

List of KYC / Customer Identification Document

Customers/Clients	Documents (Certified copy of any one of the following officially valid document)
<p>Individuals (Applicant/ Co - Applicant) - Proof of Identity and Address</p>	<p><u>Proof of Identity</u> a) Passport*; b) PAN Card; c) Voter’s Identity Card; d) Driving License; e) Identity card (subject to the Company’s satisfaction); f) Letter issued by Unique Identification Authority of India (UIDAI) containing details of name, address and Aadhaar number (Aadhar Card);</p> <p><u>Proof of Address:</u> a) Passport b) Telephone bill; c) Bank Account Statement (not later than 2 Months); d) Letter from any recognized public authority; e) Electricity bill; b) Letter from employer (subject to the Company’s satisfaction). g) Letter issued by Unique Identification Authority of India (UIDAI) containing details of name, address and Aadhaar number (Aadhar Card);</p> <p>Any one document which provides Customer information to the satisfaction of the Company will suffice.</p> <p>One recent photograph except in case of transactions referred to in Rule 9 (1) (b) of the PML Rules.</p>
<p>Accounts of Companies - Name of the company. - Principal place of business. - Mailing address of the company.</p>	<p>a) Certificate of incorporation and Memorandum & Articles of Association; b) Resolution of the board of directors to open an account and identification of those who have authority to operate the</p>

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<p>- Telephone/Fax Number</p>	<p>account;</p> <p>c) Power of attorney granted to its managers, officers or employees to transact business on its behalf;</p> <p>d) an officially valid document in respect of managers, officers or employees holding an attorney to transact on its behalf;</p> <p>e) PAN of Company & Authorize Director;</p> <p>f) Copy of telephone bill.</p> <p>g) List of Directors</p> <p>h) Latest Shareholding Pattern</p> <p>i) Utility Bill for Registered Office Address.</p> <p>If any of the above documents are in any language other than English, it must be translated into English along with a certificate from a translator / notary public.</p>
<p>Accounts of Partnership firms</p>	<p>a) Registration certificate, if registered;</p> <p>b) Partnership deed;</p> <p>c) Copy of PAN Card of Firm & Partners</p> <p>d) Power of attorney granted to a partner or an employee of the firm to transact business on its behalf;</p> <p>e) Any officially valid document identifying the partners and the persons holding the Power of attorney and their addresses;</p> <p>f) Utility bill in the name of firm/partners.</p> <p>g) List of Partners along with address.</p>
<p>Accounts of Trusts and foundations - Names of trustees, settlers, beneficiaries and signatories.</p>	<p>a) Certificate of registration, if registered;</p> <p>b) Trust Deed;</p> <p>c) Copy of PAN Card of Trust</p> <p>d) Power of attorney granted to transact business on its behalf;</p> <p>e) Any officially valid document to identify the trustees, settlers, beneficiaries and those holding power of attorney, founders/ managers/ directors and their addresses;</p> <p>f) Resolution of the managing body of the foundation/association;</p> <p>g) Utility Bill in the name of Trust or Trustee.</p> <p>h) List of Trustees</p>

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<p>Accounts of unincorporated association or a body of individuals</p>	<ul style="list-style-type: none"> a) Resolution of the managing body of such association or body of individuals; b) power of attorney granted to him to transact on its behalf; c) an officially valid document in respect of the person holding an attorney to transact on its behalf and such other information as may be required by Company to collectively establish the legal existence of such as association or body of individuals.
<p>Accounts of Proprietorship Concerns Proof of the name, address and activity of the concern</p>	<p>Apart from Customer identification procedure as applicable to the proprietor any two of the following documents in the name of the proprietary concern would suffice</p> <ul style="list-style-type: none"> (a) Registration certificate (in the case of a registered concern) (b) Certificate/licence issued by the Municipal authorities under Shop & Establishment Act, (c) GST and income tax returns (d) GST certificate (e) Certificate/registration document issued by Professional Tax authorities. (f) Licence/certificate of practice issued in the name of the proprietary concern by any professional body incorporated under a statute. (g) 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. (h) Utility bills such as electricity, water, and landline telephone bills in the name of the proprietary concern. (i) IEC (Importer Exporter Code) issued to the proprietary concern by the office of Director General of Foreign Trade (DGFT)/License/certificate of practice issued in the name of the proprietary concern by any professional body

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	<p>incorporated under a statute</p> <p>In cases where the Company is satisfied that it is not possible to furnish two such documents, it would have the discretion to accept only one of those documents as activity proof. In such cases, the Company, however, would have to undertake contact point verification, collect such information as would be required to establish the existence of such firm, confirm, clarify and satisfy themselves that the business activity has been verified from the address of the proprietary concern.</p>
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