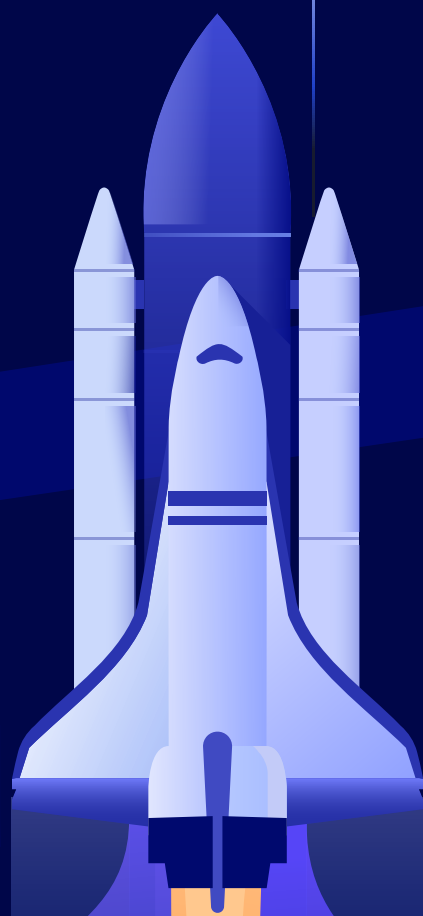




Next Stop.

Future of Banking.

Your Guide to supercharging
your Current Account



SOLE PROPRIETORSHIP

Account opening forms

Checkbox

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

☐

- Customer information form (For Resident Individual).

☐

- Customer Undertaking

☐

- FATCA-CRS Declaration for Entities.

☐

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

☐

Additional Documents required

Checkbox

- Entity Proof of Proprietary firm [any 2 of the acceptable proofs mentioned below].

☐

- Valid address proof in the name of Proprietary firm.

☐

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

☐

- Declaration [format attached, prepare on letterhead].

☐

Note

- All KYC documents must include the company seal along with Sole Proprietor signature on all pages.
- 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 Documents –

(Proof of Existence (Any 2 of the following): -

A. Certificate of registration under any Statute /Act or Professional bodies.

B. Certificate/license issued by the Municipal authorities under Shop & Establishment Act. Gram Panchayat / Nagar Parisad.

Shop & Establishment

- Due to fraud risk, downloaded copy of 'Certificate/license will not be accepted except for Shop Act License.
- Information receipt issued by Shop & Establishment department will be accepted as an entity proof. This is issued to entities where less than 10 employees are working for the firm. This will carry information like name of firm, proprietor, number of employees working in this firm, address of the firm etc. one such receipt is attached just for reference only.

Gram Panchayat Certificate (on its letterhead)

- That is less than 6 months old for rural branches and select semi-urban branches as specifically approved by ZH. SVR of Sole Proprietorship firm's address is mandatory by branch employee along-with confirmation by branch employee with Gram Panchayat regarding issuance of such certificate.
- Certificate letter should contain a minimum of the below details: Name of the Firm, Name of the proprietor, date of incorporation and address of the firm.

C. Income Tax Returns

- The complete Income Tax Return (not just the acknowledgement) in the name of the sole proprietor where the firm's income is reflected, duly authenticated / acknowledged by the Income Tax authorities.

D. Any registration/ licensing document issued by Central Govt. or State Govt. authority.

- Please note, Udyog Aadhaar Memorandum and Online Labour Certificate will not be considered as entity proof.

E. Latest available acknowledged copy of Income Tax / GST / Assessment order (not more than 1-year old).

F. Utility bills such as electricity, water, and telephone bills (landline and mobile) in the name of the Sole proprietary concern ot more than 2 months old.

G. Import / Export certificate in the name of the firm / IEC (Importer Exporter Code) issued to the proprietary concern by the office of DGFT.

H. License issued by Registering authority like Certificate of Practice issued by the Institute of Chartered Accountants of India (ICAI)/Institute of Cost Accountants of India/Institute of Company Secretaries of India/Indian Medical Council/Food & Drug Control Authorities, etc.

I. Valid SEBI Registration Certificate (wherever applicable).

J. Certificate/registration document issued by GST / Professional Tax authorities.

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 2months old) – in the name of the firm.
2. Property tax paid receipt / bill raised in the name of the firm.
3. Monthly statement from a Scheduled Commercial Bank & in case of Rural Branches statement from Scheduled State Co-operative Banks which is not more than 3 months old with one customer initiated transaction.
4. Professional tax receipts (of latest tax paid receipt, preferably not more than 3 months old) will be acceptable address proof, if the address details matches with AOF.