



KNOW YOUR CUSTOMER (KYC) DOCUMENTATION POLICY

PURPOSE:

The purpose of this document is to establish Know Your Customer (KYC) documentation policy for Elite Wealth Limited and Elite Comtrade Private Limited (“EWL”).

BACKGROUND:

This KYC documentation policy will enable us to standardize the KYC documentation policy throughout the organization. Documentation requirements have been laid down for each client type.

INDIVIDUAL:

S.No.	KYC Document	ID Proof	Address Proof
1.	PAN Card *	Acceptable	Not Acceptable
2.	Driving license	Acceptable	Acceptable
3.	Valid Passport	Acceptable	Acceptable
4.	Voter’s ID Card	Acceptable	Acceptable
5.	Job card issued by NREGA duly signed by an officer of the State Government	Acceptable (If carries Photograph)	Acceptable (If carries Photo & Address)
6.	The letter issued by the Unique Identification Authority of India containing details of name, address and Aadhaar number *	Acceptable	Acceptable
7.	Utility Bill(s) like electricity, water and landline telephone Bills not older than last two months	Not Acceptable	Acceptable
8.	Bank Statement not older than last two months	Not Acceptable	Acceptable
9.	Original cancelled cheque	-	-

NOTE:

- 1) The e-KYC service of Unique Identification Authority of India (UIDAI) shall be accepted as a valid process for KYC verification under the PML Rules.
- 2) Documents can be downloaded from the CKYC website where the customer provides a 14 digit CKYC number.

NON-INDIVIDUALS:

Proprietorship -

Category	KYC Document
Proprietorship	<p>A) Certified copy of the individual (proprietor) containing details of identity and address be obtained (as per ‘Individual table’ given above). These need to be attested by the Proprietor with the stamp of the business entity.</p> <p>B) Any two of the following documents in the name of the proprietary concern need to be obtained as proof of business/activity.</p> <ol style="list-style-type: none"> 1. Proof of the name, address and activity of the concern, like registration certificate, certificate/license issued by the Municipal authorities under Shop & Establishment Act, Bank Statement (not older than last two months), sales and income tax returns, CST / VAT/ GSTIN certificate, certificate / registration document issued by Sales Tax / Service Tax / Professional Tax authorities, IEC (Importer Exporter

	<p>Code) issued by the DGFT office/ License/certificate of practice issued in name of proprietary concern by any professional body incorporated under a statute.</p> <ol style="list-style-type: none"> 2. Utility bills such as electricity, water, and landline telephone bills (not older than last two months) in the name of the proprietary concerns. 3. Complete Income Tax Return (Not just the acknowledgment) in the name of the sole proprietor where the firm's income is reflected, duly authenticated/ acknowledged by the Income Tax Authorities as proof of Business/activity in name of proprietary firm. 4. Cancelled cheque of the Firm 5. CA attested Balance Sheet and P&L for the last 2 FYs OR CA attested Net worth Certificate (not more than 1 year old) where last FY ITR is showing as a loss or where ITR is not available.
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Hindu Undivided Family (HUF) –

HUF	<ul style="list-style-type: none"> • Pan card copy of HUF attested by Karta. • Latest Address proof of HUF attested by Karta like Bank Statement (not older than last two months). • Certified copy of the Karta (Individual) containing details of identity and address be obtained (as per 'Individual table' given above). • Copy of cancelled cheque
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Companies/ Corporates –

Document Name	Remarks
Companies/ Corporates	<p><u>Certified copy of:</u></p> <ul style="list-style-type: none"> • Certificate of incorporation; • Memorandum and Articles of Association; • A resolution from the Board of Directors and power of attorney granted to its managers, officers or employees to transact on its behalf on company letter head as per format circulated separately. To be signed (with stamp) by Managing Director or Chairman or full time Company Secretary or at least two Directors (who are not the persons getting authorised); • Identification and Address proof of beneficial owners, i.e. natural persons who have control or who own controlling stake (25% or more of the shares or capital). • Aadhaar numbers; and Permanent Account Numbers or Form 60 as defined in the Income-tax Rules, 1962, issued to managers, officers or employees holding an attorney to transact on the company's behalf or where an Aadhaar number has not been assigned, proof of application towards enrolment for Aadhaar and in case Permanent Account Number is not submitted an OVD shall be submitted: <p><i>Provided that for the purpose of this clause if the managers, officers or employees holding an attorney to transact on the company's behalf are not eligible to be enrolled for Aadhaar number and do not submit the PAN, certified copy of an OVD shall be submitted.</i></p>

Additional documents (Companies/ Corporate):

S.No.	Document Name
1.	Pan card copy/Latest Address of Company, Authorised Signatories/Directors
2.	List of Authorized Signatories, List of Directors and Shareholding Pattern (with percentage) as on date
3.	MOA/AOA & Certificate of Incorporation, MCA site print of Company and Signatory list
4.	Cancelled cheque leaf
5.	Last 2 FYs ITR copies alongwith Audit Report
6.	CA attested Balance Sheet and P&L for the last 2 FYs
7.	UBO declaration form

Partnership Firm –

Category	KYC Document
Partnership Firms	<p><u>Certified copy of:</u></p> <ul style="list-style-type: none"> • Registration certificate; • Partnership deed; • List of all partners and their Profit / Loss sharing ratios on the firm's letterhead, signed by authorized signatory • An officially valid document (Authority Letter, on the firm's letterhead, signed by all partners) in respect of the authorized signatories / person(s) holding an attorney to transact or execute documents on behalf of the firm. • Identification (Pan card copy) and Address proof of Firm and Authorised Signatories/Partners and other beneficial owners, i.e. natural persons who have control or who own controlling stake (15% or more of the shares or capital). • Aadhaar number; and PAN or Form 60 as defined in the Income-tax Rules, 1962, issued to the person holding an attorney to transact on its behalf or where an Aadhaar number has not been assigned, proof of application towards enrolment for Aadhaar and in case PAN is not submitted an OVD shall be submitted: <p><i>Provided that for the purpose of this clause, if the person holding an attorney to transact on the company's behalf is not eligible to be enrolled for Aadhaar number and does not submit the PAN, certified copy of an OVD shall be submitted.</i></p>

Additional Documents (Partnership Firms):

S.No.	Document Name
1.	Last 2 FYs ITR copies alongwith Computation of Income or Latest Networth Certificate issued by a Chartered Accountant or Latest Audited Balance Sheet
2.	CA attested Balance Sheet and P&L for the last 2 FYs
3.	Cancelled cheque leaf
4.	UBO declaration form

Trust /Association of Persons (AOP) –

Category	KYC Document
Trust/ Association of Persons (AOP)	<p><u>Certified copy of:</u></p> <ul style="list-style-type: none"> • Registration certificate of the Trust, if it is registered; • Trust deed; and • Board of Trustees OR Managing Committee resolution duly signed (with stamp) by Managing Trustee OR Chairman Or full time Company Secretary or at least two Trustees (other than those being authorised). • List of beneficial owners / beneficiaries, Author of the trust and Trustees on the letter head. The identification of beneficial owner(s) shall include identification of beneficiaries with 15% or more interest in the trust or its income / property and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership. • Identification and address proof of the author of the trust, significant (15% or more) beneficiaries, trustees and authorized PoA holder(s) of the trust. • Aadhaar number; and PAN or Form 60 as defined in the Income-tax Rules, 1962 issued to the person holding an attorney to transact on its behalf or where Aadhaar number has not been assigned, proof of application towards enrolment for Aadhaar and in case PAN is not submitted an OVD shall be submitted: <p><i>Provided that for the purpose of this clause if the person holding an attorney to transact on the behalf of the Trust/ AOP is not eligible to be enrolled for Aadhaar number and does not submit the PAN, certified copy of an OVD shall be submitted.</i></p>

Additional Documents (Trust /Association of Persons (AOP):

S.No.	Checklist of documents
1.	Board / Trustee Resolution authorising borrowing and persons authorised to transact
2.	Last 2 FYs ITR copies alongwith Computation of Income or Latest Networth Certificate issued by a Chartered Accountant or Latest Audited Balance Sheet
3.	CA attested Balance Sheet and P&L for the last 2 FYs
4.	Copy of cancelled cheque
5.	UBO declaration form

Un-incorporated Association or a Body of Individuals –

Category	KYC Document
Unincorporated Association or Body of Individual (includes societies)	<p><u>Certified copy of:</u></p> <ul style="list-style-type: none"> • Resolution of managing body of such association or body of individuals; • Power of Attorney granted to transact on its behalf. • Such information as the company requires to collectively establish the legal existence of such an association or body of individual. • Identification and Address proof of beneficial owners, i.e. natural persons who have control or who own controlling stake (15% or more of the shares or capital). • Aadhaar number; and PAN or Form 60 as defined in the Income-tax Rules, 1962 issued to the person holding an attorney to transact on its behalf or where Aadhaar number has not been assigned, proof of application towards enrolment for Aadhaar and in case PAN is not submitted an OVD shall be submitted: <p><i>Provided that for the purpose of this clause if the person holding an attorney to transact on the behalf of an unincorporated association/ body of individuals is not eligible to be enrolled for Aadhaar number and does not submit the PAN, certified copy of an OVD shall be submitted.</i></p>

Juridical Persons –

Category	KYC Document
Juridical persons (Government or its Departments, societies, universities and local bodies like village panchayats)	<p><u>Certified copy of:</u></p> <ul style="list-style-type: none"> • Document showing name of person authorised to act on behalf of the entity; • Officially Valid Documents for proof of identity and address in respect of the person holding a power of attorney to transact in its behalf; and • Such documents as may be required by the company to establish the legal existence of such an entity. • Identification and Address proof of beneficial owners, i.e. natural persons who have control or who own controlling stake (15% or more of the shares or capital).

NOTE:

1. For customers who have been categorized as “Low Risk” as per Risk Categorization Policy, below mentioned documents can be collected as Id/address Proof only in case customer is unable to produce above mentioned documents:

- a. Identity card with applicant's Photograph issued by Central/State Government Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, and Public Financial Institutions;
- b. letter issued by a Gazetted officer, with a duly attested photograph of the person.
- 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);
- d. property or Municipal tax receipt;
- e. bank account or Post Office savings bank account statement;
- f. pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain the address;

- g. Letter of allotment of accommodation from employer issued by State or Central Government departments, statutory or regulatory bodies, and public sector undertakings, scheduled commercial banks, financial institutions and listed companies. Similarly, leave and license agreements with such employers allotting official accommodation; and
- h. documents issued by Government departments of foreign jurisdiction and letter issued by Foreign Embassy or Mission in India.