

 VENDOR EMPANELMENT - KYC CHECKLIST		
Sr.No.	Features	Documents
1	Accounts of Individuals	a) Passport,
		b) Driving license,
		c) Permanent Account Number (PAN) Card,
		d) Voter's Identity Card issued by Election Commission of India,
		e) Job card issued by Mahatma Gandhi National Rural Employment Guarantee Act (NREGA) duly signed by an officer of the State Government,
		f) Letter issued by the Unique Identification Authority of India containing details of name, address and Aadhaar number.
2	Accounts of Companies	a) Certificate of incorporation;
		b) Memorandum and Articles of Association;
		c) A resolution from the Board of Directors and power of attorney granted to its managers, officers or employees to transact on its behalf;
		d) An officially valid document in respect of managers, officers or employees holding an attorney to transact on its behalf.
3	Accounts of Partnership Firms	a) Registration certificate;
		b) Partnership deed; and
		c) An officially valid document in respect of the person holding an attorney to transact on its behalf.
4	Accounts of Trusts & Foundations	a) Registration certificate;
		b) Trust deed; and
		c) An officially valid document in respect of the person holding a power of attorney to transact on its behalf.
5	Accounts of Unincorporated association or body of individuals / HUF	a) Resolution of the managing body of such association or body of individuals;
		b) Power of attorney granted to him to transact on its behalf;
		c) An officially valid document in respect of the person holding an attorney to transact on its behalf; and
		d) Such information as may be required by the bank to collectively establish the legal existence of such an association or body of individuals.
6	Accounts of Proprietary Concerns	1. Proof of the name, address and activity of the concern (any one)
		- Registration Certificate (in the case of a registered concern), certificate/license issued by the Municipal authorities under Shop & Establishment Act,
		- Sales and Income tax returns,
		- CST / VAT certificate,
		- Certificate / registration document issued by Sales Tax / Service Tax / Professional Tax authorities,
		- License 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.
		2. Any registration / licensing document issued in the name of the proprietary concern by
		- Central Government or State Government Authority / Department.
		- ICE (Importer Exporter Code) issued to the proprietary concern by the office of Director General of Foreign Trade (DGFT)
		3. The complete Income Tax return (not just the acknowledgement) in the name of the sole proprietor where the firm's income is reflected, duly authenticated/ acknowledged by the Income Tax Authorities.
		4. Utility bills such as electricity, water, and landline telephone bills in the name of the proprietary concern.
		Any two of the above documents in the name of the proprietary concern would suffice.

Statutory	Contractual	Financial	Constitutional	Activity Related Documents
PAN Card	NDA - Non Disclosure Agreement	Audited Financial Statement	COI - Certificate of Incorporation	Fidelity Insurance
Passport	MSA - Master Service Agreement	Profit & Loss Balance Sheet	Partnership Deed	COB- Commencement of Business
Aadhaar Card	LOI - Letter Of Intent		MOA - Memorandum and Articles of Association	SLA - Service Level Agreement
Driving License	LOE - Letter Of Exchange		A resolution from the Board of Directors and power of attorney granted to its managers, officers or employees to transact on its behalf	PO / WO
Voters ID			Trust Deed	
Service Tax Registration Certificate				
Utility bills such as electricity, water, and landline telephone bills in the name of the proprietary concern.				