

# ACCOUNT OPENING FORM FOR RESIDENT NON-INDIVIDUALS ONLY



## DOCUMENTATION REQUIREMENTS

- Please provide Identity, Signature & Address proof for all authorised signatories.
- **Sole Proprietorship Firm:** One of the documents listed below.
- **Partnership Firm:** Partnership Deed, NOC from other bank in case they have credit facility from any other bank. One of the documents listed below.

Description of Documents for Sole Proprietorship / Partnership Firm	Business Identity	Business Address
Sales Tax Registration	✓	✓
Service Tax Registration	✓	✓
Registration under Shop & Establishment Act	✓	✓
Acknowledged copy of latest IT Return with PAN	✓	✓
IT Assessment Order	✓	✓
Registration Certificate for SSI with Govt. Agency	✓	✓
Registration Certificate Issued by Registrar of firms	✓	✓
Licences issued by any Government Authorities [like licence issued by Food & Drug Administration (FDA)]	✓	✓
Importer - Exporter code certificate	✓	✓
Bank Statement for last 6 months plus Self cheque for initial deposit	✓	✓
Telephone / Mobile Bill (last 3 months)	✓	✓
Certificate from Gram Panchayat, confirming Identity & Address	✓	✓
Andhra Pradesh Government "E-Seva" Registration Certificate	✓	✓
Latest Water / Electricity / Municipal Tax Bill in the name of firm	✓	✓
Certificate from Practicing CA	✓	✓

- Please provide Identity Signature & Address proof for all authorised signatories.
- **Trusts:** Trust Deed including supplemental deed for change in the Trustees, Resolution to open the account, ISA of all Trustees authorised to operate the account.
- **Society / Clubs:** Copy of rules / Registration under Societies Registration Act, Resolution to open the account, ISA of the President, Secretary & Treasurer & one of the document listed below.
- **HUF:** ISA of Karta along with HUF Letter duly signed by all the adult co-parcener & guardian of minor co-parcener with the Date of Birth of minors.

Club / Societies / Association / Trust Account	Business Identity	Business Address
Certificate of Registration from Registrar of Trust / Charity Commissioner (applicable to all Public Trusts)	✓	✓
Certificate of Tax Exemption (If any, applicable to Trusts)	✓	✓
Latest Utility Bill in the name of Trust / Club / Society / Association	✓	✓
Registration under Sales Tax Act	✓	✓
SEBI Registration Certificate	✓	✓
Importer - Exporter code certificate	✓	✓
Bank Statement for last 6 months	✓	✓
Registration under Shop & Establishment Act	✓	✓
IT / Wealth Tax Assessment Order	✓	✓
Acknowledged copy of the Income Tax Return for the Previous Financial Year	✓	✓

- Please provide Identity, Signature & Address proof of all signatories authorised to open & operate the account.
- MOA, AOA, Certificate of Incorporation, Commencement of Business (public Ltd. Co.), List of latest Directors of a company duly certified by Company, Secretary / CFO / MD of the company, Board Resolution with Authority to open & operate account, NOC from other banks for credit limits & one of the document listed below.

Pvt. / Public Ltd. Company (any one of following where Risk classification is Medium / High)	Business Identity	Business Address
Sales Tax Registration	✓	✓
Service Tax Registration	✓	✓
SEBI Registration Certificate	✓	✓
Acknowledge copy of latest IT Return	✓	✓
IT Assessment Order	✓	✓
Registration Cert. for SSI	✓	✓
Importer - Exporter code certificate	✓	✓
Andhra Pradesh Government "E-Seva" Registration Certificate	✓	✓
Licences issued by any Government Authorities [like licence issued by Food & Drug Administration (FDA)]	✓	✓
Latest Utility Bill in the name of Company	✓	✓
Bank Statement for last 6 months plus Self cheque for initial deposit OR Letter from the existing banker about satisfactorily operative account for past six months plus self cheque for initial deposit	✓	✓