

## KYC DOCUMENTS

Parameters	Features
KYC – know your customer	<ul style="list-style-type: none"> <li>➤ Norms issued by our regulators (both RBI &amp; NHB) are to be followed as applicable from time to time.</li> <li>➤ The KYC to be completed for all borrowers /co-borrowers.</li> </ul>
KYC-Photograph	<ul style="list-style-type: none"> <li>➤ Latest Passport Size coloured photographs</li> <li>➤ Self-attested with cross signatures (by all applicants)</li> </ul>
KYC - Identity proof <i>(Any one with photo for Individual).</i>	<ul style="list-style-type: none"> <li>➤ For Individuals:               <ul style="list-style-type: none"> <li>➤ Passport (not expired)</li> <li>➤ Pan Card</li> <li>➤ Aadhar Card</li> <li>➤ Driving License</li> <li>➤ Voters ID Card</li> <li>➤ Identity card issued by Government body</li> <li>➤ Certificate issued by any government authority.</li> <li>➤ Photo debit card issued by a Scheduled Commercial Bank</li> <li>➤ Valid Arms license issued by Central / State government / Union Territory with Name, Photograph and signature (Identity Proof).</li> <li>➤ Letter issued by a gazetted officer with a duly attested photograph of the person.</li> </ul> </li> <li>➤ For Non Individuals/business entities :               <ul style="list-style-type: none"> <li>➤ Shops &amp; Establishment Certificate</li> <li>➤ Trade License Certificate</li> <li>➤ SSI Registration Certificate</li> <li>➤ PAN Card/Sales Tax/ VAT Registration Certificate</li> <li>➤ Partnership Deed (for firms) / Memorandum of Association (MOA) for companies</li> <li>➤ Export-Import Code Certificate</li> <li>➤ Professional qualification Certificate and Degree Certificate for professionals with photo.</li> <li>➤ Last available Income Tax Assessment order.</li> <li>➤ Latest available Wealth Tax Assessment order.</li> <li>➤ Certificate Issued by SEZ, STP, EHTP, DTA and EPZ in the name of the entity mentioning the address allotted.</li> <li>➤ Any other certificate of registration issued by professional bodies</li> </ul> </li> </ul>

	<p>such as ICAI / ICSI / ICWAI in the name of the firm.</p> <ul style="list-style-type: none"> <li>➤ TDS Certificate in the name of entity issued by Scheduled Commercial Banks, FI &amp; FIs, MFs, PSUs (Central &amp; State), Govt. Dept., Local Self Government (Municipal Corporation etc.) and Government Bodies.</li> <li>➤ Factory Registration Certificate.</li> </ul>
<p>Date of Birth Proof (any one)</p>	<ul style="list-style-type: none"> <li>➤ Passport</li> <li>➤ PAN Card</li> <li>➤ Aadhar Card</li> <li>➤ Voter ID Card clearly mentioning the exact date of birth</li> <li>➤ Driving License</li> <li>➤ Birth Certificate (issued by Govt body)</li> <li>➤ School Leaving certificate (10th)</li> <li>➤ Employee ID (only for PSU/Govt. employees)</li> <li>➤ Letter issued by a gazetted officer with a duly attested photograph of the person</li> <li>➤ High School Mark sheet/High School Passing Certificate</li> </ul>
<p>KYC- Residence Address proof (any one)</p>	<ul style="list-style-type: none"> <li>❖ For Individuals</li> <li>➤ Passport</li> <li>➤ Driving License</li> <li>➤ Voters ID card</li> <li>➤ <b>Aadhar Card subject to positive Residence FI (at the same address as mentioned on Aadhar card)</b></li> <li>➤ Ration Card</li> <li>➤ Utility bill (any one from latest 3 months from date of application.)</li> <li>➤ Latest post-paid mobile bill (last 2 months).</li> <li>➤ Rent agreement on stamp Paper(registered or notarised)</li> <li>➤ Bank Statements reflecting address of borrowers of any commercial bank (Nationalised / Scheduled commercial bank)</li> <li>➤ Sale Deed of the property, if owned.</li> <li>➤ Certificate issued by ward officer, maintaining election roll certifying address of the applicant.</li> <li>➤ Property tax bill / receipt</li> <li>➤ Letter issued by a gazetted officer with a duly attested photograph of the person</li> <li>❖ Non-Individuals / Business entities</li> <li>➤ Shops &amp; Establishment Certificate/Trade License Certificate/SSI Registration Certificate/Sales Tax/ VAT Registration</li> <li>➤ Certificate/Partnership Deed (for firms) / Memorandum of</li> </ul>

	<p>Association (MOA)for companies /Export-Import Code Certificate / Factory Registration Certificate</p> <ul style="list-style-type: none"> <li>➤ Letter from existing banker (restricted to a Scheduled Commercial Bank &amp; Scheduled Co-operative Banks). Letter has to be obtained in original on Bank’s letterhead paper bearing the authorizing officers name and signature along with the stamp of the bank. The verification done should be for the name, photograph and address of the individual.</li> <li>➤ Letter issued by a gazetted officer with a duly attested photograph of the person</li> </ul>
<p>KYC – Office Address Proof <i>(any one)</i></p>	<ul style="list-style-type: none"> <li>❖ Individuals <ul style="list-style-type: none"> <li>➤ Sales tax registration</li> <li>➤ Shops &amp; Establishment certificate</li> <li>➤ Trade License Certificate</li> <li>➤ Utility bill (any one from latest 3 months from date of application.)</li> <li>➤ Rent agreement on stamp Paper(registered or notarised)</li> <li>➤ Sale Deed of the property, if owned</li> <li>➤ Property tax bill / receipt</li> </ul> </li> <li>❖ Non-Individuals / Business entities <ul style="list-style-type: none"> <li>➤ Shops &amp; Establishment Certificate/Trade License Certificate/SSI Registration Certificate/Sales Tax/ VAT Registration Certificate/Partnership Deed (for firms) / Memorandum of Association (MOA)for companies /Export-Import Code Certificate / Factory Registration Certificate</li> <li>➤ Letter from existing Banker (Scheduled Commercial Bank &amp; Scheduled Co-operative Banks). Letter has to be obtained in original. Existing Banker must verify name and address of the entity on bank’s letterhead.</li> <li>➤ Utility Bill (of last 3 months) in the name of firm/co.</li> <li>➤ Bank Statement mentioning the address in the name of firm/Co.(only scheduled commercial banks)</li> </ul> </li> </ul>

<p>KYC - Constitution documents (as applicable)</p>	<ul style="list-style-type: none"> <li>❖ Pvt Ltd Company/closely Held Public Ltd Company: <ul style="list-style-type: none"> <li>➤ Certificate of Incorporation</li> <li>➤ MOA &amp; AOA of the company</li> <li>➤ Form 32</li> <li>➤ Annual return filed with ROC</li> <li>➤ List of Directors &amp; Shareholding pattern duly certified by CA</li> </ul> </li>   <li>❖ Partnership firm: <ul style="list-style-type: none"> <li>➤ Partnership Deed- certified by all partners that it is the latest deed as on date.</li> <li>➤ Dissolution Deed- certified by current partners that it is the latest deed as on date.</li> <li>➤ License issued by the Registering authority like Certificate of Practice issued by ICAI, ICWAI, Institute of Company Secretaries of India, Indian Medical Council, Food and Drug Control Authorities, etc.</li> </ul> </li> </ul>
<p>KYC Documentation for Proprietary Concern</p>	<p><u>If the Proprietorship firm is party to the agreement, atleast any one of the below documents needs to be mandatorily collected from the firm and a positive FI at the address of proprietary concern is mandatorily required.</u></p> <p>i) <b><i>Proof of the name, address and activity of the concern</i></b>, like registration certificate (in the case of a registered concern), certificate/licence issued by the Municipal authorities under Shop &amp; Establishment Act, sales and income tax returns, CST / VAT certificate, certificate / registration document issued by Sales Tax / Service Tax / Professional Tax authorities, Licence issued by the Registering authority like Certificate of Practice issued by Institute of Chartered Accountants of India, Institute of Cost Accountants of India, Institute of Company Secretaries of India, Indian Medical Council, Food and Drug Control Authorities, etc.</p> <p>ii) <b><i>Any registration / licensing document issued in the name of the proprietary concern</i></b> by the Central Government or State Government Authority / Department. NBFCs/RNBCs may also accept IEC (Importer Exporter Code) issued to the proprietary concern by the office of DGFT as an identity document for opening of account.</p>

	<p>iii) <b>The complete Income Tax return (not just the acknowledgement) in the name of the sole proprietor</b> where the firm's income is reflected, duly authenticated/ acknowledged by the Income Tax Authorities.</p> <p>iv) <b>Utility bills</b> such as electricity, water, and landline telephone bills <b>in the name of the proprietary concern.</b></p> <p><b>However, in case the FI is not done at firms address then we need to collect two documents out of above mentioned documents instead of one document as KYC for the proprietorship firm.</b></p>
<p>Signature Verification</p>	<ul style="list-style-type: none"> <li>➤ Signature Verification is mandatory for all applicants or signatories on behalf of applicants like Partnership firm/Pvt Ltd companies.</li> <li>➤ Any one of the following to be considered for signature verification: <ul style="list-style-type: none"> <li>a) Banker’s sign. Verification</li> <li>b) Passport copy</li> <li>c) PAN card</li> <li>d) Driving license with photograph &amp; signature.</li> <li>e) Ration Card with the signature of the customer</li> <li>f) Debit Card bearing the signature (embossed on the front) of the applicant and should be the same as in the Application Form.</li> <li>g) Copy of registered sales deed bearing signature of the applicant / co applicant / guarantor / authorised signatory as the case may be.</li> <li>h) Employee’s Identity Card provided such identity card bears the signature of the employee(only employees of PSU, Scheduled Commercial banks, Insurance Companies, State &amp; Central government)</li> </ul> </li> <li>➤ Signature Verification to be taken for borrower/co-borrower for PDC / SPDC issued</li> <li>➤ Banker’s Letter (Banker Verification) - Letter from existing banker (restricted to a Scheduled Commercial Bank &amp; Scheduled Co-operative Banks). Letter has to be obtained in original on Bank’s letterhead or on plain paper with the seal of the bank affixed on it bearing the authorizing officers name and signature along with the</li> </ul>

	<p>stamp of the bank. The verification done should be for the name and signature of the individual</p> <ul style="list-style-type: none"><li>➤ In cases where the co applicant / guarantor is illiterate and is not able to furnish any one of the stipulated signature verification documents, a memorandum duly signed / thumb impression affixed by an illiterate person as per the format defined may be accepted as valid signature verification document.</li><li>➤ A declaration (signed in front of Magma Employee) for sign verification for Co-applicants with no income &amp; who are also not property owner can be accepted.</li></ul>
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