ Copies of Last year Income Tax Return (ITR)
  - ▶ In case of salary income - Salary Slip or Copy of Form 16
  - ▶ Net worth Certificate

### **Note:**

- HUF Proof Should be attested with HUF stamp and Sign of Karta
- Affixed HUF Stamp at appropriate places.
- The name & address on the proof should match with the name, residence address mentioned on the application form.
- Karta's and Co Person Individual KYC and Its Related Proof is Require.

## NRI

- Recent, coloured passport size photographs.
- Copy of Pan Card. (Mandatory- If a customer does not have PAN Card, then he/she cannot open the account).
- Foreign address is a MUST in the account opening form.
- Enclose Foreign address proof with the account opening form. If client wish to have Local Address as correspondence address, then along with the Foreign address kindly write the local address in the form and tick the LOCAL Address option for Correspondence address. Address Proof is required for both the addresses (Local & Foreign) Proof of foreign address and Indian address (any one of the following) Driving License / Passport / Voter ID card / Aadhar Card / Bank Passbook / Bank Statement with 06 Month transaction entry / Telephone Bill Electricity Bill (not more than 2 months old).
- Portfolio investment Scheme (PIS) Registration proof (RBI Registration Number) (that will be provided by Bank to the Client)
- Photocopy of Bank Statement and Cancelled Cheque Bearing NRI/NRE/ NRO Status (not older than 3 Months).
- All documents, proofs must be clear and self-attested and must be provided in Two Copies.
- Fema declaration duly signed by account holders.
- The name & address on the proof should match with the name, residence address mentioned on the application form.

### **Note:**

- The client(s) should not use more than one specimen signature and the same should be uniform across the form.
- Client's signature appearing on the proofs should tally with the signatures on the account opening form.

## **CORPORATE ACCOUNT**

- Recent, coloured passport size photograph Of All Directors & Authorised Signatories
- Copy of Pan Card of the company & All Directors
- Address proof of the Company & All Directors
- List of Directors & Authorised Signatory and their residential address with photograph, DIN NO, PAN NO and signatures on letter Head of the Company
- Bank Statement of the Company (Not more than 2 months old) and also original Cancelled Cheque or self-attested copy of cancelled cheque.
- Certified true copy of Certificate of incorporation and Memorandum of Articles of Association of the Company.
- Board Resolution on letter head of the company for investment in securities market (On Prescribed format)
- Copy of the latest share holding pattern including list of all those holding more than 5% in the share capital of the company, duly Certified by the company secretary / whole time director / MD
- Copies of Income Tax returns of last 2 financial years (to be submitted every year)
- Net worth certificate from Chartered Accountant (not older six months)
- Audited Balance sheet For the last two years
- In case name of directors differs from the name in Memorandum and articles of association of the company, then submit form 32 or DIR – 8 along with ROC receipt.
- Form-18 / INC-22 along with ROC receipt in case of address change of the company
- All documents, proofs must be clear and self-attested and must be provided in.
- KRA of Company

### **Note:**

- Bank statement if not original / Bank Passbook if doesn't have logo of the Bank/ or if there is any alteration on Bank passbook then Bank Passbook or Bank statement shall bear the stamp of the Bank & signature of the Bank Manager or authorized signatory.

## **PARTNERSHIP FIRM**

- Copy of Pan Card of all Partners, Authorised Signatories & the Partnership Firm,
- Address Proof of All partners, Authorised Signatories & the Partnership Firm
- Bank Statement of partnership Firm (With Six Month Transaction Entry) and also original Cancelled Cheque or self-attested copy of cancelled cheque.
- Recent, coloured passport size photograph of all the partners & authorised signatories
- List of partners with residential address and phone nos. on letter head of the firm
- Copy of Partnership Deed along with the list of partners duly certified and attested by all the partners.
- Certificate of registration (for registered partnership firms only).
- Copy of the latest shareholding pattern of the firm
- Copied of Income Tax returns of the firms of last 3 years, (if not available, provide proper justification on letter head of the firm)
- Copies of 2 Last Income Tax Returns (ITR) OR Bank Statement OR Bank passbook For F&O / Currency Segment.
- Undertaking / Declaration from Partners to authorise any of the partners for operating the account.
- Affix rubber stamp at appropriate places
- All documents, proofs must be clear and self-attested and must be provided in Two Copies.
- KRA of (Partners) Authorised Signatory.

### **Note:**

- Bank statement if not original / Bank Passbook if doesn't have logo of the Bank/ or if there is any alteration on Bank passbook then Bank Passbook or Bank statement shall bear the stamp of the Bank & signature of the Bank Manager or authorized signatory.

## **TRUST Account**

- ◆ Recent, coloured passport size photograph of all the Trustees & authorised signatories
- ◆ Copy of Pan Card of the Trust & All Trustees
- ◆ Address proof of the Trust & All Trustees
- ◆ Bank Statement of the Trust & All Trustees (With SIX Month Transaction Entry) and original Cancelled Cheque or self-attested copy of cancelled cheque.
- ◆ Certified true copy of Trust Deed-Latest
- ◆ Certificate of registration (for registered trust only).
- ◆ List of Trustees with Name, PAN No, Residential Address, Specimen Signature.
- ◆ Copy of Resolution authorizing any one/more than one trustee to operate the demat / Trading account on the letterhead of Trust.
- ◆ Copy of the latest share holding pattern including list of all those holding more than 5% in the share capital of the Trust, duly Certified by the Trust secretary / whole time director / MD (copy of the updated shareholding pattern to be submitted every year )
- ◆ Copies of Last year Income Tax Return (ITR), Salary Slip, Form 16, Net worth Certificate, Demat Holding Statement, Bank Statement OR Bank passbook for activation of F&O / Currency Segment .
- ◆ Net worth certificate from Chartered Account Or Audited Balance sheet For the last two financial year
- ◆ All Proofs to be Self-Attested and must Provide two copies.
- ◆ KRA of Trust and the Trustees.

### **Note:**

- ◆ Bank statement if not original / Bank Passbook if doesn't have logo of the Bank/ or if there is any alteration on Bank passbook then Bank Passbook or Bank statement shall bear the stamp of the Bank & signature of the Bank Manager or authorized signatory.