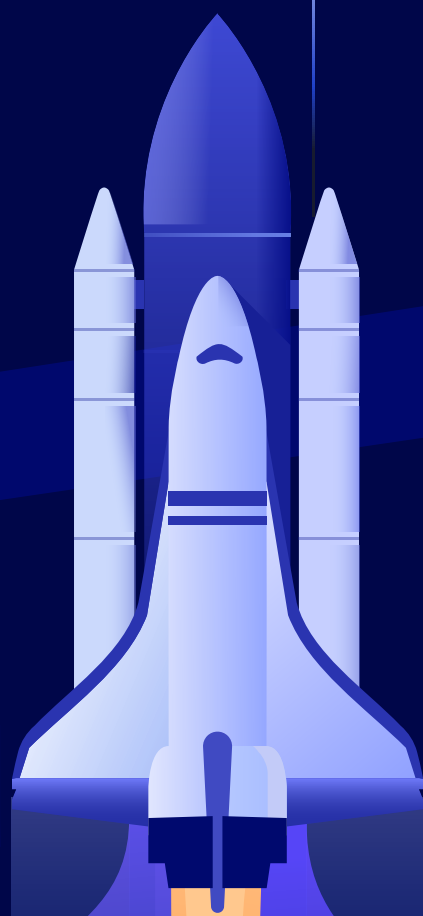




**Next Stop.**

**Future of Banking.**

Your Guide to supercharging  
your Current Account



LIMITED LIABILITY PARTNERSHIP

## Account opening forms

## Checkbox

- Customer information form (For Non-Individual entities).

☐

- Customer information form (For Resident Individual).

☐

- Corporate net banking & cheque printing application form.

☐

- FATCA-CRS Declaration for Entities.

☐

- Customer undertaking.

☐

- Set up form [Attach to INR600 Stamp paper provided].

☐

## Additional Documents required

## Checkbox

- ISA (KYC) documents for
  - a. All authorized signatories
  - b. All partners

☐

- Declaration – Limited liability partnership [format attached, to be prepared on firm letterhead].

☐

- Partnership PAN card.

☐

- Valid address proof in the name of entity.

☐

- Mode of Operation letter- signed by all the Partners [format attached, to be prepared on firm letterhead].

☐

- Beneficiary owner declaration [format attached, to be prepared on firm letterhead]  
-Partners who own at least 15% of the shares.

☐

## Additional Documents required

## Checkbox

- Certificate of Incorporation.

☐

- LLP Deed.

☐

- Internet Banking letter [format attached, to be prepared on firm letterhead].

☐

- ICV [Account opening cheque of minimum amount 20,000 in the name of the entity].

☐

## Note

- All KYC documents must include the round seal (company), rectangular seal (director/ authorised signatory) along with signatures on all pages.
- LLP entity should be registered in MCA site and status should be active in MCA site.
- The cheque amount can range from INR 20,000 to INR 10,00,000 would have to be shared at the time of document pick up.

## Acceptable KYC document

## Remarks

- Limited Liability partnership (LLP) agreement

- Certificate of incorporation with Registrar of Companies (ROC)

- PAN card in the name of the firm

- Where banking clause is not mentioned in the LLP agreement then all the partners to sign the resolution /declaration certifying the banking clause and mode of operation for the account.

## Proof of Company Address (any one of the following)

1. Telephone bill (landline/mobile)/ Electricity bill of public and approved private operators/ Water Bill issued by Municipality - (not more than 3 months old).
2. Property tax paid receipt / bill raised in the name of the firm.
3. One-month account statement from existing bank account maintained with a Scheduled Commercial bank in the name of the firm and having at-least one customer initiated transaction (not more than 3 months old).
4. Registered and stamped Lease / Leave / rent agreement in the name of the firm.
5. Property ownership deed i.e. Title deeds of the property in the name of the firm duly stamped and registered.
6. Certificate of registration under any Statute /Act or Professional bodies.
7. Business License issued by State/Central Govt. authority.
8. Municipal Registration Certificate.
9. GST Certificate.
10. Valid SEBI Registration Certificate.
11. Valid License under the Explosives Act (in the case of Industry of Hazardous nature like fireworks, etc.).
12. Import / Export certificate in the name of the firm.
13. Latest available acknowledged copy of Income Tax / Assessment order - along with print out from PAN website confirming the PAN number & name of entity a. Print out to be duly signed by Relationship Manager / Branch Manager.
14. Certificate issued by respective government authority for units in SEZ (Special Economic Zone), STP (Software Technology Park), EOU (Export Oriented Unit), EHTP (Electronic Hardware Technology Park) and EPZ (Export Processing Zone) in the name of the entity mentioning the address allotted.
15. Registration certificate of recognized Provident Fund with PF Commissioner.
16. Certificate of registration / Certificate of Practice issued by professional bodies such as ICAI (Institute of Chartered Accountants of India) / ICSI (Institute of Company Secretaries of India) / ICWAI (Institute of Cost and Work Accounts of India) in the name of the firm.