



**SHRI VEERSHAIV CO OP BANK
LTD, KOLHAPUR**

Documentation

INDIVIDUALS

List of Proof of Identity

- ▶ Aadhaar (as issued by UIDAI)
- ▶ Voter ID
- ▶ Driving License
- ▶ Passport
- ▶ Other Bank Passbook
- ▶ Govt. ID Card
- ▶ Other _____

and PAN CARD/ FORM 60

List of Proof of Address

- ▶ Aadhaar (as issued by UIDAI)
- ▶ Voter ID
- ▶ Driving License
- ▶ Passport
- ▶ Latest Utility Bills
- ▶ Rent/Lease Agreement
- ▶ Other

NON-INDIVIDUALS

1. Sole proprietor

- i) Two Entity proofs and One Address proof of the Entity.
- **Entity Proofs:-**Udam Adhar/Shop Act License/GST Certificate/Other Gov Certificate/License)
- **Address Proof:** Utility bills, rent agreements, or property tax receipts.
- Sales and income tax returns (not just the acknowledgement)
- IEC (Importer Exporter Code)
- ii) PAN card of the Proprietor is compulsory.

2. Partnership firm

- i) Entity proof and Address proof of the Entity.
- ii) PARTNERSHIP REGISTRATION CERTIFICATE
- iii) The latest partnership deed. signed by all partners
- iv) Beneficiary owners name (10% profit ,Capital or Control)
- v) PAN Card of Partnership Firm
- VI) Udayam Adhar/shop act/ if any

3. HUF

- i) Entity proof and Address proof of the Entity.
- ii) HUF Declaration duly signed by all adult Coparceners and naming the Karta, who would be authorised to operate the account &
- iii) Karta's applicable for KYC of individuals &
- iv) HUF Deed (If available) &
- v) PAN in the name of HUF.

4. Limited liability partnership

- i) Entity proof and Address proof of the Entity
- ii) Certificate of Incorporation document
- iii) Copy of Joint venture (LLP) agreement; and
- iv) Project/Contract award letter; and
- v) PAN card of the joint venture; and
- vi) Latest Board Resolution.
- vii) LLPIN (LLP Identification Number)
- viii) Beneficiary owners name (Control ,capital, or profits)

5. Private limited company

- i) Entity proof and Address proof of the Entity
- ii) Memorandum of Association (MOA)
- iii) Articles of Association (AOA)
- iv) Certificate of Incorporation AND
- v) Board Resolution (BR) -duly signed AND
- vi) PAN Card in the name of the company AND
- vii) Any documents as mentioned above containing address will be acceptable as address proof also
- The names of the relevant persons holding a senior management position; and
- viii) Beneficiary owners name
- ix) List of Director & DPINumber

6. Co-operative Societies

- i) Entity proof and Address proof of the Entity
- ii) Co-operative Societies or Central Registrar for Co-operative Societies in case of Multi-state Co-operative Societies signed by the Secretary / Chairperson / President &
- iii) Certified copy of Rules and By-Laws of the institution signed by the Secretary / Chairperson / President
- iv) Board Resolution not older than Six months stating authority of account opening and mode of operation duly signed by two members Secretary / Chairperson / President / Member from director body.
- v) List of authorized signatories with specimen signatures.
- vi) PAN Card.

7. Trust

- ▶ i) Entity proof and Address proof Documents of the Entity.
- ▶ ii) Trust Deed signed by at least 2 managing / authorized trustees &
- ▶ iii) Certificate of registration with Registrar of Trusts or Deputy / Assistant Charity Commissioner / PF Commissioner (in case of PF Trust) &
- ▶ iv) PAN card in the name of the Trust &
- ▶ v) Certified copy of the Resolution to open/maintain the Bank account signed by the chairperson/secretary/ 2 authorised signatories
- ▶ vi) Trust Declaration.
- ▶ vii) List of Trusti
- ▶ viii) Beneficiary owners name (10%

8. Unincorporated Associations/Body of Individuals

- i) Entity proof and Address proof of the Entity.
- ii) List of name and address of the members of the managing committee/ governing body signed as per the provisions of the constitutional document of the entity.(Stamp paper)
- iii) Certified copy of the resolution to open the account signed as per the provisions of the constitutional document
- vi) PAN CARD
- Vii) Beneficiary owners name