

Annexure

Client/ Customer Identification Procedure

Features to be verified and documents to be obtained from clients/ customers

S. No.	Form of organisation	Features to be verified	Documents to be obtained
1	Sole Proprietorship	(i) Legal name and any other names used (ii) Present and Permanent address, in full, complete and correct.	(i) Passport . (ii) PAN card. (iii) Voter's Identity card. (iv) Driving licence. (v) Bank account statement. (vi) Ration card. Note: Any two of the documents listed above, which provides client/ customer information to the satisfaction of the CHA will suffice.
2	Company	(i) Name of the company (ii) Principal place of business (iii) Mailing address of the company (iv) Telephone, fax number, e-mail address.	(i) Certificate of incorporation . (ii) Memorandum of Association. (iii) Articles of Association. (iv) Power of Attorney granted to its managers, officers or employees to transact business on its behalf. (v) Copy of PAN allotment letter. (vi) Copy of telephone bill.
3	Partnership Firm	(i) Legal name (ii) Permanent address, in full, complete and correct. (iii) Name of all partners and their addresses, in full complete and correct. (iv) Telephone, fax number, e-mail address of the firm and partners.	(i) Registration certificate, if registered (ii) Partnership deed (iii) Power of Attorney granted to a partner or an employee of the firm to transact business on its behalf (iv) Any officially valid document identifying the partners and the person holding the Power of Attorney and their addresses. (v) Telephone bill in the name of firm/ partners.
4	Trusts, Foundations	(i) Name of trustees, settlers, beneficiaries and signatories. (ii) Name and address of the founder, the managers, Directors and the beneficiaries, in full, complete and correct. (iii) Telephone and fax number, e-mail address of the trust, founder and trustees.	(i) Certificate of Registration, if registered. (ii) Power of Attorney granted to transact business on its behalf. (iii) Any officially valid document to identify the trustees, settlers, beneficiaries and those holding the Power of Attorney, founders/ managers/ directors and their addresses. (iv) Resolution of the managing body of the foundation/ association. (v) Telephone bill.