



## List of Acceptable KYC Documents

### SGROYAL CAPITAL PRIVATE LIMITED

<b>Individuals</b>	<ul style="list-style-type: none"><li>i. Passport</li><li>ii. Driving License</li><li>iii. Voter's Identity Card issued by the Election Commission of India.</li><li>iv. Job Card issued by NREGA duly signed by an official of State Government.</li><li>v. Letter issued by National Population Register containing details of name, address.</li><li>vi. Aadhar Card / Proof of possession of Aadhar.</li></ul> <p>The above are referred as OVD (officially valid documents).</p>	<ul style="list-style-type: none"><li>i. Passport</li><li>ii. Driving License</li><li>iii. Voter's Identity Card issued by the Election Commission of India.</li><li>iv. Job Card issued by NREGA duly signed by an official of State Government.</li><li>v. Letter issued by National Population Register containing details of name, address.</li><li>vi. Aadhar Card / Proof of possession of Aadhar.</li></ul> <p>Provided that in case the documents mentioned above furnished by the customer does not contain communication address, the following documents shall be deemed to be proof of address: -</p> <ul style="list-style-type: none"><li>a) Utility Bill not more than 2 months old from the date of application (electricity, telephone, post-paid mobile phone, piped gas, water bill).</li><li>b) Latest Property or Municipal Tax receipt</li><li>c) Pension or family pension payment orders (PPOs) issued to retired central/state government employees</li><li>d) Letter of allotment of accommodation/leave and license agreements allotting official accommodation issued by relevant bodies. (Ex. State/Central Government, Statutory or Regulatory Bodies, Public Sector Undertakings, Scheduled Commercial Banks, Financial Institutions and Listed companies).</li></ul> <p>Provided further that the customer shall submit the documents mentioned in Point .i to vi above updated with current address within a period of three months of submitting the above documents.</p>
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<b>Sole Proprietorship Firm</b>	<p>Documents as applicable to individuals are to be submitted for the proprietor.</p> <p>In addition, any 2 of the following documents to be submitted with name of the firm and the proprietor:</p> <ul style="list-style-type: none"><li>a) Registration certificate issued by Central government, State governments, local bodies and statutory authorities</li></ul>	<ul style="list-style-type: none"><li>a) Utility bill, which is not more than two months old, of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill)</li><li>b) One-month account statement from existing bank account maintained with a scheduled commercial bank having at least one customer-initiated transaction and not more than 4 months old.</li></ul>
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	<p>including Udyam Registration Certificate(URC) issued by the Government</p> <p>b) Certificate/license issued by the Municipal authorities under Shop &amp; Establishment Act</p> <p>c) Sales and income tax returns</p> <p>d) CST/VAT/Goods and Service Tax (GST)Certificate (Provisional / Final)</p> <p>Where Goods and Services Tax (GST) details are available, the GST number shall be verified from the search/verification facility of the issuing authority.</p> <p>e) Certificate/registration document issued by Sales Tax/Service Tax/Professional Taxauthorities</p> <p>f) Complete Income Tax return (not just the acknowledgement) in the name of the sole proprietor reflecting the firm's income, duly authenticated/acknowledged by the ITauthorities.</p> <p>g) Utility bills such as electricity, water, and landline telephone bills</p> <p>h) IEC (Importer Exporter Code) issued to the proprietary concern by the office of DGFT/License/certificate of practice issued in the name of the proprietary concern by any professional body incorporated under a statute</p>	<p>c) Property or Municipal Tax receipt</p> <p>d) Rent agreement/ Sale deed</p>
Partnership Firm	<p>One certified copy each of the below documents:</p> <p>a) Certificate issued by government authorities</p> <p>b) Partnership Deed</p> <p>c) PAN card in the name of the firm</p> <p>d) In respect of Authorised officers and Beneficial Officers:</p> <ul style="list-style-type: none"> <li>• Officially Valid Documents; and</li> <li>• Permanent Account</li> </ul>	<p>a) Utility bill, which is not more than two months old, of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill)</p> <p>b) Property or Municipal Tax receipt</p> <p>c) One-month account statement from existing bank account maintained with a scheduled commercial bank having at least one customer-initiated transaction and not more than 4 months old.</p> <p>d) Rent agreement/ Sale deed</p>



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	<p>e) The names of all the partners</p> <p>f) Address of the registered office, and the principal place of its business, if it is different</p>	
Trusts	<p>One certified copy each of the below documents:</p> <p>a) Registration Certificate issued by Government Authorities</p> <p>b) Certificate of registration with registrar of trusts/ assistant charity commissioner</p> <p>c) Trust deed signed by at least 2 managing/authorized trustees</p> <p>d) Certified copy of the resolution to obtain credit from the NBFC. Resolution should clearly indicate the authorized signatories.</p> <p>e) PAN card of Form 60 in the name of the Trust</p> <p>f) In respect of Authorised officers and Beneficial Officers:</p> <ul style="list-style-type: none"> <li>• Officially Valid Documents; and</li> <li>• Permanent Account Numbers or Form 60</li> </ul> <p>g) The names of the beneficiaries, trustees, settlor and authors of the trust</p> <p>h) The address of the registered office of the trust</p> <p>i) List of trustees and documents, as specified in Section 16, for those discharging the role as trustee and authorised to transact on behalf of the trust</p>	<p>a) Utility bill, which is not more than two months old, of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill)</p> <p>b) Property or Municipal Tax receipt</p> <p>c) One-month account statement from existing bank account maintained with a scheduled commercial bank having at least one customer-initiated transaction and not more than 4 months old.</p> <p>d) from Registrar/ Ministry of Home affairs</p> <p>e) Rent agreement/ Sale deed</p>



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<p>Unincorporated association or a body of individuals</p>	<p>One certified copy each of the below documents:</p> <ul style="list-style-type: none"> <li>a) PAN /Form No. 60</li> <li>b) Power of attorney granted to transact on its behalf</li> <li>c) Resolution of the managing body of such association or body of individuals and</li> <li>d) Such other information as may be required by the NBFC to collectively establish the legal existence of such an association or body of individuals</li> <li>e) In respect of Authorised officers and Beneficial Officers:           <ul style="list-style-type: none"> <li>• Officially Valid Documents; and</li> <li>• Permanent Account Numbers or Form 60association or a body of individuals</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>a) Utility bill, which is not more than two months old, of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill)</li> <li>b) Property or Municipal Tax receipt</li> <li>c) One-month account statement from existing NBFC account maintained with a scheduled commercial Bank having at least one customer-initiated transaction and not more than 4 months old.</li> <li>d) Passbook of Scheduled Commercial Bank</li> <li>e) Rent agreement/ Sale deed</li> </ul>
<p>Limited Liability Partnership</p>	<p>One certified copy each of the below documents:</p> <ul style="list-style-type: none"> <li>a) LLP Agreement</li> <li>b) Certificate of Incorporation</li> <li>c) PAN Card of LLP</li> <li>d) List of designated partners of LLP along with designated partner identification number – to be duly attested with the notation “Verified from the Site” under the signature and employee number of the employee attesting the document</li> <li>e) LLP declaration signed by at least 2 designated partners</li> </ul>	<ul style="list-style-type: none"> <li>a) Utility bill, which is not more than two months old, of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill)</li> <li>b) One-month account statement from existing bank account maintained with a scheduled commercial bank having at least one customer- initiated transaction and not more than 4 months old.</li> <li>c) Municipal Registration</li> <li>d) Certificate</li> <li>e) Local Sales Tax/ Central Sales Tax License CST/VAT/Goods and Service Tax (GST)</li> <li>f) Certificate (Provisional/ Final) Import/ Export Certificate in the name of LLP</li> <li>g) Property or Municipal Tax receipt</li> </ul>



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Hindu Undivided Family (HUF)	<p>One certified copy each of the below documents:</p> <ul style="list-style-type: none"> <li>a) HUF declaration duly signed by all adult co-parceners and naming the Karta, who would be authorized to operate the account</li> <li>b) Karta's identity, signature and address proof as applicable for KYC of individuals</li> <li>c) HUF Deed</li> <li>d) PAN in the name of HUF</li> </ul>	<p>a) KYC as applicable to resident individual account and authorized signatories to the account</p>
Societies/ Associations / Clubs	<p>One certified copy each of the below documents:</p> <ul style="list-style-type: none"> <li>a) Certified copy of the certificate of registration of the society signed by the secretary/ chairperson/ President/ Member of the managing committee</li> <li>b) Certified copy of bye-laws signed by the secretary/ chairperson/ President/ Member of the managing committee</li> <li>c) PAN Card in the name of society/club/ association</li> <li>d) Certified copy of the resolution to open the account signed by the secretary/ chairperson/ President/ Member of the managing committee</li> <li>e) Society memorandum of association and rules and regulations</li> </ul>	<p>a) Utility bill, which is not more than two months old, of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill)</p> <p>b) One-month account statement from existing bank account maintained with a scheduled commercial bank having at least one customer-initiated transaction and not more than 4 months old.</p> <p>c) Registration Certificate</p> <p>d) Any of the entity proof document mentioned above can also be accepted as an address proof if said document contains address.</p> <p>e) Property or Municipal Tax receipt</p> <p>f) Rent agreement/ Sale deed</p>
Companies (Private/ Public/ One Person Company):	<p>One certified copy each of the below documents:</p> <ul style="list-style-type: none"> <li>a) Certificate of incorporation</li> <li>b) Memorandum and Articles of Association</li> <li>c) Board Resolution – duly signed</li> <li>d) PAN Card in the name of the company</li> <li>e) In respect of Authorised officers and Beneficial Officers: <ul style="list-style-type: none"> <li>• Officially Valid Documents; and</li> <li>• Permanent Account Number or Form 60 association or a body of individuals</li> </ul> </li> </ul>	<p>a) Certificate of registration under any statute/ act or professional bodies Any</p> <p>b) registering/ licensing document issued by central government or state govt. authority</p> <p>c) Utility bill, which is not more than two months old, of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill)</p> <p>d) INC-22 or Form 18 along with ROC challan</p> <p>e) Rent agreement/ Sale deed</p>



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	f) The names of the relevant persons holding senior management position  g) The registered office and the principal place of its business, if it is different.	
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Note -

- *Kindly note that the above-mentioned list can be changed/ amended/ modified by the company in the event of change in any regulatory requirement/ discretion of the company.*
- *In furtherance, in the event of any difference between the above-mentioned list and RBI regulations, the regulations shall prevail.*



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