



**Policy on Know Your Customer
Standards & Anti Money Laundering
Measures**

Ref No.: IKF/B/POLICY/IKF012
Previous Version - Jul-2022
Version - Aug-2023

1. Preamble

In terms of the notification no. **DBR.AML.BC.No.81/14.01.001/2015-16** dated February 25, 2016 (revised as on May 04, 2023) issued by Reserve Bank of India on Know Your Customer [KYC] Guidelines - Anti Money Laundering [AML] Standards, Financial Institutions are required to put in place a proper policy framework covering KYC Standards and AML Measures. This policy document is prepared in line with the RBI guidelines and incorporates the Company's approach to customer and Deposit/Debenture holders identification procedures, customer profiling based on the risk perception and monitoring of transactions on an ongoing basis.

2. Definition of Money Laundering Section 3 of the Prevention of Money Laundering [PML] Act 2002 has defined the "offence of money laundering" as under:

"Whosoever directly or indirectly attempts to indulge or knowingly assists or knowingly is a party or is actually involved in any process or activity connected with the proceeds of crime and projecting it as untainted property shall be guilty of offence of money laundering".

Money launderers use the Banking and Non Banking system for cleansing 'dirty money' obtained from criminal activities with the objective of hiding/disguising its source. The process of money laundering involves creating a web of financial transactions so as to hide the origin and true nature of these funds.

For the purpose of this document, the term 'money laundering' would also cover financial transactions where the end use of funds goes for terrorist financing irrespective of the source of the funds.

3. Obligations under Prevention of Money Laundering (PML) Act 2002

Section 12 of PML Act 2002 places certain obligations on every banking company, financial institution and intermediary, which include

- [i] maintaining a record of prescribed transactions
- [ii] furnishing information of prescribed transactions to the specified authority
- [iii] verifying and maintaining records of the identity of its clients
- [iv] preserving records in respect of [i],[ii],[iii] above for a period of ten years from the date of cessation of transactions with the clients.

4. Money Laundering - Risk Perception

Financial Institutions are exposed to the following risks which arise out of Money Laundering activities:

- **Reputation Risk**

This risk involves the potential loss of reputation for the financial institution. Money laundering activities can have a severe impact on the company's reputation, which is particularly crucial in the financial industry. Maintaining the confidence of depositors, debenture holders, banks, and other financial institutions is essential for the business's success.
- **Compliance Risk**

Financial institutions face the risk of non-compliance with key regulations and laws governing their operations. Failure to comply with anti-money laundering (AML) regulations can result in significant penalties, legal consequences, and damage to the institution's reputation. It is crucial for financial institutions to have robust compliance measures in place to mitigate this risk.
- **Operational Risk**

Inadequate or failed internal processes, people, and systems can give rise to operational risk. Money laundering activities can exploit weaknesses in a financial institution's operations, leading to financial losses, operational disruptions, and reputational damage. Implementing effective controls, systems, and procedures is essential to mitigate operational risk.
- **Legal Risk**

Non-compliance with anti-money laundering laws and regulations can expose financial institutions to legal action. This risk involves potential lawsuits, fines, and other legal consequences. Failure to implement proper due diligence measures, maintain accurate records, or report suspicious transactions can result in legal proceedings against the company and its staff.

5. Policy Objectives

1. **Prevent Money Laundering**: The policy aims to safeguard the Company by preventing its utilization by criminal elements for money laundering activities. By implementing robust KYC and AML measures, the Company can identify and deter individuals or entities attempting to use its services for illegal purposes.
2. **Enhanced Customer Knowledge**: The policy seeks to enable the Company to have a better understanding of its customers and their financial transactions. This knowledge helps in assessing and managing risks associated with the customer relationships and enables the Company to make informed decisions regarding the provision of services.



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3. **Effective Detection and Reporting**: The policy establishes appropriate controls for the detection and reporting of suspicious activities in accordance with applicable laws and established procedures. By having strong monitoring mechanisms in place, the Company can identify and report any transactions or patterns that may be indicative of money laundering or other illicit activities.
4. **Compliance with Laws and Regulations**: The policy ensures the Company's compliance with relevant laws, regulations, and regulatory guidelines pertaining to KYC and AML. Adhering to these legal requirements is essential to maintain the Company's integrity, reputation, and regulatory standing.
5. **Staff Training**: The policy emphasizes the importance of providing adequate training to relevant staff members on KYC and AML procedures. By enhancing the knowledge and skills of employees, the Company can ensure that they are equipped to effectively implement the policy's requirements and contribute to a strong compliance culture.

6. Scope

This policy is applicable to all branches of the Company and is to be read in conjunction with related operational guidelines issued from time to time.

By applying this policy across all branches, the Company ensures consistency in its approach to KYC and AML practices. The policy provides a framework and guidelines for staff members to follow in order to comply with KYC and AML requirements. It sets out the Company's expectations and procedures regarding customer identification, due diligence, monitoring of transactions, and reporting of suspicious activities.

To ensure effective implementation, all employees across branches should familiarize themselves with this policy and any additional guidelines provided. Adhering to the policy and its related guidelines will help maintain a unified approach in preventing money laundering, managing risks, and ensuring compliance with applicable laws and regulations.

7. Definition of a Customer

In the context of this policy, a customer is defined as follows:

- (i) A person or entity that holds an account and/or has a business relationship with the Company. This includes individuals, organizations, and other legal entities that engage in financial transactions with the Company. Customers may open deposit accounts, avail loan facilities, or enter into other contractual arrangements with the Company.



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(ii) Additionally, any person or entity involved in a financial transaction that has the potential to create significant reputational or other risks to the Company is also considered a customer. This broader definition recognizes that certain transactions or relationships, even if not directly holding an account, can still impact the Company's reputation or introduce risks that need to be addressed and monitored.

By encompassing both account-holding customers and those involved in significant financial transactions, the Company aims to ensure a comprehensive approach to customer identification, due diligence, and ongoing monitoring. This definition enables the Company to effectively manage risks associated with its customer base and take appropriate measures to prevent money laundering, fraud, and other illicit activities.

8. Key Elements of the Policy

- Customer Acceptance Policy
- Customer Identification Procedures
- Monitoring of Transactions and
- Risk Management

8.1. Customer Acceptance Policy

The Company will:

- (i) Classify customers into various risk categories and based on risk perception decide on acceptance criteria for each category of customers;
- (ii) Accept customers after verifying their identity as laid down in Customer Identification Procedures;

8.2. Customer Identification Procedures

The operations team is held responsible to ensure that CKYC requirements for new customers are satisfied as per CERSAI guidelines

Credit department shall ensure that compliance with the UCIC (unique customer Identification code) requirements as per the guidelines of KYC/AML & CFT (Combating of Financing of Terrorism) Guidelines

The first requirement of customer identification procedures to be satisfied that a prospective customer is who he/she claims to be.



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The second requirement of customer identification procedures is to ensure that sufficient information is obtained on the nature of the business that the customer expects to undertake, and any expected, or predictable, pattern of transactions. The information collected will be used for profiling the customer.

-Identity to be verified for:

- The named account holder
- Beneficial owners

The Customer Identification Procedures are to be carried out at the following stages:

- While establishing a relationship;
- When the Company feels it is necessary to obtain additional information from the existing customers based on the conduct or behaviour of the account.

Wherever applicable, information on the nature of business activity, location, mode of payments, volume of turnover, social and financial status etc. will be collected for completing the profile of the customer.


Customers will be classified into three risk categories namely 'High', 'Medium' and 'Low', based on the risk perception. The risk categorization will be reviewed periodically.

8.3. Risk Management

While the Company has adopted a risk-based approach to the implementation of this policy, it is necessary to establish appropriate framework covering proper management oversight, systems, controls and other related matters.

Company's Internal Audit and Compliance functions will provide an independent evaluation of KYC/AML policies and procedures including legal and regulatory requirements. Concurrent/ Internal Auditors shall specifically check and verify the application of KYC/AML procedures at the branches and comment on the lapses observed in this regard. The compliance in this regard will be put up before the Audit Committee of the Board at quarterly intervals.

The Company will have an ongoing employee-training programme so that members of the staff are adequately trained in KYC/AML procedures.

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The Principal Officer designated by the Company in this regard will have an important responsibility in managing oversight and coordinating with various functionaries in the implementation of KYC/AML policy.

For the purpose of risk categorization, the customers are group into three risk categories vis-à-vis High, Medium and Low Risk.

Low Risk Category:

The following type of customers were categorized into Low Risk category

Individual (other than High Net Worth) and entities whose sources of wealth can be easily identified and transactions in whose accounts by and large confirm to the known profile, may be categorized as low risk or Level-I category. Normally Level-I customers would be

- Well governed corporates
- Salaried employees having definite and well-defined salary structure,
- Employees of Government Departments or Government owned companies,
- Statutory bodies,
- Self-employed individuals, however with regular income and good credit behaviour

High Risk Category:

The following type of customers were categorised into High Risk category

- NRI Customers
- Politically Exposed Persons
- Foreign Delegates or those working in Foreign High commissions or Embassies
- NGOs and other organizations receiving donations from within or outside the country
- Trusts (except trusts appropriately set up under a specific regulation)
- Charitable Institutions
- Persons with dubious or notorious reputation as per the information available from different sources like media, newspapers etc

Medium Risk Category:



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The people who cannot be categorised into low or high risk will be treated as medium risk.

The Company shall periodically update customer identification data after the account is opened. KYC updation will be carried out at a periodicity not less than once in ten years in case of low risk category customers, not less than once in eight years in case of medium risk category customers and not less than once in two years in case of high risk category customers.

High risk accounts shall be subjected to intensified monitoring. The Company shall set key indicators for such high risk accounts, taking note of the background of the customer, which will include country of origin, source of funds, the type of transactions involved (like accounts having unusual transactions, inconsistent turnover, etc) and other risk factors. Additionally, the Company shall put in place a system of periodical review of risk categorization of accounts and the need for applying enhanced due diligence measures basis the revised risk categories.

In addition to the Ordinary Monitoring Standards, any high-risk accounts should also receive the following monitoring:

- Conduct periodic (at least quarterly) reviews of all medium to high-risk accounts
- Create additional reports designed to monitor all transactions in an account to detect patterns of potential illegal activities
- Follow up on any expectations detected from the monitoring reports by contacting the account owner personally to inquire about the unusual activity detected and regularly report status of account inquiries to Compliance Officer.

9. KYC for the existing accounts

While the KYC guidelines will apply to all new customers, the same will be applied to the existing customers on the basis of materiality and risk. However, transactions in existing accounts would be continuously monitored for any unusual pattern in the operation of the account for reviewing customer due diligence measures. On the basis of materiality and risk the existing accounts of companies, firms, trusts, charities, religious organizations and other institutions are subjected to minimum KYC standards which would establish the identity of the natural / legal person and those of the 'beneficial owners'. Similarly, the Company will also ensure that term / recurring deposit accounts are subject to revised KYC procedures at the time of renewal of the deposits on the basis of materiality and risk.

10. Monitoring & Reporting of Transactions

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The Company will keep a continuous vigil, if any of the following acts or events is noticed in relation to the customer's approach or behaviour while dealing with the Company:

1. Reluctance of the customer to provide confirmation regarding his identity
2. Loan money is used for the purpose other than the one mentioned in the sanction letter form and the real purpose is not disclosed to the Company
3. Customer forecloses the loan prior to the stated maturity
4. Customer suddenly pays a substantial amount towards partial repayment of the loan
5. Customer defaults regularly and then pays substantial cash at periodical intervals i.e. once in six months.

The Company shall pay special attention to all complex, high-risk, unusually large transactions and all unusual or suspicious patterns which have no apparent economic or visible lawful purpose.

The Company may prescribe threshold limits for a particular category of accounts and pay close attention to the transactions that exceed the prescribed threshold limits. Keeping this in view, the Company shall pay particular attention to the cash transactions which exceed the limits of Rs. 10 lakhs, either per transaction or credit and debit summation in a single month. This would include transaction where the customer by way repayment of loan, whether in part or full, deposit Rs. 10 lakhs and above in cash. Such transactions shall be reported to the Risk Department and the Principal Officer appointed as per this policy. In such cases, the Company shall keep a close and careful watch on the subsequent mode of payments adopted by such customer.

Transactions that involve large amounts of cash inconsistent with the normal and expected activity of the customer shall attract special attention of the Company. Very high account turnover inconsistent with the size of the balance maintained may indicate that funds are being 'washed' through that account. Company shall ensure that proper record of all transactions and cash transactions (deposits and withdrawals) of Rs.10 lakhs and above in the accounts is preserved and maintained as required under the PMLA.

The Company shall introduce a system of maintaining proper record of the following transactions:

- All cash transactions of the value of more than rupees Ten lakhs to its equivalent in foreign currency;
- All series of cash transactions integrally connected to each other which have been valued below rupees Ten lakhs or its equivalent in foreign currency where such series of transactions have taken place within a month and the aggregate value of such transactions



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exceeds rupees Ten lakhs; • All transactions involving receipts by non-profit organizations of rupees ten lakhs or its equivalent in foreign currency;

- All suspicious transactions, where forged or counterfeit currency notes or bank notes have been used as genuine and where any forgery of valuable security or a document has taken place facilitating the transactions;

11. Suspicious Transaction Report (STR)

A suspicious transaction is one for which there are reasonable grounds to suspect that the transaction is related to a money laundering offence or a terrorist activity financing offence. A suspicious transaction can include one that was attempted. Throughout this guideline, any mention of a “transaction” includes one that is either completed or attempted.

“Reasonable grounds to suspect” is determined by what is reasonable in the circumstances, including normal business practices and systems within the industry.

There is no monetary threshold for making a report on a suspicious transaction. A suspicious transaction may involve several factors that may on their own seem insignificant, but together may raise suspicion that the transaction is related to the commission or attempted commission of a money laundering offence, a terrorist activity financing offence, or both. The context in which the transaction occurs or is attempted is a significant factor in assessing suspicion.

An assessment of suspicion should be based on a reasonable evaluation of relevant factors, including the knowledge of the customer’s business, financial history, background and behavior.

12. Cash Transaction Reports (CTR)

All individual cash transactions in an account during a calendar month, where either debits or credit summation, computed separately, exceeding Rupees Ten Lakhs or its equivalent in foreign currency, during the month should be reported to FIU-IND. However, while filing CTR, details of individual cash transactions below Rupees Fifty Thousand may not be indicated.

The Principal Officer should ensure submission of CTR for every month to FIU-IND before 15th of the succeeding month. CTR should contain only the transactions carried out by the Company on behalf of their clients/customers excluding transactions between the internal accounts of the Company.

13. Principal Officer

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The Company has designated **Shri.P Prabhakar Rao** as Principal Officer who shall be responsible for implementation and compliance of this policy.

His illustrative duties will be as follows:

- Monitoring the implementation of the Company's KYC/AML policy.
- Reporting of transactions and sharing of the information as required under the law.
- Maintaining liaison with law enforcement agencies.
- Ensuring submission of periodical reports to the Top Management /Board.

14. Maintenance and Preservation of Records

As per the provisions of PMLA, the Company shall maintain records as under:

- a) Records of all transactions referred to in clause (a) of Sub-section (1) of section 12 read with Rule 3 of the PML Rules [referred to in Para 5. Supra] are required to be maintained for a period of ten years from the date of transactions between the Clients and the Company.
- b) Records of the identity of all clients of the Company are required to be maintained for a period of ten years from the date of cessation of transactions between the Clients and the Company.

The Company will ensure that the appropriate steps are taken to evolve a system for proper maintenance and preservation of information in a manner (in hard and soft copy) that allows data to be retrieved easily and quickly whenever required or when requested by the competent authorities

15. Reporting Requirements to Financial Intelligence Unit – India

The Principal Officer will report information relating to cash and suspicious transactions if detected, to the Director, Financial Intelligence Unit-India (FIU-IND) as advised in terms of the PMLA rules, in the prescribed formats as designed and circulated by RBI at the following address:

Director, FIU-IND,
Financial Intelligence Unit, India,
6th Floor, Hotel Samrat,
Chanakyapuri,
New Delhi – 110021.

Where the Principal Officer has reason to believe that a single transaction or series of transactions integrally connected to each other have been valued below the prescribed



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value to so to defeat the provisions of PMLA rules, such officer shall furnish information in respect of such transactions to the Director, FIU-IND, within the prescribed time.

A copy of all information furnished shall be retained by the Principal Officer for the purposes of official record.

16. Training

The Company will conduct at regular intervals training programmes to impart training to its staff members regarding KYC procedures to ensure consistent compliance.

17. Review of the Policy

The Policy will be reviewed at yearly intervals or as and when the Board feels it necessary.



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Know Your Customer (KYC) Documents

For Individuals

Sr. No.	Description	ID Proof	Address Proof
		Applicable (Y/N)	
1	Passport [not expired]	Y	Y
2	Arms License issued by the State/Central Govt. of India containing photograph of the applicant. (+Can be accepted as address proof if it carries the address) (*Can be accepted as Signature proof if it has signatures)	Y	Y+
3	Permanent Driving license [not expired]	Y	Y
4	Pension payment card issued by State/Central Govt. of India with photograph of the applicant	Y	Y
5	Ration Card with IRIS scan along with photograph as prevalent in the respective states as ID/Address Proof, without IRIS scan as an address proof only. (+Can be taken as Signature proof if it contains signature of customer)	Y	Y
6	Photo Social Security card issued by Central/State/Union Territories	Y	Y
7	Banker's Verification of Photograph & Signature as per bank's existing format from an existing Bank under the sign and seal of the Bank Official or from Post Office where customer has an account. In case of post office, the verification to be signed by the Post Master under his sign & seal. It should not be more than 3 months old.	Y	N
8	Election /Voters card (**Can be accepted as address proof if it carries the address)	Y	Y**
9	Bank passbook with photograph attested by Bank Official & official seal. Passbook should be updated in the last 3 month.	Y	Y
10	Certificate with Photo & address from local Govt body, with stamp and signature of the certifying officer. (Tehsildar / Sarpanch / Municipality / Class 1 Gazetted officer /Commissioner etc.)	Y	Y
11	Photo Debit / Credit Card of Primary Holder (+Can be accepted as signature proof if it carries the signature on the face of the card)	Y	N
12	MAPIN card [issued by NSDL]	Y	N



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13	PAN card	Y	N
14	Photo ID card issued by any of the following organizations/Institutions 1. Central Government or any of its Ministries. 2. Statutory / Regulatory authorities 3. State Govt. or any of its Ministries 4. Public Sector Undertaking (established under GOI or State Govt) 5. Bar council 6. Senior Citizen card issued by State/Central Govt. 7. Govt. of India to Persons of Indian Origin [PIO card] 8. Defense Dept / Ministry of defense for Defense personnel & their dependants 9. Public Financial institutions/ Public Sector Banks 10. ID card issued by ICWAI/ICAI/ICSI/Indian Medical Association 11. Identity card issued by Super A and Cat A companies with Employee ID mentioned on the identity card. (# Can be accepted as Address proof if it carries the address) (++ Can be accepted as Signature proof if it carries the signature)	Y	Y #
15	The Covering Letter accompanying the PAN card at the time of issuance should be accepted along with the PAN card.	N	Y
16	Telephone bill / Electricity bill of Public and approved Private operators in the State [Not older than 3 months]	N	Y
17	Bank account statement /Bank Passbook of a PSU / Private Sector / Foreign bank [Not later than 3 months] Bank statement older than 3 months up to 6 months is acceptable provided if it is accompanied by employer letter confirming address of the applicant. The letter should be obtained from HR of the employer containing name and designation of the signatory.	N	Y
18	Demat account statement with address-should not be more than 3 months old. HDFC Bank Demat a/c statement can be accepted.	N	Y
19	Latest certificate from Post Office / Post office pass book with full address	N	Y
20	TAN allotment letter (if address available)	N	Y
21	Letters of correspondence from Professional Bodies like ICAI/ICWAI/ICSI/Indian Medical Association etc showing the current address. The same should match the address on application form. To be taken along with ID card issued by these Associations	N	Y
22	Income tax assessment order with address, should pertain to assessment of income of last financial year	N	Y
23	Letter / Monthly outgoings bill (only from Registered societies)	N	Y

	This should be on the letterhead, which carries the society's Registration number. The letter should carry the applicant's name & full address as well as the signatories' full name, designation (Secretary, President) and address. (Maintenance charges receipt issued by the society NOT acceptable)		
24	Copy of title deeds (Wherein original title deeds are registered and stamped)	N	Y
25	Land Patta Pass Book/ Jamabandi / 7/12 extract	Y	Y
26	Lease / Leave & license agreement / Rent agreement copy duly stamped (to be stamped as per state laws) accompanied by CPV. The agreement should be at least 3 months old from the date of loan application.	N	Y
27	Latest Property tax bill / Water tax bill / Property tax paid Receipt	N	Y
28	Municipal / Corp / Panchayat / Tax Payment Receipt of last one year	N	Y
29	Mobile post paid bill of public / private operators in the State.	N	Y
30	Printed consumer gas connection card / book OR latest pipe gas bill. Gas charges paid receipt not acceptable.	N	Y
31	Domicile certificate with communication address issued by Municipal Corporation.	N	Y
32	Certificates issued by Mandal revenue officer issues certificate. "Mandal Revenue Office" is State Governing Body & based on this "House Hold Card" are issued.	N	Y
33	Credit Card Statement where applicant is the primary holder. This needs to be supported by photocopy of credit card. Card should not be expired & credit card statement should not more than 2 months old.	N	Y
34	Address on Employers Letter Head, duly signed & stamped by appropriate Authority and CPV done for Super A, CAT A companies only. Letter should not be more than 3 months old. Employer ID card issued by the same company should be obtained along with the letter Applicable for other than company provided accommodation also.	N	Y
35	Insurance policy or premium receipts of the address in question. This includes Life as well as Non Life insurance policies for both Governments undertaking as well as Private Operators.	N	Y
36	SSI and Shops & Establishment Act Registration certificate may be accepted provided the mailing address is the same as the Shop / office / Factory & confirmed by CPV.	N	Y
37	House Allotment letter issued by the Central/State government authorities mentioning the name and address of the applicant.	N	Y



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38	For rural / satellite locations, letter of introduction with Photograph, Name and Address of the customer duly certified by Block Development officer / Head of village Panchayat / Post master of post office concerned.	Y	Y
39	Address proof card issued by Indian post office	Y	Y
40	Adhar Card	Y	Y
41	Affidavit duly notarized	Y	Y
42	Any other document issued by any Central / State / Local / Government / Statutory authorities	Y	Y

For Sole Proprietorship

Sr. No.	Description	Proof of Existence	Address Proof
		Applicable (Y/N)	
1	Certificate of registration under any Statute / Act or professional bodies	Y	N
2	Valid Business License or certificate of registration issued by State / Central government authority (Validity would include the grace period for renewal as mentioned in the certificate)	Y	N
3	Pan Card in the name of the firm	Y	N
4	Last available Income Tax Assessment order / Latest available Wealth Tax Assessment order - along with print out from PAN website confirming the PAN number & name of entity	Y	N
5	IRDA (Insurance Regulatory and Development Authority) license in the name of the entity with address mentioned	Y	N
6	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), DTA (Domestic Tariff Area) and EPZ (Export Processing Zone) in the name of the entity mentioning the address allotted	Y	N
7	Registration certificate of recognized Provident Fund with PF commissioner	Y	N
8	Intimation from sales tax department, intimating sales tax registration number	Y	N
9	Certificate of registration / A letter granting Certificate of Practice issued by professional bodies such as ICAI (Institute of Chartered	Y	N



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	Accountants of India) / ICSI (Institute of Company Secretaries of India) / ICWAI (Institute of Cost and Work Accounts of India) in the name of the chartered accountant firm		
10	Certificate of existence issued by village Administrative Officer / Panchayat Head / Mukhiya / Village Developmental officer / Block development officer or Equal Rank officer for customers in rural / village areas	Y	N
11	Telephone bill / Electricity bill of public & approved private operators in the state. (Bills not to be older than 4 months from the date of account opening)	N	Y
12	Property ownership deed i.e. Title deeds of the property in the name of the firm duly stamped and registered	N	Y
13	Property tax or water tax paid receipt / bill raised in the name of the firm	N	Y
14	Existing Bank account statement or passbook of a PSU / Private Sector /Foreign bank. Statement not older than 4 months to be accepted	N	Y
15	Lease / Leave & license agreement / Rent agreement copy duly stamped (to be stamped as per state laws) accompanied by CPV.	N	Y
16	Any documents as specified as proof of existence provided it contains address.	N	Y
17	Permanent Account Number Intimation issued by IT authority. It must bear name, and address of the entity / proprietor. This should be accompanied by print out from the website confirming the PAN number	N	Y
18	Address proof in the name of proprietors. This needs to be ascertained with positive CPV to confirm business activity at the address.	N	Y
19	Any other document issued by any Central / State / Local / Government / Statutory authorities	Y	Y

For Partnership Firm

Sr. No.	Description	Proof of Existence	Address Proof
		Applicable (Y/N)	
1	Certificate of registration under any Statute / Act or professional bodies	Y	N

2	Valid Business License or certificate of registration issued by state / Central government authority (Validity would include the grace period for renewal as mentioned in the certificate)	Y	N
3	Pan Card in the name of the firm	Y	N
4	The firm's account from a PSU /Private Sector / Foreign bank along with bank statement not older than four months	Y	N
5	PAN intimation letter in the name of firm along with print out from PAN website confirming the PAN number & name of entity	Y	N
6	Last available Income Tax Assessment order / Latest available Wealth Tax Assessment order - along with print out from PAN website confirming the PAN number & name of entity	Y	N
7	IRDA (Insurance Regulatory and Development Authority) license in the name of the entity with address mentioned	Y	N
8	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), DTA (Domestic Tariff Area) and EPZ (Export Processing Zone) in the name of the entity mentioning the address allotted	Y	N
9	Registration certificate of recognized Provident Fund from PF commissioner	Y	N
10	Intimation from sales tax department to the firm intimating sales tax registration number	Y	N
11	Certificate of registration / A letter granting 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 chartered accountant firm	Y	N
12	Partnership registration certificate if the firm is registered	Y	N
13	Certificate by village Administrative Officer / Panchayat Head / Mukhiya / Village Developmental officer / Block development officer or Equal Rank officer for customers in rural / village areas	Y	N
14	Telephone bill / Electricity bill of public & approved private operators in the state. (Bills not to be older than 4 months from the date of loan application)	N	Y
15	Property ownership deed i.e. Title deeds of the property in the name of the firm duly stamped and registered	N	Y
16	Property tax or water tax paid receipt / bill raised in the name of the firm	N	Y



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17	Existing Bank account statement or passbook of a PSU / Private Sector /Foreign bank. Statement not older than 4 months to be accepted	N	Y
18	Lease / Leave & license agreement / Rent agreement copy duly stamped (to be stamped as per state laws) accompanied by CPV.	N	Y
19	Permanent Account Number Intimation issued by IT authority. It must bear name, and address of the entity / proprietor. This should be accompanied by print out from the website confirming the PAN number	N	Y
20	Address proof in the name of partner. This needs to be ascertained with positive CPV to confirm business activity at the address.	N	Y
21	Any other document issued by any Central / State / Local / Government / Statutory authorities	Y	Y

For Trusts / Societies

Sr. No.	Description	Proof of Existence	Address Proof
		Applicable (Y/N)	
1	Registration proof with any state / regulatory authorities along with the Trust deed	Y	N
2	Letter from Charity Commissioner / Provident Fund Commissioner - Recognizing the Trust.	N	Y
3	Telephone bill / Electricity bill of public & approved private operators in the state. Bills not to be older than 4 months.	N	Y
4	Certificate of incorporation of the company if it contains address	N	Y
5	Property ownership deed i.e Title deeds of the property in the name of the Trust duly stamped and registered	N	Y
6	Property tax or water tax paid receipt / bill raised in the name of the Trust	N	Y
7	Existing Bank account statement from a PSU / Private Sector /Foreign bank not older than 4 months from the date of account opening.	N	Y
8	Lease / Leave & license agreement / Rent agreement copy duly stamped (to be stamped as per state laws) accompanied by CPV.	N	Y
9	PAN Card	Y	N
10	Permanent Account Number Intimation issued by IT authority. It must bear name, and address of the entity. This should be accompanied by print out from the website confirming the PAN number-signed by the	N	Y



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	account opening delegated authority.		
11	Last available Income Tax Assessment order / Latest available Wealth Tax Assessment order - along with print out from PAN website confirming the PAN number & name of entity –signed by account opening delegated authority.	N	Y
12	Certificate by village Administrative Officer / Panchayat Head / Mukhiya / Village Developmental officer / Block development officer or Equal Rank officer for rural branches & branches in village areas	N	Y
13	Address proof in the name of trustee. This needs to be ascertained with positive CPV to confirm business activity at the address.	N	Y
14	Any other document issued by any Central / State / Local / Government / Statutory authorities	Y	Y
