

Standard Know Your Customers (KYC) Questionnaire

In keeping with International Business Standards, we hereby confirm that all the information / documentation provided will be handled on a strictly confidential basis with access to same restricted to our Organization.

1	Corporate Details				
1.1	Full Registered Company Name				
1.2	Company Registration Number				
1.3	Incorporation Date				
1.4	Country of Incorporation				
1.5	Form of Company- Public/ Private	Public	<input type="checkbox"/>	Private	<input type="checkbox"/>
1.6	Nature of Business				
1.7	Number of Employees				
1.8	Physical Address of Head Office				
1.9	Telephone Number				
1.10	Website				
1.11	Email Address				
1.12	Contact Details -Trading				
1.13	Contact Details – Finance				
2	Beneficial Ownership & Shareholding				
2.1	Names/Share holding Percentage of Beneficial Owners (Individuals Owning 25% or more of the business entity)	Sr. No	Name	Passport Number	Email ID
		1.			
		2.			
		3.			
2.2	If Shareholders is a company, please specify the UBO (s) of the Shareholding company.				
2.3	Are any of the UBOs, Shareholders or Directors Politically Exposed Persons (PEP)? Please specify.				
3	Documentation				
3.1	Certificate of Incorporation	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
3.2	Trade/Commercial License	YES	<input type="checkbox"/> (mandatory)	NO	<input type="checkbox"/>
3.3	Memorandum/Articles of Association	YES	<input type="checkbox"/> (mandatory)	NO	<input type="checkbox"/>
3.4	List of Shareholders	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
3.5	UBO's passport copy	YES	<input type="checkbox"/> (mandatory)	NO	<input type="checkbox"/>
3.6	Bank reference letter	YES	<input type="checkbox"/> (mandatory)	NO	<input type="checkbox"/>
3.7	List of authorized signatories Proof of Authorization. (i.e. Letter from the entity or Power of Attorney)	YES	<input type="checkbox"/> (mandatory)	NO	<input type="checkbox"/>

4	Banking Details	(only for payment transaction)	
4.1	Bank Name	YES <input type="checkbox"/> (mandatory)	NO <input type="checkbox"/>
4.2	Bank Branch Address Details, City and Country	YES <input type="checkbox"/> (mandatory)	NO <input type="checkbox"/>

Please revert with the details below as an official statement duly signed and stamped by an identified authorized signatory.