

YES HEAD STARTUP - Documentation

List of Required Documents

1. Regular KYC Documents as per the Startup's Constitution (Individual/Sole Proprietor/Partnership/Public Limited/Private Limited): Refer to the Annexure for more details. For other constitutions, refer to the KYC/AML Policy.
2. Any one of the following documents*:
 - a. A recommendation letter from a recognized incubator cell OR
 - b. Documentary Evidence of being funded by recognized funds (sanction letter etc) OR
 - c. A certificate of recognition from Department of Industrial Policy and Promotion (DIPP)

*** If none of the 3 designated documents in point 2 are available, accounts can still be opened with special approvals**

ANNEXURES

Customer Identification Documents For Account Opening

Individuals

- A. **Copy of Identity & Address Proof:** The Bank can rely on the **List of Officially Valid Documents** (refer Grid 1 below) as Identity and Current address proof. The Bank can rely on **Deemed Officially valid documents** (refer Grid 1 below) as Current address proof for Individuals **who do not possess any of the Six Officially Valid Documents** provided that the customer shall submit OVD updated with **Current address within a period of three months of submitting the Deemed OVD.**

<u>GRID 1 : LIST OF OFFICIALLY VALID DOCUMENTS (OVD):</u>	<u>LIST OF DEEMED OFFICIALLY VALID DOCUMENTS:</u>
<ul style="list-style-type: none">✓ Aadhaar card✓ Passport✓ Driving License✓ Voters Identity Card✓ Job Card issued by NREGA✓ Letter issued by National Population Register containing details of name, address	<ul style="list-style-type: none">✓ Utility bill which is not more than two months old of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill),✓ Property or Municipal Tax Receipt✓ Pension or Family Pension Payment Orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain address✓ Letter of allotment of accommodation from employer issued by State or Central Government departments, Statutory or Regulatory Bodies, Public Sector Undertakings, Scheduled Commercial Banks, Financial Institutions and listed Companies and leave and license agreements with such employers allotting official accommodation.

- B. Permanent Account Number (PAN)
- C. Separate Photograph
- D. Signature Proof

Sole Proprietorship

Proof of Name, Address & Activity (if mentioned): Any two documents in the name of 'Proprietary Concern' which satisfy the above requirements:

Acceptable KYC documents (in the name of the firm)

- ✓ Certificate of registration under any Statute / Act or Professional bodies
- ✓ Any registration/ licensing document issued by Central Govt. or State Govt. authority/ department
- ✓ Certificate/license issued by the Municipal authorities under Shop & Establishment Act.
- ✓ Certificate of registration issued under Goods and Service Tax.
- ✓ Latest available acknowledged copy of Wealth Tax / (not more than 1 year old).
- ✓ 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.
- ✓ Certificate/registration document issued by Tax Deduction and Collection Account Number (TAN)/ Professional Tax authorities
- ✓ Valid SEBI Registration Certificate
- ✓ Import / Export certificate in the name of the firm
- ✓ Licence issued by Registering authority like Certificate of Practice issued by Institute of Chartered Accountants of India (ICAI)/Institute of Cost Accountants of India/Institute of Company Secretaries of India/Indian Medical Council/Food & Drug Control Authorities, etc.
- ✓ IP cheque from existing bank account along with one month bank statement that is more than 6 months old will be accepted as entity proof for a Sole Proprietorship firm. SVR of Sole Proprietorship firm address is mandatory.
- ✓ Trade license in the name of landlord along with a Power of Attorney issued by landlord in favour of the proprietor (applicable for firms in Arunachal Pradesh only) can be accepted as an entity proof. Declaration required from the landlord that POA is current and valid.
- ✓ Gram Panchayat Certificate on the letter head stating the Name of Firm, Address of Firm, Business of Firm and Name of Proprietor. SVR is mandatory in this case.
- ✓ CA Certificate on the letter head of CA (along with membership number) stating Name of Firm, Address of Firm, Business of Firm and Name of Proprietor can be accepted in only exceptional cases with the approval of the Cluster Business Leader (CBL). SVR is mandatory in this case but cannot be taken as address proof.
- ✓ Registered lease / rent agreement to be treated as one of the entity proofs for Sole Proprietorship firm in Service sector.
- ✓ Utility bills such as electricity, water, and landline telephone bills in the name of the proprietary concern.
- ✓ Tax Deduction at source (TDS) Certificate issued by Scheduled Commercial Banks, Public Sector Undertakings and Government bodies.
- ✓ Trade license issued by the Municipal Corporation in the name of the firm.
- ✓ In case of semi urban locations Letter/Certificate/NOC issued by President/CEO if such document is issued by Nagar Parishad/Zilla Parishad stating the Name of Firm, Address of Firm, Business of Firm and Name of Proprietor. SVR is mandatory in this case.

Any one of the below document as Proof of Address (if not covered in above documents)

Acceptable KYC documents (in the name of the firm)

- Utility Bill not more than 3 months old from the date of issue will be accepted as address proof. In case, the bill (Mobile/Electricity /Telephone/Water/Broadband) is a downloaded copy or an e-bill, the sourcing unit to conduct a SVR at the mailing address which should be positive. In case of BRB sourced accounts, the SVR to be conducted by the Supervisor of the sourcing staff and approved by the

BBL. In case of Non BRB sourced accounts the SVR to be conducted by the sourcing staff and approved by the Team Leader.

- Property tax paid receipt / bill raised in the name of the firm
- One month account statement from existing bank account with Scheduled Commercial Bank (not more than 4 months old) of the firm.
- Passbook of Scheduled Commercial Banks (duly updated within the last 4 months and with at least one customer initiated transaction)
- Registered and stamped Lease / Leave / rent agreement in the name of the firm
- Downloaded copy of one month E-Statements (not more than 4 months old and with at least one customer initiated transaction) along with self-signed initial funding cheque from the same account. \
- CA Certificate cannot be taken as an address proof.

Partnership Firm

Latest Partnership Deed along with any one of the **following as Proof of Existence:**

Acceptable KYC documents

- Certificate of registration under any Statue / Act or Professional bodies
- Business License issued by State/Central Govt. authority
- Municipal Registration Certificate
- Certificate of registration issued under Goods and Service Tax.
- Valid SEBI Registration Certificate
- Valid License under the Explosives Act (in case of Industry of Hazardous nature like fireworks etc.)
- PAN card in the name of the firm
- Import / Export certificate in the name of the firm
- Self-signed cheque issued from Firm's Bank Account with Scheduled Commercial bank along with one month bank statement (which is printed and sent out by Banks or which is on the letter head of the Bank/Bank stationary) (not older than 4 months)
- Latest available acknowledged copy of Income Tax / Wealth Tax - along with print out from PAN website confirming the PAN number & name of entity - Print out to be duly signed by BBL/BSDL.
- 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) and EPZ (Export Processing Zone) in the name of the entity mentioning the address allotted.
- Registration certificate of recognized Provident Fund with PF Commissioner.
- Certificate of registration / 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 firm.
- Any documents as specified above containing address will be acceptable as Address proof also.

Proof of Address (any one):-

- Utility Bill not more than 3 months old from the date of issue will be accepted as address proof. In case, the bill (Mobile/Electricity / Telephone/Water/Broadband) is a downloaded copy or an e-bill, the sourcing unit to conduct a SVR at the mailing address which should be positive. In case of BRB sourced accounts, the SVR to be conducted by the Supervisor of the sourcing staff and approved by the BBL. In case of Non BRB sourced accounts the SVR to be conducted by the sourcing staff and approved by the Team Leader.
- Property tax paid receipt / bill raised in the name of the firm

- One month account statement from existing bank account maintained with a Scheduled Commercial bank in the name of the firm and having at least one customer initiated transaction (not more than 4 months old).
- Passbook of Scheduled Commercial Banks (duly updated within the last 4 months and with at least one customer initiated transaction)
- Registered and stamped Lease / Leave / rent agreement in the name of the firm
- Pan intimation letter in the name of the Firm.
- Property ownership deed i.e. Title deeds of the property in the name of the firm duly stamped and registered.
- Downloaded copy of one month E-Statements (not more than 4 months old and with at least one customer initiated transaction) along with self signed initial funding cheque from the same account.

Limited Liability Partnership firms (LLP)
--

Proof of Existence:

Acceptable KYC document:

- Limited Liability partnership (LLP) agreement &
- Certificate of incorporation with Registrar of Companies (ROC) &
- PAN card in the name of the firm &
- Any documents as specified above containing address will be acceptable as Address proof also.
- List of designated partners of LLP along with designated partner identification number (DPIN) downloaded from the MCA website duly attested by the BBL/BSDL with the notation "Downloaded & Verified from Site" under his / her signature and employee number.
- LLP declaration signed by at least two designated partners

Proof of Address (any one):-

Acceptable KYC documents

- Utility Bill not more than 3 months old from the date of issue will be accepted as address proof. In case, the bill (Mobile/Electricity /Telephone/Water/Broadband) is a downloaded copy or an e-bill, the sourcing unit to conduct a SVR at the mailing address which should be positive. In case of BRB sourced accounts, the SVR to be conducted by the Supervisor of the sourcing staff and approved by the BBL. In case of Non BRB sourced accounts the SVR to be conducted by the sourcing staff and approved by the Team Leader.
- Property tax paid receipt / bill raised in the name of the firm
- Certificate of registration issued under Goods and Service Tax.
- One month account statement from existing bank account maintained with a Scheduled Commercial bank in the name of the firm and having at least one customer initiated transaction (not more than 4 months old).
- Passbook of Scheduled Commercial Banks (duly updated within the last 4 months and with at least one customer initiated transaction)
- Registered and stamped Lease / Leave / rent agreement in the name of the firm
- Pan intimation letter in the name of the Firm
- Property ownership deed i.e. Title deeds of the property in the name of the firm duly stamped and registered.
- Certificate of registration under any Statue / Act or Professional bodies
- Business License issued by State/Central Govt. authority
- Municipal Registration Certificate

- Valid SEBI Registration Certificate
- Valid License under the Explosives Act (in case of Industry of Hazardous nature like fireworks, etc)
- Import / Export certificate in the name of the firm
- Latest available acknowledged copy of Income Tax / Wealth Tax - along with print out from PAN website confirming the PAN number & name of entity – Print out to be duly signed by BBL/BSDL.
- 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) and EPZ (Export Processing Zone) in the name of the entity mentioning the address allotted.
- Registration certificate of recognized Provident Fund with PF Commissioner.
- Certificate of registration / 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 firm.
- Downloaded copy of one month E-Statements (not more than 4 months old and with at least one customer initiated transaction) along with self signed initial funding cheque from the same account.

Private / Public Limited Company / One Person Company
--

Proof of Existence:

Acceptable KYC documents

- ✓ Memorandum of Association (MOA) or e-form INC 33**
- ✓ Articles of Association (AOA) or e-form INC 34**
- ✓ Certificate of Incorporation
- ✓ Board Resolution (BR)
- ✓ PAN Card in the name of the company Certificate of Commencement of Business (Only in case of Public Ltd. Co.) for Companies incorporated under the Companies Act 1956 prior to the Companies Act 2013
- ✓ Any documents as mentioned above (except BR) containing address will be acceptable as address proof also.

Proof of Address (any one):

Acceptable KYC documents

- Certificate of registration under any Statute / Act or Professional bodies
- Any registration/ licensing document issued by Central Govt. or State Govt. authority/ department
- Utility Bill not more than 3 months old from the date of issue will be accepted as address proof. In case, the bill (Mobile/Electricity /Telephone/Water/Broadband) is a downloaded copy or an e-bill, the sourcing unit to conduct a SVR at the mailing address which should be positive. In case of BRB sourced accounts, the SVR to be conducted by the Supervisor of the sourcing staff and approved by the BBL. In case of Non BRB sourced accounts the SVR to be conducted by the sourcing staff and approved by the Team Leader.
- Certificate of registration issued under Goods and Service Tax.
- Property ownership deed (Title Deed) in company's name duly stamped and registered
- Property tax paid receipt/bill raised in the name of the company
- One month account statement from existing bank account maintained with a Scheduled Commercial bank in the name of the firm (not more than 4 months old).
- Passbook of Scheduled Commercial Banks (duly updated within the last 4 months and with at least one customer initiated transaction)

- Registered and stamped Lease / Leave / Rent agreement in the name of the firm
- PAN intimation letter
- Latest available acknowledged copy of Income Tax / Wealth Tax - along with print out from PAN website confirming the PAN number & name of entity – Print out to be duly signed by BBL/BSDL” as acceptable address proof.
- Form 18 along with ROC challan and SVR of address or Form INC-22 along with challan for companies registered under Companies Act 2013
- Downloaded copy of one month E-Statements (not more than 4 months old and with at least one customer initiated transaction) along with self signed initial funding cheque from the same account.