Features to be verified and documents to be obtained from clients/ customers

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| **S.No** | **Form of organisation** | **Features to be verified** | **Documents to be obtained** |
| 1 | Individual | (i) Legal name and any other names used  (ii) Present and Permanent address, in full, complete and correct. | (i) Passport  (ii) PAN card  (iii) Voter’s Identity card  (iv) Driving licence  (v) Bank account statement  (vi) Ration card  Note: Any two of the documents listed above, which provides client/ customer information to the satisfaction of the CHA will suffice. |
| 2 | Company | (i)Name of the company  (ii) principal place of business  (iii) mailing address of the company  (iv) Telephone, fax number, e-mail address. | (i)Certificate of incorporation  (ii) Memorandum of Association  (iii) Articles of Association  (iv) Power of Attorney granted to its managers,  officers or employees to transact business on  its behalf  (v) Copy of PAN allotment letter  (vi) Copy of telephone bill |
| 3 | Partnership firm | (i) Legal name  (ii) Permanent address, in full,  Complete and correct.  (iii) Name of all partners and  their addresses, in full  Complete and correct.  (iv) Telephone, fax number,  e-mail address of the firm  And partners. | (i) Registration certificate, if registered  (ii) Partnership deed  (iii) Power of Attorney granted to a partner or an  employee of the firm to transact business on  its behalf  (iv) Any officially valid document identifying the  partners and the person holding the Power of  Attorney and their addresses  (v) Telephone bill in the name of firm/ partners |
| 4 | Trusts, Foundations | (i) Name of trustees, settlers,  beneficiaries and signatories  (ii) Name and address of the  founder, the managers,  Directors and the  beneficiaries, in full,  complete and correct.  (iii) Telephone and fax number,  e-mail address of the trust,  founder, and trustees. | (i) Certificate of Registration, if registered  (ii) Power of Attorney granted to transact  business on its behalf  (iii) Any officially valid document to identify the  trustees, settlers, beneficiaries and those  holding the Power of Attorney, founders/  managers/ directors and their addresses  (iv) Resolution of the managing body of the  foundation/ association  (v) Telephone bill |
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**http://www.cbec.gov.in/draft-circ/chalr.htm**