

MADHUVAN

CHECKLIST & GUIDELINES

A. For Individual (Major)

- ***PAN CARD Copy is compulsory***
- ***Identity Proof (Photocopy of Anyone)***
 - 1) Passport (along with validity details like data of expiry).
 - 2) Driving license (along with the validity details like date of expiry).
 - 3) Election / Voters Card.
 - 4) Identify card issued by corporate employer.
- ***Correspondence and Residence Address Proof (Photocopy of anyone with complete address and name disclosed as in the account opening form)***
 - 1) Passport (along with validity details like data of expiry).
 - 2) Driving license (along with the validity details like date of expiry).
 - 3) Election / Voters Card.
 - 4) Ration Card.
 - 5) Telephone / Electricity Bill (Not older than 2 months).
 - 6) Bank Passbook / Statement (Not older than 2 months).
 - 7) Rent Agreement (Notarized Copy)

B. For Individual (Minor) (only for sale of existing holding)

- 1) All documents as required for Individual (Major)
- 2) Birth Certificate of Minor

C. For Proprietorship Firm

- 1) All documents as required for Individual (Major)
- 2) Photocopy of PAN Card of the firm
- 3) A declaration on the letterhead of the firm
- 4) Letter from the bank stating that bank account maintained is proprietary and the proprietor is the authorized signatory (including firms' name, address, bank account number, etc)

D. For Partnership Firm

- 1) Notarized or True Copy of the partnership deed.
- 2) Photocopy of PAN Card of the firm
- 3) Copy of the acknowledgement of latest income tax return of the firm.
- 4) Authority letter by all the partners in favor of the Managing Partner / Authorized person along with bank verification.
- 5) Photocopy of PAN Card and Address proof the Managing Partner / Authorized person.
- 6) Bank proof along with a passport size photographs of all the partners
- 7) Affix firm's rubber stamp on appropriate places.
- 8) Letter of undertaking

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E. For HUF

- 1) Proof of Identity & Address of KARTA (as required for proprietorship firm)
- 2) Signature of KARTA and all the co-parsons of the declaration along with bank verification
- 3) Photocopy of PAN Card of the HUF and KARTA of the HUF
- 4) Affix HUF rubber stamp on appropriate places

F. For Corporate Bodies

- 1) Photocopy of PAN Card of the company.
- 2) Certified true Copy of the Annual reports (containing balance sheet & profit and loss account) for the latest 2 year (and every year, updated / latest copies the same would have to be submitted)
- 3) Copy of memorandum (along with certificate of incorporation & Articles of Association of the company.
- 4) List of Directors on the letterhead of the company signed by authorized official
- 5) Latest shareholding patter (including list of person / entity holding more than 5% in the capital of the company), duly certified by the company (and every year, updated / latest copies of the same would be to be submitted)
- 6) Bank verification letter for signature of the directors of the company
- 7) Certified true copy of the resolution passed by the board of the directors for naming the authorized person(s) / Official(s) to sign varies agreements / documents.
- 8) A declaration of letterhead of the company
- 9) Photocopy of Proof of Identity (Photo and Address) of the authorized person(s) / Official(s) along with photocopy of the his/their PAN card and Passport size

G. GENERAL requirements of all applicants

- 1) The complete registration form (including account opening forms, proofs, documents, etc.) should be handed over / sent across to us for account opening process.
- 2) Please affix (don't staple) Photograph (with signature across) on the space provided, also provide separate photograph of each holder / parent / guardians / key management personnel / authorized person as per requirement.
- 3) All photocopies of to be certified (signed) as true copy by the applicant (original of those documents to be produced when required)
- 4) A cancelled Cheque copy is compulsory.