

Document Checklist:

Entity Type	Guidelines / Documents to be Obtained
Sole Proprietorship	<ul style="list-style-type: none"> • ReKYC Form and CKYC Annexure • CAT A Existence proof* in the name of firm • CAT B Existence proof* in the name of firm (At least one document from CAT A is mandatory) • GSTIN (As applicable based on Turnover of entity) • Address proof of firm • Revised Individual FATCA/CRS Annexure • In case of regulated entity, copy of license/approval from the respective regulator (e.g. RBI / SEBI / IRDA / NHB / etc.) • Photograph, ID & Address proof of Authorised signatories, as per KYC policy • Name of proprietor should be established at least from one of the existence proofs. <p>*Existence proof should contain firm name as well as proprietor's name</p>
Partnership Firm	<ul style="list-style-type: none"> • ReKYC Form and CKYC Annexure – Signature as per Mode of operation • PAN Card in the name of Firm • Partnership Deed (Along with old chain of deed) • Address proof of Partnership firm • Registration Certificate if the Partnership Firm is Registered with registrar of firms. • Revised Non-Individual FATCA/CRS Annexure • In case of regulated entity, copy of license / approval from the respective regulator (e.g. RBI / SEBI / IRDA / NHB / etc.) • Photograph, ID & Address proof of Authorised signatories, Beneficial Owner/Senior managing official as per Banks KYC guidelines.
Private Ltd Companies/ Public Ltd companies	<ul style="list-style-type: none"> • ReKYC form and CKYC Annexure – Signed as per Mode of operation • PAN in the name of entity • Certificate of Incorporation • Latest list of Directors on Letter head signed by Director or CS (This should match with MCA site. If there is mismatch then Form 32 with ROC receipt for appointment or resignation as per latest KYC circular) • Address proof in the name of company (If differ from certificate of Incorporation) • Non-Individual FATCA/CRS Annexure (If not updated) • In case of regulated entity, copy of license / approval from the respective regulator (e.g. RBI / SEBI / IRDA / NHB etc.) • Photograph, ID & Address proof of Authorised signatories & Beneficial Owner/Senior Managing officials as per Banks KYC guidelines • MCA site Company Master printout (Status of Company should be "Active").
LLP (Limited Liability Partnership Firm)	<ul style="list-style-type: none"> • ReKYC form and CKYC Annexure – Signed as per Mode of operation • PAN in the name of LLP • Certificate of Incorporation • Latest LLP agreement (Along with Old chains of deed/agreement) • Latest list of Designated Partners on Letter head with DPIN signed by Designated Partner. This list should match with MCA site or else Form 3 / 4 should be provided with ROC receipt. • Address proof in the name of LLP (If differ from certificate of incorporation)

	<ul style="list-style-type: none"> • Non-Individual FATCA/CRS Annexure • In case of regulated entity, copy of license / approval from the respective regulator (e.g. RBI / SEBI / IRDA / NHB / etc.) • Photograph, ID & Address proof of Authorised signatories & Beneficial Owner/Senior Managing officials as per Banks KYC guidelines • MCA site Company Master printout (Status of Company should be " Active")
HUF (Hindu undivided Family)	<ul style="list-style-type: none"> • ReKYC form and CKYC Annexure • PAN Card in the name of HUF • Address proof in the name of HUF • HUF declaration signed by All Co-parceners and Karta • Non-Individual FATCA/CRS Annexure • In case of regulated entity, copy of license/approval from the respective regulator (e.g. RBI / SEBI / IRDA / NHB / etc) • Photograph, ID & Address proof of Authorised signatories as per Banks KYC guidelines
Local Authority/ Department/ Agencies/ Defense/ Designation Account/ Gram panchayat/ Primary Health Centres (PHC)/ Aanganwadi/ Village Water Sanitation Committee (VWSC) & other similar entities / Government Scheme Account/ Education Institutes/ Judicial/ Court/ Debt Tribunal Recovery.	<ul style="list-style-type: none"> • Latest Non-Individual Re-KYC form. • In case of Savings Bank account, Office Order specifically confirming account is being maintained as per the eligibility criteria for opening/ maintaining Savings account as mentioned in Schedule – I of RBI Master Direction on Interest Rate on Deposit, 2016 (refer Point 3 – Eligibility criteria for opening Savings Bank account) • Address proof: o Proof in the name of Government or Local authority (please refer latest non-individual KYC circular) OR; <ul style="list-style-type: none"> ○ Office Order along with Positive CPV ○ If there is a change in office address, Office Order confirming the new address along with Positive CPV/Address Proof needs to be taken. • PAN / Form 60 in the name of the authority - If applicable and not already updated in System (please refer latest Govt Account circular and global mailer for PAN/ Form 60 applicability) • FATCA / CRS, only if <ul style="list-style-type: none"> ○ the address is changed to and from foreign address ○ If FATCA/CRS details not updated in existing Customer ID. • Photograph, OVD as an ID & address proof of authorised signatories as per latest Individual KYC circular • PAN/ Form 60 of Authorised signatories as per latest Individual KYC circular • Customer profile Section on the Form to be filled completely. • Signature on Re-KYC form and documents to be taken as per MOP in the account. <ul style="list-style-type: none"> • Please ensure to obtain Non DBT consent - applicable only if Aadhaar is provided as proof.
Government Undertakings / Government Companies registered under Companies Act/ Government Undertakings Formed under other than Companies Act	<ul style="list-style-type: none"> • Latest Non-Individual Re-KYC form • In case of Savings Bank account, Office Order confirming account is being maintained as per the eligibility criteria for opening/ maintaining Savings account as mentioned in Schedule – I of RBI Master Direction on Interest Rate on Deposit, 2016 (refer Point 3 – Eligibility criteria for opening Savings Bank account) • Address proof in the name of the entity. If there is a change in office address, Office Order confirming the new address along with address proof in the name of entity. (Please refer latest non-individual KYC circular) • List of directors OR; • Declaration that there is no change in the list of Directors OR; • Printout from MCA website confirming list of directors duly signed by Director or Company Secretary (not applicable for Government Undertakings Formed under other than Companies Act)

	<ul style="list-style-type: none"> • Printout from MCA Website confirming registration details (not applicable for Government Undertakings Formed under other than Companies Act) • PAN in the name of the authority - If not already updated in System. • FATCA / CRS, only if <ul style="list-style-type: none"> ○ the address is changed to and from foreign address ○ If FATCA/CRS details not updated in existing Customer ID. • Photograph, OVD as an ID & address proof of authorised signatories as per latest Individual KYC circular • PAN / Form 60 of authorised signatories as per latest Individual KYC circular • Customer profile Section on the Form to be filled completely. • Signature on Re-KYC form and documents to be taken as per MOP in the account. <ol style="list-style-type: none"> 1. Please ensure to obtain Non DBT consent - applicable only if Aadhaar is provided as prof.
Government Bodies/ entities registered as Trust/ Association/ Society etc.	<ul style="list-style-type: none"> • Latest Non-Individual Re-KYC form • If entity is taken over or fully controlled by Government and is registered as Trust, Association, Society, Club, etc., kindly refer point Government Bodies/ entities registered as Trust/ Association/ Society etc. for entity specific documentation in this circular. • However, specific exceptions/waivers will be applicable in case of Autonomous Government Bodies which are applicable to Government Accounts like CKYC, FCRA declaration, Beneficial Owner declaration etc. are not required. • PAN / Form 60 in the name of the entity/ authority - If applicable and not already updated in System. (as per Annexure 5) • Proof of address of the entity as per latest Non-Individual KYC Circular or refer point 6 - Government Bodies/ entities registered as Trust/ Association/ Society etc. in above circular. • If customer is maintaining Savings account, kindly arrange any of the below mentioned document: <ul style="list-style-type: none"> ○ Income Tax Registration Certificate issued under section 12A/12AA (up to 31st March 22) or 12AB (issued as form 10AC/AD) or Societies registered under the Societies Registration Act, 1860 any other corresponding law in force in a State or a Union Territory OR ○ Any other eligibility document for opening savings Bank account. • FATCA / CRS, only if <ul style="list-style-type: none"> ○ the address is changed to and from foreign address ○ If FATCA/CRS details not updated in existing Customer ID • Executive Committee members with proof of appointment letter (If details are not available in Constitutional document) • Photograph, OVD as an ID & Address proof of all authorised signatories as per latest Individual KYC circular • PAN/ Form 60 of authorised signatories as per latest Individual KYC circular Beneficial Ownership Declaration is mandatory for Trust as per • PML Act guidelines i.e., Author of the Trust, Trustees and • Beneficiaries with 10% and more interest in the Trust and any other Natural person exercising ultimate effective control over Trust. • Customer profile Section on the form to be duly filled. • Banned dedupe and MLM Verification for Entity/AUS • Signature on RE-KYC form and documents to be taken as per MOP in the account. • Non DBT consent (applicable only if Aadhaar is provided)

I. Registered Trust/Association/Society/Club/Private University/Parent-Child Entity	<ol style="list-style-type: none"> 1. Non-Individual RE-KYC form along with AML details duly filled 2. PAN in the name of the entity 3. Copy of Trust Deed/ Byelaws/MOA/Association Deed/Association Agreement/Constitutional document/Any other acceptable constitutional document-Original along with the amendment document (if any) <p><u>Note: In case of university: -</u></p> <ul style="list-style-type: none"> • Extracts of the relevant State/Central Act (Gazette Notification confirming passing of a separate Act for the establishment and incorporation of the particular Private University) • Copy of Byelaws/Rules and Regulations of the University (if available)- Original along with the amendment document (if any) • Sponsoring body's KYC document to be obtained <ul style="list-style-type: none"> • PAN Card/E-PAN/PAN Number, • Valid address proof, • Valid Registration Certificate/Certificate of Incorporation • Constitutional document i.e. Copy of Trust Deed/Byelaws/MOA and AOA etc. Original and Amended document (if any), OR • Existing RE-KYC compliant/Active/Live Customer ID for the Sponsoring Body KYC's can be quoted <ol style="list-style-type: none"> 4. Valid Registration certificate proof required registered with any State or Central Government/ Sub-Registrar of Assurances/Local Charities Commissioner/Registering Authority/Wakf Board/Election Commission <p><u>Note: In case of university:</u> Valid Affiliation certificate of the University issued by UGC.</p> <ol style="list-style-type: none"> 5. Latest list of present/current trustees/governing body members along with proof of appointment 6. Valid Mailing and Registered address proof in the name of the entity 7. Registered Address proof in the name of the entity in case of Registered Trust Only* 8. Annexures: Beneficial Owner Declaration (Annexure I), FATCA-CRS and CKYC Annexure.
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	<p>9. Valid KYCs (OVD-ID and Address Proof) of all AUS and Individual Beneficial Owners to be obtained as per the prevailing KYC Circular along with PAN and latest colour photograph Note: Non-DBT consent-applicable only if Aadhaar is provided as an OVD (ID and Address proof)</p> <p>10. Darpan Registration – Registration on the DARPAN Portal of NITI Aayog is mandatory (Applicable for all Non-Profit Organizations)</p> <ul style="list-style-type: none"> • Screen shot printout of Darpan ID of the customer to be taken and attached with AOF. Same to be self-attested as per MOP • BM/BDA to verify the same from Darpan Portal: https://ngodarpan.gov.in and put their annotation on printout <p>11. <u>In case of Parent-Child entity: following additional documents to be obtained-</u></p> <ul style="list-style-type: none"> • ID Proof in name of the Child Entity i.e. Valid Affiliation/Registration Certificate/License • Mailing address proof in the name of the child entity • PAN in the name of the child entity (if available) OR Parent Entity PAN to be obtained <p>Note: All other KYC documents of the Parent entity i.e. Trust/Society etc. have to be obtained</p> <p>12. <u>If the entity maintains a savings account –</u></p> <ul style="list-style-type: none"> • Income Tax Certificate issued as Form 10AC/10AD under section 12A/12AA/10(23C) OR • Societies registration certificate which is registered under the Societies Registration Act, 1860 or any other corresponding law in force in a State or a Union Territory except societies registered under the State Co-operative Societies Acts and specific state enactment creating Land Mortgage Banks needs to be obtained OR • Annexure R declaration (on the stamp paper of value as per applicable State Stamp Act Rules) if the entity income is exempt under any other section of Income Tax Act 1961, as exception cases with approval from RBB BBH and GIB Business Head along with proper justification from the customer <p>Note:</p> <ul style="list-style-type: none"> • Apartments/Flat Owners Association/Residential Welfare Association/Housing Societies etc. if registered under Societies Registration Act, 1860 or any other corresponding law in force in a State or a Union Territory are eligible to hold only current account and cannot hold Savings account • If the customer is unable to provide the eligibility document to maintain a savings account, then the existing savings account to be closed and a new current to be opened with complete account opening KYC documentation as per the extant process
II. Unregistered Trust/Association/Entity	<p>1. Non-Individual RE-KYC form along with AML details duly filled</p> <p>2. PAN in the name of the entity</p>

	<p>3. Copy of Trust Deed/Byelaws/MOA/Association Deed/Association Agreement/Joint Venture Deed/Joint Venture Agreement/Constitutional document (Unregistered) - Original along with the amendment document (if any) as legal existence proof</p> <p>Note – A Trust deed in relation to immoveable property requires mandatory Registration.</p> <p>4. If the Trustee/Member is Trusteeship Company/Non-Individual Entity- a. KYC documents of the trusteeship company/non-individual entity to be obtained:</p> <ul style="list-style-type: none"> • Copy of PAN Card/E-Pan/Pan Number, • Valid Address proof, • Certificate of Incorporation (can also be taken as address proof) • MOA and AOA, LLP Deed, Partnership Deed etc. OR Existing RE-KYC compliant/Active/Live Customer ID can be quoted for the entity KYC documents • The latest list of directors/partners/designated partners to be obtained on the letter head of the entity Note: List of directors/designated partners and status of the Company to be verified from MCA site by the Branch Delegated Authority/Branch Manager as per the extant process <p>5. Latest list of present/current trustees/governing body members along with proof of appointment</p> <p>6. Valid Mailing and Registered address proof in the name of the entity</p> <p>7. Annexures: Beneficial Owner Declaration (Annexure I), Revised FATCA- CRS and CKYC Annexure</p> <p>8. Valid KYCs (OVD-ID and Address proof) of all AUS and Individual Beneficial Owners to be obtained as per the prevailing KYC Circular along with PAN and latest colour photograph Note: Non-DBT consent-applicable only if Aadhaar is provided as an OVD (ID and Address proof)</p> <p>9. <u>If the entity maintains a savings account –</u></p> <ul style="list-style-type: none"> • Income Tax Certificate issued as Form 10AC/10AD under section 12A/12AA/10(23C) OR • Annexure R declaration (on the stamp paper of value as per applicable State Stamp Act Rules) if the entity income is exempt under any other section of Income Tax Act 1961, as exception cases with approval from RBB BBH and GIB Business Head along with proper justification from the customer Note: • If the customer is unable to provide the eligibility document to maintain a savings account, then the existing savings account to be closed and a new current to be opened with complete account opening KYC documentation as per the extant process
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	<ul style="list-style-type: none"> • Apartments/Flat Owners Association/Residential Welfare Association/Housing Societies etc. are eligible to hold only current account and cannot hold Savings account
III. AIF (Alternative Investment Fund) formed as Trust	<ol style="list-style-type: none"> 1. Non-Individual RE-KYC form along with AML details duly filled 2. PAN in the name of the trust 3. Copy of Trust Deed - Original along with the amendment document (if any) 4. If the Trustee/Authorised Signatories is from the Trusteeship Company/Investment Manager/Non-Individual Entity- <ol style="list-style-type: none"> a. KYC documents of the Trusteeship Company/Investment Manager/Non-Individual entity to be obtained: - <ul style="list-style-type: none"> • Copy of PAN Card/E-Pan/Pan Number, • Valid Address proof, • Certificate of Incorporation (can also be taken as address proof) • MOA and AOA, LLP Deed, etc. OR Existing RE-KYC compliant/Active/Live Customer ID can be quoted for the entity KYC documents • The latest list of directors/designated partners to be obtained on the letter head of the entity <p>Note: List of directors/designated partners and status of the Company to be verified from MCA site by the Branch Delegated Authority/Branch Manager as per the extant process</p> 5. SEBI Registration Certificate (For the AIF Fund) Note: If the account opened is of a scheme under the AIF Fund, then the necessary copy of intimation of PPM to SEBI for the scheme is required 6. Latest list of present/current trustees along with proof of appointment 7. Valid Mailing and Registered address proof in the name of the trust 8. Annexures: Beneficial Owner Declaration (Annexure I), Revised FATCA- CRS and CKYC Annexure 9. Valid KYCs (OVD-ID and Address proof) of all AUS and Individual Beneficial Owners to be obtained as per the prevailing KYC Circular along with PAN and latest colour photograph <p>Note: Non-DBT consent-applicable only if Aadhaar is provided as an OVD (ID and Address proof)</p>
IV. Employee Retirement Benefit Trust – Gratuity/Superannuation/ Provident Fund /Pension/Employee Welfare /ESOP Trusts	<ol style="list-style-type: none"> 1. Non-Individual RE-KYC form along with AML details duly filled 2. PAN in the name of the trust 3. Copy of Trust Deed (unregistered) - Original along with the amendment document (if any) as legal existence proof

	<p>4. Additionally, KYC documents of the Parent Corporate (Employer Company) Entity to be obtained: -</p> <ul style="list-style-type: none"> • Copy of PAN Card/E-Pan/Pan Number, • Valid Address proof, • Certificate of Incorporation, • Constitutional Document i.e., MOA and AOA, LLP Deed, Partnership Deed etc. OR Existing RE-KYC compliant/Active/Live Customer ID for the Parent Corporate KYC's can be quoted • The latest list of directors/partners/designated partners to be obtained on the letter head of the entity <p>Note: List of directors/designated partners and status of the Company can be verified from MCA site by the Branch Delegated Authority/Branch Manager as per the extant process</p> <p>5. Latest list of present/current trustees along with proof of appointment</p> <p>6. Mailing address proof in the name of the trust</p> <p>7. Annexures: Beneficial Owner Declaration (Annexure I), Revised FATCA- CRS and CKYC Annexure</p> <p>8. Valid KYCs (OVD-ID and Address proof) of AUS and Beneficial Owners to be obtained as per the prevailing KYC Circular along with PAN and latest colour photograph</p> <p>Note: Non-DBT consent-applicable only if Aadhaar is provided as an OVD (ID and Address proof)</p> <p>9. If the entity maintains a savings account – Certified copy of Income Tax Recognition/Approval Certificate issued by Income Tax (Applicable only for Gratuity/Superannuation/Pension Trusts) Certified copy of 'Exemption approval' issued by EPFO in case of Provident Fund Trust or IT approval</p> <p>Note:</p> <ul style="list-style-type: none"> • If the customer is unable to provide the eligibility document to maintain a savings account, then the existing savings account to be closed and a new current to be opened with complete account opening KYC documentation as per the extant process • Employee Welfare and ESOP Trusts are not eligible to hold savings account
V. Diplomatic Mission– Embassies/Consulates	<p>1. Non-Individual RE-KYC form along with AML details duly filled</p> <p>2. Copy of Appointment Letter of the Consulate General/Ambassador/Finance Head/Authorized Signatory. If the Consulate General/Ambassador has given a letter with the names of authorized signatory, then appointment proof is not required for them. For person signing the letter or authorized signatory his Official Id Card or Website update will also be sufficient as appointment proof</p> <p>3. Mailing address proof to be obtained in the name of the consulate office/ Embassy (if request letter has the address mentioned of the</p>

	<p>consulate/embassy – same can be considered as address proof) or screenshot of Embassy website mentioning the address</p> <p>4. CKYC Annexure</p> <p>5. Valid KYCs of AUS-</p> <p>a. <u>Indian Nationals:</u> -</p> <ul style="list-style-type: none"> Valid KYC documents (Latest colour photograph, valid ID, and Address Proof to be obtained as per the prevailing KYC Circular) PAN card/E-PAN/PAN number <p><u>Note:</u> Non-DBT consent-applicable only if Aadhaar is provided as an OVD (ID and Address proof)</p> <p>b. <u>Foreign Nationals/Diplomat:</u> -</p> <ul style="list-style-type: none"> Valid KYC Documents (Latest colour photograph, valid ID, and Address Proof to be obtained as per the prevailing KYC Circular) <p><u>Note:</u> In case mailing address is different than the address proof submitted - Confirmation of mailing address to be obtained on the Embassy letter head. Address given on Embassy/Consulate letterhead signed by Consulate General/Ambassador can be considered as address proof</p> <ul style="list-style-type: none"> Form 60 Passport copy of the Diplomats with visa stamped or if visa stamped is unavailable then website details of latest Treaty Agreement copy of the origin country of the entity to be obtained. <p><u>Note:</u> This Treaty agreement if not self-attested then even Branch Manager confirmation of downloaded by himself in branch will be sufficient</p> <ul style="list-style-type: none"> Diplomat ID Card issued by State Government to be obtained <p>6. Valid Signature and OVD (ID proof) of all non-AUS persons signing the Request Letter/Resolution/any other AOD's to be obtained</p> <p><u>Note:</u> Non-DBT consent-applicable only if Aadhaar is provided as an OVD (ID and Address Proof)</p> <p><u>Important Note:</u></p> <ul style="list-style-type: none"> Beneficial Owner Declaration (Annexure I) and FATCA is not mandatory (waived off) for Diplomatic Mission Accounts Pan and Form 60 is not applicable/required for the entity
Type of Entity	List of Documents
VI. Section 25/8 Companies	<p>1. Identification of Section 25/8 company: If CIN No of the company contains "NPL", and entity name does not have the words "Private Limited" and "Limited" in the name, then it is a "Section 25/8"</p> <p><u>Note:</u></p> <ul style="list-style-type: none"> If on the Certificate of Incorporation "Section 25/8" is mentioned, however the CIN Number is "PTC" or "PLC" then it is NOT a section 8/25 Company. If a company does not have the license under Section 8 of the Companies Act, 2013 / Section 25 of the Companies Act, 1956, and its CIN also does not mention "NPL", then it is not a Section 8 / 25 company at all. <p>2. Non-Individual RE-KYC form along with AML details duly filled</p>

3. PAN in the name of the entity
4. Certificate of Incorporation/Commencement of Business
5. The latest list of directors on the letter head of the entity to be obtained and it should be signed by the Director or Company Secretary (**Their names should match with MCA site**). If there is any mismatch, then Form 32/DIR12 along with ROC receipt for the appointment or resignation to be obtained as per the latest prevailing KYC circular
Note:
 - a. List of directors and status of the Company to be verified from MCA site by the Branch Delegated Authority/Branch Manager as per the extant process
 - b. ROC receipt is not a mandatory requirement provided BDA/PBA has verified the documents on official website of MCA and printout of the verification is attached with the instruction duly authenticated by BDA/PBA
6. Valid Mailing and Registered Address proof in the name of the entity
7. **Annexures:** Beneficial Owner Declaration (Annexure I), Revised FATCA- CRS and CKYC Annexure
8. Valid KYCs (**OVD-ID and Address proof**) of all AUS and Individual Beneficial Owners to be obtained as per the prevailing KYC Circular along with PAN and latest colour photograph
Note: Non-DBT consent-applicable only if Aadhaar is provided as an OVD (**ID and Address Proof**)
9. **Darpan Registration** – Registration on the DARPAN Portal of NITI Aayog is mandatory (**Applicable for all Non-Profit Organizations**)
 - Screen shot printout of Darpan ID of the customer to be taken and attached with AOF. Same to be self-attested as per MOP
 - BM/BDA to verify the same from Darpan Portal: <https://ngodarpan.gov.in> and put their annotation on printout
10. **If the entity maintains a savings account-**
 - Certificate of Incorporation issued pursuant to Section 25/8 by MCA with CIN as NPL **OR**
 - License under section 25/8 (1) of the Companies Act, 1956/2013**Note:** If the customer is **unable to provide the eligibility document to maintain a savings account**, then the **existing savings account to be closed** and a **new current to be opened** with complete account opening KYC documentation as per the extant process