

Check list for compliance with PMS KYC & AML policy

Client Name: _____

Country : _____

Checked in Worldcheck: _____

Worldcheck proof retained: _____

Classification as High Risk

Politically exposed persons (PEP). : _____

Politically exposed persons are individuals who are or have been entrusted with prominent public functions in a foreign country, e.g., Heads of States or of Governments, senior politicians, senior government/judicial/military officers, senior executives of state-owned corporations, important political party officials, etc

Clients in high risk countries (where existence / effectiveness of money laundering controls is suspect or which do not or insufficiently apply FATF standards, where there is unusual banking secrecy, Countries active in narcotics production, Countries where corruption (as per Transparency International Corruption Perception Index) is highly prevalent, Countries against which government sanctions are applied, Countries reputed to be any of the following – Havens / sponsors of international terrorism, offshore financial centers, tax havens, countries where fraud is highly prevalent.

Clients with dubious reputation as per public information available etc

Designated Individuals/Entities as per the consolidated List maintained and established by the 1267 committee of the United Nations Security Council and any additions or deletions to it. This List includes name of the individual and/or entities which are subject to various measures such as freezing of assets/accounts, denial of financial services etc. as approved by Security Council Committee

If the client has an address that is not in an FATF Member /Observer country then treat that client as a high risk client -

<http://www.fatf-gafi.org/countries/> any country that does not have an 'm' or an 'o' in the FATF category: India is an FATF member country

Trust, Charities, NGOs and organizations receiving donations.

Client classified as High Risk as per the above?

Approval of Head PMS – NAM India obtained if client is classified as High Risk:

Additional Due Diligence on High Risk clients:

- a. If it is a trust,
who the beneficiaries (>15% of benefits),
KYC and Worldcheck done for the beneficiaries?
KYC on Trustees and key controllers done?
Declaration of the sources of income of the Trust received?
- b. If it is an NGO,
what they do and how they fund themselves (a self-declaration is ok);
if they have any society registration documents that define their charter;
whether they have BOG exemption (If an NGO does not have BOG approval, this makes them more risky, since audits etc. are not mandatory.)
whether they receive foreign donations and if so,
whether they have FCRA approval
- c. For other High Risk clients,
sources of investible funds received?
If this does not make sense, then reject the client

suspicious transactions of the nature as under observed if any:

- a) give rise to a reasonable ground of suspicion that it may involve the proceeds of crime; or
- b) appears to be made in circumstances of unusual or unjustified complexity ; or
- c) appears to have no economic rationale or bonafide purpose

Some examples:

- a. If transaction sizes do not match with the customer's known sources of income
- b. If the customer wants to do transactions where investments will be made in the name of non-dependent third parties
- c. Where other people are paying funds on behalf of the customer
- d. Where the customer keeps taking out money and then invests again (there is exceptional and unusual churn, which will actually hurt his investments)

Report Suspicious transactions:

Inform Head PMS – NAM India: _____

Provide details to Compliance team who will take the final call on whether the transactions needs to be reported in STR to FIU-IND etc: _____

Prepared by: _____

Checked by: _____

FATCA - CRS Declaration and Supplementary Information**Declaration Form for Individuals***Please consult a tax professional for further guidance regarding your tax residency for FATCA & CRS compliance***NAME:****PAN:** or PAN Exempt KYC Ref No. **(PEKRN)**

Place of Birth

Country of Birth

Nationality ☐ Indian ☐ U.S.☐ Others (Please specify) _____

Tax Residence Address (for KYC address)

☐ Residential☐ Registered Office☐ BusinessAre you a tax resident (i.e., are you assessed for Tax) in any other country outside India? —> Yes ☐ No ☐**If 'No', please proceed for the signature of declaration****If 'Yes', please fill** for All countries **(other than India)** in which you are a Resident for a Resident for tax purpose i.e., where you are a Citizen /

Resident / Green Card Holder / Tax Resident in the respective countries

Sr. No.	Country of Tax Residency	Tax Identification Number or Functional Equivalent	Identification Type (TIN or other, please specify)	If TIN is not available, please tick ✓ the reason A, B or C (as defined below)
1				—> Reason A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>
2				—> Reason A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>

- Reason A - The country where the Account Holder is liable to pay tax does not issue Tax Identification Numbers to its residents.
- Reason B - No TIN required. (Select this reason Only if the authorities of the respective country of tax residence do not require the TIN to be collected)
- Reason C - Others; please state the reason thereof

DECLARATION

I certify that:

- a) the information provided in the Form is in accordance with section 285BA of the Income Tax Act, 1961 read with Rules 114F to 114H of the Income tax Rules, 1962.
- b) the information provided by me/us in the Form, its supporting Annexures as well as in the documentary evidence provided by me/us are, to the best of our knowledge and belief, true, correct and complete and that I/we have not withheld any material information that may affect the assessment/categorization of the account as a Reportable account or otherwise.
- c) I/We permit/authorise the Company to collect, store, communicate and process information relating to the Account and all transactions therein, by the Company and any of its affiliates wherever situated including sharing, transfer and disclosure between them and to the authorities in and/or outside India of any confidential information for compliance with any law or regulation whether domestic or foreign.
- d) I / We undertake the responsibility to declare and disclose within 30 days from the date of change, any changes that may take place in the information provided in the Form, its supporting Annexures as well as in the documentary evidence provided by us or if any certification becomes incorrect and to provide fresh self certification alongwith documentary evidence.
- e) I / We also agree that our failure to disclose any material fact known to us, now or in future, may invalidate our application and the Company would be within its right to put restrictions in the operations of my/our account or close it or report to any regulator and/or any authority designated by the Government of India (GOI) / RBI for the purpose or take any other action as may be deemed appropriate by the Company if the deficiency is not remedied by us within the stipulated period.
- f) I / We hereby accept and acknowledge that the Company shall have the right and authority to carry out investigations from the information available in public domain for confirming the information provided by me / us to the Company.

- g) It shall be my / our responsibilities to educate myself / ourself and to comply at all times with all relevant laws relating to reporting under section 285BA of the Act read with the Rules thereunder.
- h) I/We also agree to furnish such information and/or documents as the Company may require from time to time on account of any change in law either in India or abroad in the subject matter herein.
- l) I/We shall indemnify the Company for any loss that may arise to the Company on account of providing incorrect or incomplete information.

Date: / /

Place:

Signature:

FATCA & CRS TERMS & CONDITIONS

(Note: The Guidance Note / notification issued by the CBDT shall prevail in respect to interpretation of the terms specified in the form)

Details under FATCA & CRS: The Central Board of Direct Taxes has notified Rules 114F to 114H, as part of the Income- tax Rules, 1962, which Rules require Indian Financial institutions such as the Bank to seek additional personal, tax and beneficial owner information and certain certifications and documentation from all our account holders. In relevant cases, information will have to be reported to tax authorities / appointed agencies.

Should there be any change in any information provided by you, please ensure you advise us promptly, i.e., within 30 days.

Please note that you may receive more than one request for information if you have multiple relationships with (Insert FI's name) or its group entities. Therefore, it is important that you respond to our request, even if you believe you have already supplied any previously requested information.

FATCA & CRS INSTRUCTIONS

If you have any questions about your tax residency, please contact your tax advisor. If you are a US citizen or resident or green card holder, please include United States in the foreign country information field along with your US Tax Identification Number.

It is mandatory to supply a TIN or functional equivalent if the country in which you are tax resident issues such identifiers. If no TIN is yet available or has not yet been issued, please provide an explanation and attach this to the form.

In case customer has the following Indicia pertaining to a foreign country and yet declares self to be non-tax resident in the respective country, customer to provide relevant Curing Documents as mentioned below:

FATCA & CRS Indicia observed (ticked)	Documentation required for Cure of FATCA / CRS indicia
U.S. place of birth	<ol style="list-style-type: none"> Self - certification that the account holder is neither a citizen of United States of America nor its resident for tax purposes; Non - US passport or any non- US government issued document evidencing nationality or citizenship (refer list below);AND Any one of the following documents: <ul style="list-style-type: none"> Certified Copy of "Certificate of Loss of Nationality or Reasonable explanation of why the customer does not have such a certificate despite renouncing US citizenship; or Reason the customer did not obtain U.S. citizenship at birth
Residence/mailling address in a country other than India	<ol style="list-style-type: none"> Self - certification that the account holder is neither a citizen of United States of America nor a tax resident of any country other than India; and Documentary evidence (refer list below)
Telephone number in a country other than India	<p>If no Indian telephone number is provided</p> <ol style="list-style-type: none"> Self -certification that the account holder is neither a citizen of United States of America nor a tax resident of any country other than India; and Documentary evidence (refer list below) <p>If Indian telephone number is provided along with a foreign country telephone number</p> <ol style="list-style-type: none"> Self- certification that the account holder is neither a citizen of United States of America nor a tax resident for tax purposes of any country other than India; OR Documentary evidence (refer list below)

List of acceptable documentary evidence needed to establish the residence(s) for tax purposes:

- Certificate of residence issued by an authorized government body*
- Valid identification issued by an authorized government body* (e.g. Passport, National Identity card, etc.)

***Government or agency thereof or a municipality of the country or territory in which the payee claims to be a resident.**

Details of FATCA & CRS information For Non-Individuals / Legal Entity

Name of the entity																																								
Type of address given at KRA	Residential or Business										Residential										Business										Registered Office									
PAN											Date of incorporation										D D / M M / Y Y Y Y																			
City of incorporation																																								
Country of incorporation																																								

Please tick the applicable tax resident declaration-

1. Is "Entity" a tax resident of any country other than India ☐ Yes ☐ No ☐
 (If yes, please provide country/ies in which the entity is a resident for tax purposes and the associated Tax ID number below.)

Country	Tax Identification Number %	Identification Type (TIN or Other, please specify)

³Incase Tax Identification Number is not available, kindly provide its functional equivalent³

In case TIN or its functional equivalent is not available, please provide Company Identification number or Global Entity Identification Number or GIN, etc.

Incase the Entity's Country of Incorporation / Tax residence is U. S. but entity is not a Specified U. S. Person, mention Entity's exemption code here _____

Please refer to para 3(vii) Exemption code for U. S. persons under Part D of FATCA instructions & Definitions

FATCA & CRS Declaration

(Please consult your professional tax advisor for further guidance on FATCA & CRS classification)

PART A (to be filled by Financial Institutions or Direct Reporting NFEs)

1. We are a, **Global Intermediary Identification Number (GIIN)**
 Financial institution³ ☐ *Note: If you do not have a GIIN but you are sponsored by another entity, please provide your sponsor's GIIN above and indicate your sponsor's name below*
 or ☐
 Direct reporting NFE⁴ ☐
 (Please tick as appropriate) ☐ Name of sponsoring entity _____

GIIN not available (Please tick as applicable) ☐ **Applied for**

If the entity is financial institution, ☐ Not required to apply for- please specify 2 digits sub- category¹⁰

☐ Not obtained – Non-participating FI

2. Trustee Documented Trust : Yes / No.

If Yes:

Name of the Trustee:

GIIN of the Trustee :

3. Owner documented Financial Institution: Yes / No.

If yes, each controlling person should fill the complete details in the Controlling Person declaration

4. If Other than India and USA, then Other Reportable Person: Yes / No.

If No, provide exclusion No. _____.

Also provide the relevant exclusion as mentioned below, and give reference for the same above.

No.	Type of Entity
1	a corporation, the stock of which is regularly traded on one or more established securities markets
2	any corporation that is a related entity of a corporation mentioned in item
3	a Governmental entity
4	an International organization
5	a Central bank
6	a financial institution

PART B (Please fill any one as appropriate "to be filled by NFEs other than Direct Reporting NFEs")	
1. Is the Entity a publicly traded company (that is, a company whose shares are regularly traded on an established securities market) No <input type="checkbox"/>	Yes <input type="checkbox"/> (If yes, please specify any one stock exchange on which the stock is regularly traded) Name of stock exchange _____
2. Is the Entity a related entity of a publicly traded company (a company whose shares are regularly traded on an established securities market) No <input type="checkbox"/>	Yes <input type="checkbox"/> (If yes, please specify name of the listed company and one stock exchange on which the stock is regularly traded) Name of listed company _____ Nature of relation: <input type="checkbox"/> Subsidiary of the Listed Company or <input type="checkbox"/> Controlled by a Listed Company Name of stock exchange _____
3. Is the Entity an active ¹ non-financial Entity (NFE) No <input type="checkbox"/>	Yes <input type="checkbox"/> Nature of Business _____ Please specify the sub-category of Active NFE <input type="checkbox"/> <input type="checkbox"/> (Mention code—refer 2c of Part D)
4. Is the Entity a passive ² NFE No <input type="checkbox"/>	Yes <input type="checkbox"/> (If yes, please fill UBO declaration in the next section.) Nature of Business _____

¹Refer 2 of Part D | ²Refer 3(ii) of Part D | ³Refer 1(i) | ⁴Refer 3(vi) of Part D |

* If passive NFE, please provide below additional details for each of Controlling person. (Please attach additional sheets if necessary)					
Name and PAN / Any other Identification Number		Occupation Type - Service, Business, Others		DOB - Date of Birth	
1. Name & PAN		Address Type		DOB	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
City of Birth		Postal Address		Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Country of Birth				Others	<input type="checkbox"/>
Occupation Type		Postal Code		City	<input type="text"/>
Nationality		State Code		TIN	<input type="text"/>
Father's Name		Country Code			
1. Name & PAN		Address Type		DOB	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
City of Birth		Postal Address		Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Country of Birth				Others	<input type="checkbox"/>
Occupation Type		Postal Code		City	<input type="text"/>
Nationality		State Code		TIN	<input type="text"/>
Father's Name		Country Code			
1. Name & PAN		Address Type		DOB	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
City of Birth		Postal Address		Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Country of Birth				Others	<input type="checkbox"/>
Occupation Type		Postal Code		City	<input type="text"/>
Nationality		State Code		TIN	<input type="text"/>
Father's Name		Country Code			

*Additional details to be filled by controlling persons with tax residency/ permanent residency / citizenship / Green Card in any country other than India:

*To include US, where controlling person is a US citizen or green cardholder

*Incase Tax Identification Number is not available, kindly provide functional equivalent

FATCA - CRS Terms and Conditions

I / We certify that:

- a) the information provided in the Form is in accordance with section 285BA of the Income Tax Act, 1961 read with Rules 114F to 114H of the Income tax Rules, 1962.
- b) the information provided by me/us in the Form, its supporting Annexures as well as in the documentary evidence provided by me/us are, to the best of our knowledge and belief, true, correct and complete and that I/we have not withheld any material information that may affect the assessment/categorization of the account as a Reportable account or otherwise.
- c) I/We permit/authorise the Company to collect, store, communicate and process information relating to the Account and all transactions therein, by the Company and any of its affiliates wherever situated including sharing, transfer and disclosure between them and to the authorities in and/or outside India of any confidential information for compliance with any law or regulation whether domestic or foreign.
- d) I / We undertake the responsibility to declare and disclose within 30 days from the date of change, any changes that may take place in the information provided in the Form, its supporting Annexures as well as in the documentary evidence provided by us or if any certification becomes incorrect and to provide fresh self-certification alongwith documentary evidence.
- e) I / We also agree that our failure to disclose any material fact known to us, now or in future, may invalidate our application and the Company would be within its right to put restrictions in the operations of my/our account or close it or report to any regulator and/or any authority designated by the Government of India (GOI) /SEBI for the purpose or take any other action as may be deemed appropriate by the Company if the deficiency is not remedied by us within the stipulated period.
- f) I / We hereby accept and acknowledge that the Company shall have the right and authority to carry out investigations from the information available in public domain for confirming the information provided by me / us to the Company.
- g) It shall be my / our responsibilities to educate myself / ourself and to comply at all times with all relevant laws relating to reporting under section 285BA of the Act read with the Rules thereunder.
- h) I/We also agree to furnish such information and/or documents as the Company may require from time to time on account of any change in law either in India or abroad in the subject matter herein.
- i) I/We shall indemnify the Company for any loss that may arise to the Company on account of providing incorrect or incomplete information.
- j) I / We certify that I/we have the capacity to sign for the Entity as per CBDT rules/SEBI guidelines.

Part C : Certification

I certify that:

- a) the information provided in the Form is in accordance with section 285BA of the Income Tax Act, 1961 read with Rules 114F to 114H of the Income tax Rules, 1962.
- b) the information provided by me/us in the Form, its supporting Annexures as well as in the documentary evidence provided by me/us are, to the best of our knowledge and belief, true, correct and complete and that I/we have not withheld any material information that may affect the assessment/categorization of the account as a Reportable account or otherwise.
- c) I/We permit/authorise the Company to collect, store, communicate and process information relating to the Account and all transactions therein, by the Company and any of its affiliates wherever situated including sharing, transfer and disclosure between them and to the authorities in and/or outside India of any confidential information for compliance with any law or regulation whether domestic or foreign.
- d) I / We undertake the responsibility to declare and disclose within 30 days from the date of change, any changes that may take place in the information provided in the Form, its supporting Annexures as well as in the documentary evidence provided by us or if any certification becomes incorrect and to provide fresh self-certification along with documentary evidence.
- e) I / We also agree that our failure to disclose any material fact known to us, now or in future, may invalidate our application and the Company would be within its right to put restrictions in the operations of my/our account or close it or report to any regulator and/or any authority designated by the Government of India (GOI) / SEBI for the purpose or take any other action as may be deemed appropriate by the Company if the deficiency is not remedied by us within the stipulated period.
- f) I / We hereby accept and acknowledge that the Company shall have the right and authority to carry out investigations from the information available in public domain for confirming the information provided by me / us to the Company.
- g) It shall be my / our responsibilities to educate myself / ourself and to comply at all times with all relevant laws relating to reporting under section 285BA of the Act read with the Rules thereunder.
- h) I/We also agree to furnish such information and/or documents as the Company may require from time to time on account of any change in law either in India or abroad in the subject matter herein.
- i) I/We shall indemnify the Company for any loss that may arise to the Company on account of providing incorrect or incomplete information.
- j) I / We certify that I/we have the capacity to sign for the Entity as per CBDT rules/SEBI guidelines. The information provided in the Form is in accordance with section 285BA of the Income Tax Act, 1961 read with Rules 114F to 114H of the Income tax Rules, 1962.

Date: / /

Name

Designation

**SIGN
HERE**

First / Sole Applicant / Guardian/
Authorised Signatory

Second Applicant/
Authorised Signatory

Third Applicant/
Authorised Signatory

PART D FATCA Instructions & Definitions

(Note: The Guidance Note/notification issued by the CBDT shall prevail in respect to interpretation of the terms specified in the form)

- 1 (i) Financial Institution (FI)- The term FI means any financial institution that is a Depository Institution, Custodial Institution, Investment Entity or Specified Insurance company, as defined.
- 1 (ii) Depository institution: is an entity that accepts deposits in the ordinary course of banking or similar business.
- 1 (iii) Custodial institution is an entity that holds as a substantial portion of its business, holds financial assets for the account of others and where its income attributable to holding financial assets and related financial services equals or exceeds 20 percent of the entity's gross income during the shorter of-
- (i) The three financial years preceding the year in which determination is made; or
 - (ii) The period during which the entity has been in existence, whichever is less.
- 1 (iv) Investment entity is any entity:
- (a) That primarily conducts a business or operates for or on behalf of a customer for any of the following activities or operations for or on behalf of a customer
 - (i) Trading in money market instruments (cheques, bills, certificates of deposit, derivatives, etc.); foreign exchange; exchange, interest rate and index instruments; transferable securities; or commodity futures trading; or Individual and collective portfolio management; or
 - (ii) Investing, administering or managing funds, money or financial asset or money on behalf of other persons;
 - or
 - (b) The gross income of which is primarily attributable to investing, reinvesting, or trading in financial assets, if the entity is managed by another entity that is a depository institution, a custodial institution, a specified insurance company, or an investment entity described above. An entity is treated as primarily conducting as a business one or more of the 3 activities described above, or an entity's gross income is primarily attributable to investing, reinvesting, or trading in financial assets of the entity's gross income attributable to the relevant act equals or exceeds 50 percent of the entity's gross income during the shorter of:
 - (i) The three-year period ending on 31 March of the year preceding the year in which the determination is made; or
 - (ii) The period during which the entity has been in existence. The term "Investment Entity" does not include an entity that is an active non-financial entity as per codes 04, 05, 06 and 07-refer point (2c.)
- 1 (v) Specified Insurance Company: Entity that is an insurance company (or the holding company of an insurance company) that issues, or is obligated to make payments with respect to, a Cash Value Insurance Contract or an Annuity Contract.

- 1 (vi) FI not required to apply for GILN: Refer Rule 114F(5) of Income Tax Rules, 1962 for the conditions to be satisfied as "non-reporting financial institution and Guidance issued by CBDT in this regard.

A. Reasons why FI not required to apply for GILN:

Code	Sub-category
01	Governmental Entity, International Organization or Central Bank
02	Treaty Qualified Retirement Fund; a Broad Participation Retirement Fund; a Narrow Participation Retirement Fund; or a Pension Fund of a Governmental Entity, International Organization or Central Bank
03	Non-public fund of the armed forces, an employees' state insurance fund, a gratuity fund or a provident fund
04	Entity is an Indian FI solely because it is an investment entity
05	Qualified credit card issuer
06	Investment Advisors, Investment Managers & Executing Brokers
07	Exempt collective investment vehicle
08	Trust
09	Non-registering local banks
10	FFI with only Low-ValueAccounts
11	Sponsored investment entity and controlled foreign corporation
12	Sponsored, Closely Held Investment Vehicle

2. Active Non-financial entity (NFE) : (any one of the following): Refer Explanation (A) to 114F(6) of Income Tax Rules, 1962 for details.

Code	Sub-category
01	Less than 50 percent of the NFE's gross income for the preceding financial year is passive income and less than 50 percent of the assets held by the NFE during the preceding financial year are assets that produce or are held for the production of passive income;
02	The stock of the entity is regularly traded on an established securities market or the non-financial entity is a related entity of an entity, the stock of which is regularly traded on an established securities market.
03	The NFE is a Governmental Entity, an International Organization, a Central Bank, or an entity wholly owned by one or more of the foregoing;
04	Substantially all of the activities of the NFE consist of holding (in whole or in part) the outstanding stock of, or providing financing and services to, one or more subsidiaries that engage in trades or businesses other than the business of a Financial Institution, except that an entity shall not qualify for this status if the entity functions as an investment fund, such as a private equity fund, venture capital fund, leveraged buy out fund, or any investment vehicle whose purpose is to acquire or fund companies and then hold interests in those companies as capital assets for investment purposes;
05	The NFE is not yet operating a business and has no prior operating history, but is investing capital in to assets with the intent to operate a business other than that of a Financial Institution, provided that the NFE shall not qualify for this exception after the date that is 24 months after the date of the initial organization of the NFE;
06	The NFE was not a Financial Institution in the past five years, and is in the process of liquidating its assets or is reorganizing with the intent to continue or recommence operations in a business other than that of a Financial Institution;
07	The NFE primarily engages in financing and hedging transactions with, or for, Related Entities that are not Financial Institutions, and does not provide financing or hedging services to any Entity that is not a Related Entity, provided that the group of any such Related Entities is primarily engaged in a business other than that of a Financial Institution;
08	<p>Any NFE that full fills all of the following requirements:</p> <p>(I) It is established and operated in India exclusively for religious, charitable, scientific, artistic, cultural, athletic, or educational purposes; or it is established and operated in India and it is a professional organization, business league, chamber of commerce, labor organization, agricultural or horticultural organization, civic league or an organization operated exclusively for the promotion of social welfare;</p> <p>(II) It is exempt from income tax in India;</p> <p>(III) It has no share holders or members who have a proprietary or beneficial interest in its income or assets;</p> <p>The applicable laws of the NFE's country or territory of residence or the NFE's formation documents do not permit any income or assets of the NFE to be distributed to, or applied for the benefit of, a private person or non-charitable Entity other than pursuant to the conduct of the NFE's charitable activities, or as payment of reasonable compensation for services rendered, or as payment of representing the fair market value of property which the NFE has purchased; and The applicable laws of the NFE's country or territory of residence or the NFE's formation documents require that, upon the NFE's liquidation or dissolution, all of its assets be distributed to a governmental entity or other non-profit organization, or escheat to the government of the NFE's country or territory of residence or any political subdivision thereof.</p> <p>Explanation. - For the purpose of this sub-clause, the following shall be treated as full filling the criteria provided in the said sub clause, namely :-</p> <p>(I) An Investor Protection Fund referred to in clause (23EA);</p> <p>(II) A Credit Guarantee Fund Trust for Small Industries referred to in clause 23EB; and</p> <p>(III) An Investor Protection Fund referred to in clause (23EC), of section 10 of the Act;</p>

3. Other definitions*(i) Related entity*

An entity is a 'related entity' of another entity if either entity controls the other entity, or the two entities are under common control. For this purpose, control includes director indirect ownership of more than 50% of the votes and value in an entity

(ii) Passive NFE

The term passive NFE means

- (i) any non-financial entity which is not an active non - financial entity;
- or
- (ii) an investment entity defined in clause (iv) (b) of these instructions
- (iii) a with holding foreign partnership or with holding foreign trust;

(iii) Passive income

The term passive income includes income by way of :

- (1) Dividends,
- (2) Interest
- (3) Income equivalent to interest,
- (4) Rents and royalties, other than rents and royalties derived in the active conduct of a business conducted, at least in part, by employees of the NFE
- (5) Annuities
- (6) The excess of gains over losses from the sale or exchange of financial assets that gives rise to passive income
- (7) The excess of gains over losses from transactions (including futures, forwards, options and similar transactions) in any financial assets,
- (8) The excess of foreign currency gains over foreign currency losses
- (9) Net income from swaps
- (10) Amounts received under cash value insurance contracts

But passive income will not include, in case of a non - financial entity that regularly acts as a dealer in financial assets, any income from any transaction entered in to in the ordinary course of such dealer's business as such a dealer.

(iv) Controlling persons

Controlling persons are natural persons who exercise control over an entity and includes a beneficial owner under sub-rule (3) of rule 9 of the Prevention of Money-Laundering (Maintenance of Records) Rules, 2005.

In determining the beneficial owner, the procedure specified in the following circular as amended from time to time shall be applied, namely:-

- i. DBOD.AML.BC. No.71/14.01.001/20 12-13, issued on the 18th January, 2013 by the Reserve Bank of India; or
- ii. CIR/MIRSD/2/2013, issued on the 24th January, 2013 by the Securities and Exchange Board of India; or
- iii. IRDA/SDD/GDL/CIR/019/02/2013, issued on the 4th February, 2013 by the Insurance Regulatory and Development Authority.

In the case of trust, the controlling person means the settler of the trust, the trustees, the protector (if any), the beneficiaries or class of beneficiaries, and any other natural person exercising ultimate effective control over the trust, and in the case of a legal arrangement other than a trust, the said expression means the person in equivalent or similar position;

(A) Controlling Person Type:	
Code	Sub-category
01	Cp of legal person-ownership
02	Cp of legal person-othermeans
03	Cp of legal person-senior managing official
04	Cp of legal arrangement -trust-settlor
05	CP of legal arrangement-trust-trustee
06	Cp of legal arrangement-trust-protector
07	CP of legal arrangement-trust-beneficiary
08	CP of legal arrangement-trust-other
09	Cp of legal arrangement-Other-settlor equivalent
10	CP of legal arrangement-Other-trustee equivalent
11	CP of legal arrangement-Other-protector equivalent
12	Cp of legal arrangement-Other-beneficiary equivalent
13	CP of legal arrangement-Other-other equivalent
14	Unknown

(v) Specified U. S. person – A U. S. person other than the following:

- (i) A corporation the stock of which is regularly traded on one or more established securities markets;
- (ii) Any corporation that is a member of the same expanded affiliated group, as defined in section 1471(e)(2) of the U. S. Internal Revenue Code, as a corporation described in clause (i);
- (iii) The United States or any wholly owned agency or instrumentality thereof;
- (iv) Any State of the United States, any U. S. Territory, any political subdivision of any of the foregoing, or any wholly owned agency or instrumentality of any one or more of the foregoing;
- (v) Any organization exempt from taxation under section 501(a) of the U. S. Internal Revenue Code or an individual retirement plan as defined in section 7701(a)(37) of the U. S. Internal Revenue Code;
- (vi) Any bank as defined in section 581 of the U. S. Internal Revenue Code;
- (vii) Any real estate investment trust as defined in section 856 of the U. S. Internal Revenue Code;
- (viii) Any regulated investment company as defined in section 851 of the U. S. Internal Revenue Code or any entity registered with the U. S. Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. 80a-64);
- (ix) Any common trust fund as defined in section 584(a) of the U. S. Internal Revenue Code;
- (x) Any trust that is exempt from tax under section 664(c) of the U. S. Internal Revenue Code or that is described in section 4947(a)(1) of the U. S. Internal Revenue Code;
- (xi) A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any State;
- (xii) A broker as defined in section 6045(c) of the U. S. Internal Revenue Code; or
- (xiii) Any tax-exempt trust under a plan that is described in section 403(b) or section 457 (g) of the U. S. Internal Revenue Code.

(vi) Direct reporting NFE

A direct reporting NFFE means a NFFE that elects to report information about its direct or indirect substantial U. S. owners to the IRS.

<i>(vii) Exemption code for U. S. persons (Refer 114F(9) of Income Tax Rules, 1962 for details)</i>	
<i>Code</i>	<i>Sub-category</i>
A	An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)
B	The United States or any of its agencies or instrumentalities
C	A state, the District of Columbia, a possession of the United States, or any of their political sub divisions or instrumentalities
D	A corporation the stock of which is regularly traded on one or more established securities markets, as described in Reg. section 1.1472-1(c)(1)(i)
E	A corporation that is a member of the same expanded affiliated group as a corporation described in Reg. section 1.1472-1(c)(1)(i)
F	A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state
G	A real estate investment trust
H	A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940
I	A common trust fund as defined in section 584(a)
J	A bank as defined in section 581
K	A broker
L	A trust exempt from tax under section 664 or described in section 4947 (a)(1)
M	A tax exempt trust under a section 403(b) plan or section 457 (g) plan

ON THE LETTERHEAD OF COMPANY/ TRUST

Format

"For Reference Purpose Only"

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED BY THE BOARD OF DIRECTORS/ TRUSTEES AT THE MEETING OF _____
_____ HELD ON THE _____
_____ DAY OF AT _____

"Resolved that the Company/ Trust appoint Nippon Life India Asset Management Limited (Formerly known as Reliance Nippon Life Asset Management Limited) as its Portfolio Manager to provide portfolio management and other administrative services for the funds/value of funds decided to be deployed by the Company/ Trust".

Resolved further that Mr. _____ Director/ Trustee or
Mr. _____ Director/ Trust from time to time and do all such acts deeds
and things including but not limited to opening Bank account. Demat Account. Broker Account and completion of other necessary formalities
incidental thereto and to sign all necessary agreement/ deeds/ documents/ papers as may be required to be signed for and to take necessary
action to give effect to this resolution.

Certified to be true

For _____
Director/ Company Secretary/ Trustee

Suggested Format of the letter of authority to the Partners of a Partnership of Partnership Firm

We, the partners of _____ (firm) authorize _____ partner of the firm servally to invest/
disinvest in the Portfolio Management Service rendered by Nippon Life India Asset Management Limited (Formerly known as Reliance Nippon
Life Asset Management Limited) on behalf of the firm from time to time and do all such acts, deeds and things including but not limited
to opening Bank account, Demat Account, Broker Account and completion of other necessary formalities incidental thereto and to sign all
necessary agreement/ deed/ documents/ papers as may be required to be signed for and to take necessary action to give effect to the same.

(Signature of all the Partners of the firm)

Instructions / check list for filing KYC form

A. Important Points:

1. Self attested copy of PAN card is mandatory for all clients, including Promoters/ Partners/ Karta/ Trustee and whole time directors and persons authorized to deal in securities on behalf of company/ firm/ others.
2. Copies of all documents submitted by the applicant should be self- attested and accompanied by originals for verifications. In case the original of any documents is not produces for verifications, then the copies should be properly attested by entities authorized for attesting the documents, as per the below mentioned list.
3. If any proof of identity or address is in a foreign language, the translation into English is required.
4. Name & address of the applicant mentioned on the KYC form, should match with the documentary proof submitted.
5. If correspondence & permanent address are different, them proofs for both have to be submitted.
6. Sole proprietor must make the applications in his individual name & capacity.
7. For Non-residents and foreign nationals, (allowed to trade subject to RBI and FEMA guidelines), copy of passport/ PIO Card/ OCI Card and overseas address is mandatory.
8. For foreign entities, CIN is optional; and in the absence of DIN no. Of the directors, their passport copy should be given.
9. In case Merchant Navy NRI's, Mariner's declaration or certified copy of CDC (Continuous Discharge Certificate) should be Submitted
10. For opening an account with Depository participant or Mutual Fund, for minor, photocopy of the School Leaving Certificate/ Marksheet issued by Higher secondary Board/ Passport of Minor/ Birth Certificate must be provided.
11. Politically Exposed Persons (PEP) are defined as individuals who are or have been entrusted with prominent public functions in foreign country, e.g. Heads of States or of Government, senior politicians, senior Government/ judicial/ military officers, senior executives of state owned corporation, important political party officials, etc.

B. Proof of Identity (POI): List of documents admissible as proof of Identity:

1. Unique Identification Number (UID) (Aadhaar)/ Passport/ Voter ID card/ Driving license.
2. PAN card with photograph.
3. Identity card/ document with applicant's Photo, issued by any of the following: Central/ state Government and its Departments, Statutory/ Regulatory authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, College affiliated to Universities, Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members; and Credits cards/ Debit Cards issued by Banks.

C. Proof of Address (POA): List of documents admissible as Proof of Address:

(Documents having expiry date should be valid on the date of submission)\

1. Passport/ Voters Identity Card/ ration Card/ Registered lease or Sale Agreement of Residence/ Driving License/ Flat Maintenance bill/ Insurance Copy.
2. Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill- Not more than 3 months old.
3. Bank Accounts Statements/ Passport – Not more than 3 months old.
4. Self-declaration by High Court and supreme court judges, giving the new address in respect of their own accounts.
5. Proof of address issued by any of the following: Bank Managers of Scheduled Commercial Banks/ Scheduled Co- Operative Bank/ Multinational Foreign Banks/ Gazetted Officer/ Notary public/ Elected representative to the Legislative Assembly/ Parliament/ Documents issued by any Govt. Or Statutory Authority.
6. Identity Card/ Document with address, issued by any of the following: Central/ State Governments and its Departments, Statutory/ Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, College Affiliated to Universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members.
7. For FII/sub account, Power of attorney given by FII/sub account to the custodians (which are duly notarized and /or apostilled or consularised) that gives the registered address should be taken.
8. The proof of address in the name of the spouse may be accepted.

D. Exemptions/clarifications to PAN

(Sufficient documentary evidence in support of such claims to be collected.)

1. In case of transactions undertaken on behalf of Central Government and/ or State Government and by official appointed by Courts e.g. Official liquidator, Court receiver etc.
2. Investors residing in the state of Sikkim
3. UN entities/ multilateral agencies exempt from paying taxes, filing tax returns in India.
4. SIP of Mutual Funds upto Rs. 50,000/- p.a.
5. In case of institutional clients, namely. FIIs, MFs, VCFs, FVCIs, Scheduled Commercial Banks, Multilateral and bilateral development Financial Institutions, State Industrial development corporations, Insurance Companies registered with IRDA and Public Financial Institutions as defined under section 4A of the Companies Act, 1956, Custodians shall verify the PAN card details with the originals PAN card and provide duly certified copies of such verified PAN details to the intermediary.

E. List of people authorised to attest the documents:

1. Notary Public, Gazetted Officer, Manager of a Scheduled Commercial/ Co-operative Bank or Multinational Foreign Banks (Name, Designation & Seal should be affixed on the copy).
2. In Case of NRIs, authorised officials of overseas branches of Scheduled Commercial Banks registered in India, Notary Public, Court Magistrate, Judge, Indian embassy/ Consulate General in the country where the client resides are permitted to attest the documents.

Checklist for Documentation

Checklist for the Portfolio Management Services Agreement

Yes/ No/ Remarks

• The document is initiated / signed by all the Applicants	
• The details in all blank spaces have been filled and initiated	
• Name and signature of the witness	
• Alterations, if any, have been countersigned	

Checklist for Investor Profiling form

Yes/ No/ Remarks

• All the details in the investor profiling form have been filled in (including address, Pan details, Investment details, disclosure of interest, nomination etc)	
• All applicants/ signatories have signed the form	
• Alterations, if any, have been countersigned	
• Copy of TAN allotment letter, if applicable	
• Copy of the cheque/ direct transfer instruction for the applicant amount	
• All the supporting documents have been enclosed (depending upon the category of the investor) as follows:	

List of documents required to be submitted along with the Client Profiling Form and Portfolio Management Services Agreement

Individual

Yes/ No/ Remarks

• Copy of Pan Card	
• Aadhar Card	
• Proof of Address Copy of Passport/ Driving license/ Bank Passbook/ Ration Card/ electricity Bill (Not more than 2 months old)	
• Cancelled Cheque Copy/ Source of Funds	
• Fee Details to be filled and handwritten declaration required on fee page	
• STP form to be filled	
• Din Number to mentioned	

Note : In case of joint holders, all the above documents are required for all holders

Companies/ Body Corporate

Yes/ No/ Remarks

<ul style="list-style-type: none"> • Certified copy of the Board resolution <ul style="list-style-type: none"> (i) For Investments in PMS (ii) For authorized signatories for participants and withdrawals in PMS and to sign all the agreements and necessary documents. 	
• List of Authorised Signatory and Directors (Aadhar card required of Authorised Signatory and UBO)	
• Certified copy of the memorandum and articles of association of the company highlighting the clause permitting the company to invest in securities (List of Directors)	
• Copy of PAN Card & Address (Company, Authorised Signatory, UBO, Director)	
• Copy of TAN allotment letter	
• Copies of balance sheets for last two financial years (to be submitted every year)	
• Copy of latest share holding pattern including list of all holding control either directly or indirectly, in the company in terms of SEBI takeover Regulations, duly certified by the company secretary/ Whole time director/ MD (to be submitted every year).	
• Last two years Audited Balance Sheet	
• UBO, Source of Fund, Cancelled Cheque Copy	

Partnership Firm

Yes/ No/ Remarks

• Copy of the partnership deed duly attested by any of the partners and authorizing them to invest in PMS	
• Registrations certificate, if the partnership firm is registered	
• List containing names and signatures of the partners attested by the Bank.	
• Authorisation Letter (signed by all partners) (i) For Investments in PMS	
• NSDL NOC and NOC from all partners to appoint authorized signatories	
• Power of attorney granted to a partner, employee of the firms to transact business on its behalf, if any	
• Copy of PAN Card	
• Copy of TAN allotment letter	
• List of Partner, UBO, Source of Fund, Aadhar Card of Authorised Signatory and UBO	
• Copies of balance sheets for last two financials years (To be submitted every year)	

Trust

Yes/ No/ Remarks

• Certified of registration, if the Trust is registered	
• Certified copy of the Trust Deed authorizing the Trust to invest in PMS	
• Certified copy of the resolution/ authorization letter passed by the Trustees authorizing the persons for participations and withdrawals in PMS and to sign all the agreements and necessary documents	
• List of Trustee and signatures, authorized as per the above resolutions, duly attested by the Bank/ Secretary of the Trust on the Trust Letterhead	
• Power of attorney granted to transact business on its behalf, if any	
• Copy of PAN Card	
• Copies of balance sheets for last two financials years (To be submitted every year)	

HUF

Yes/ No/ Remarks

• Certified list of all members of the HUF (karta and co-parceners)	
• Copy of PAN card of HUF	
• Proof of Address Copy of Income tax Return/ Bank statement/ Telephone Bill/ Electricity Bill	
• Proof of identity of the Karta Copy of Passport/ PAN card/ Driving license/ Voter ID	
• List of Coparcener, in case of HUF	
• Cancelled Cheque Copy/ Source of Funds	

Co-operative Societies

Yes/ No/ Remarks

• Certified copy of the Registration Certificate and Bye Laws highlighting the clause permitting to invest in securities	
• Certified copy of the Resolution (i) For Investments in PMS (ii) For authorized signatories for participants and withdrawals in PMS and to sign all the agreements and necessary documents.	
• List of members (as per above resolution) and signatures attested by the bankers	
• Copy of PAN card	
• Copies of balance sheets for last two financials years (To be submitted every year)	

Minor	Yes/ No/ Remarks
• Proof of age of the minor (copy of birth certificate/ passport copy/ school leaving certificate etc)	
• Copy of PAN card of the Guardian	
• Provide the photograph of the guardian	
• PAN and Address Proof of Minor and Guardian	
• Aadhar copy of Minor and Guardian	
• Cancelled cheque copy and source of Funds	

NRI	Yes/ No/ Remarks
• Duly notarized Power of Attorney executed in favour of the Portfolio Manager	
• Custody documentation for account opening	
• Pan Copy	
• Overseas Address proof	
• Local Address proof required	
• Visa copy	
• Latest Immigration stamp not more than 6 months	
• Bank proof to be shared as AML Supporting	
• Tin Number to be mentioned if Tax residency ticked as overseas except Saudi countries.	
• If any proof of identity or address is in a foreign language, then translation into English is required.	

Power of Attorney	Yes/ No/ Remarks
• Original Power of Attorney on a certified copy duly notarized should be submitted with the application. The POA documents should contain the signatures of both the applicant and the constituted attorney.	
• Proof of identity and address of the POA holder.	

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