

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)
 - ▶ 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

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 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

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.