

KNOW YOUR CUSTOMER [KYC]

Individuals/Proprietor	Verification	Legal Name and any other names used Present and Permanent address, in full, complete and correct
	Documents	Passport PAN Card Voter's Identity Card Driving License Bank Account Statement Ration Card <i>Note: Any two of the above documents listed above, which provides client/customer information to the satisfaction of the CHA will suffice.</i>
Company	Verification	Name of the Company Principal place of Business Mailing address of the company Telephone, Fax numbers and E-mail address of the company
	Documents	Certificate of Incorporation Memorandum of Association Articles of Association Power of Attorney granted to its Managers, officers or employees to transact business on its behalf Copy of PAN allotment letter Copy of Telephone Bill
Partnership Firm	Verification	Legal Name Permanent address, in full, complete and correct Name of all Partners and their addresses in full complete and correct Telephone, Fax numbers, E-mail address of the Firm and Partners
	Documents	Registration Certificate, if registered Partnership Deed Power of Attorney granted to a partner or an employee of the firm to transact business on its behalf Any officially valid document identifying the partners & the person holding the Power of Attorney & their addresses Telephone bill in the name of firm/ partners.
Trust, Foundations	Verification	Name of trustees, settlers, beneficiaries and signatories Name and address of the founder, the managers, Directors and the beneficiaries, in full, complete and correct Telephone and fax number, e-mail address of the trust, founder and trustees
	Documents	Certificate of Registration, if registered Power of Attorney granted to transact business on its behalf Any officially valid document to identify the trustees, settlers, beneficiaries and those holding managers/ directors and their addresses Resolution of the managing body of the foundation/ association Telephone bill.