

Documents required for KYC & CKYC

Tax Status	Forms & Documents	Tax Status	Forms & Documents
HUF	CKYC Form (Cersai Form) Legal Entity form of HUF and Related Person form of Karta's	LLP	CKYC Form (Cersai Form) Legal Entity form of LLP and Related Person form for all Partners. (Authorized Signatories)
	Pan Card Copy of HUF & KARTA		Copy of the LLP deeds
	OVD Address Proof Copy of Karta		PAN Card copy of the LLP
	Address Proof Copy of HUF (Latest Bank Statement or Bank Passbook)		Address Proof copy of the LLP
	CERSAI FORM OF KARTA (RELATED PERSON)		PAN Card of all Partners (Self Attested by Each Individual Partner).
	HUF DEED OF DECLARATION / LIST OF CO-PARCENERS		OVD Address Proof copy of all the partners (Self Attested by Each Individual Partner).
Tax Status	Forms & Documents		List of All Partners' photos with signatures on letterhead of the LLP
Company	CKYC Form (Cersai Form) Legal Entity form of Company and Related Person form for all Directors(Authorized Signatories)		List of Authorized Signatories.
	Certified true copy of Board of Resolution on Company letter head		Certificate of Registration (For Registered LLP only, but if not registered, then no need of that)
	MOA & AOA		Copy of Balance Sheet of the LLP for the last 2 Financial Years, if the firms is newly incorporated then, net worth certificate from CA.
	Pan Card of the company	Tax Status	Forms & Documents
	Address proof of company (Bank Statement / Bank Passbook / Electricity Bill)	Society	CKYC Form (Cersai Form) Legal Entity form of Society and Related Person form for all Committee Members (Authorized Signatories)
	Certified Balance Sheets of the last 2 years		PAN Card copy of the Society
	Latest share holding pattern including list of all those holding controls, either directly or indirectly, in the company in terms of SEBI take over regulations, duly certified by the whole time director/managing director.		Address Proof copy of the Society
	List of Authorized Signatories on the Letter Head		Copy of Registration Certificate under Societies Registration Act.
	List of Directors on letter head with Pan Card & OVD Address proof and Photographs.		True copy of Society rules and Bye laws certified by the Chairman/Secretary
	Incorporation certificate		List of Managing Committee members
Tax Status	Forms & Documents		Photograph, OVD Address proof, PAN card copy of Managing Committee Members
Partnership Firm	CKYC Form (Cersai Form) Legal Entity form of Partnership Firm and Related Person form for all Partners. (Authorized Signatories)		List of Authorized Signatories with their specimen signature
	Copy of the Partnership Deed		PAN and POI of the authorized signatories
	PAN Card copy of the Firm		Committee resolution for persons authorised to act as authorized signatories with specimen signatures
	Address Proof copy of the Firm (Bank Statement / Bank Passbook / Electricity Bill)		Copy of Financial statements for last 2 years
	PAN Card of all Partners (Self Attested by Each Individual Partner)		
	OVD Address Proof copy of all the partners (Self Attested by Each Individual Partner)		
	List of All Partners' photos with signatures on letterhead of the Firm.		
	List of Authorized Signatories		
	Copy of Certificate of Registration (For Registered Partnership Firms only, but if not registered, then no need of that)		
	Copy of Balance Sheet of the Partnership Firm for the last 2 Financial Years, if the firms is newly incorporated then, net worth certificate from CA.		
Tax Status	Forms & Documents		
Trust	CKYC Form (Cersai Form) Legal Entity form of Trust and Related Person form for all Trustees. (Authorized Signatories)		
	Pan card of Trust		
	Address Proof of the Trust		
	Trust Deed		
	Copy of Balance sheet of last 2 years		
	Pan Card copy, Proof of OVD address of all the Trustees		
	List of Trustees on letterhead with photo		
	List of Authorized Signatures of Trustees with specimen signature on letterhead approved by all the trustees.		
	Copy of Certificate of Registration (For Registered Trust only, but if not registered, then no need of that)		