Annexure –I

Customer Identification system

Indicative list of Documents that may be obtained from customers

S.No	Customer Profile	Indicative list of documents to be taken
	A. Accounts of individuals	
	Given name and any other names used	(i) Passport (ii) PAN card (iii) Voter's Identity Card (iv) Driving licence (v) Identity card (subject to the intermediaries satisfaction) (vi) Letter from a recognized public authority or public servant verifying the identity and residence of the customer.
	Permanent address	(i) Telephone bill (ii) Bank account statement (iii) Letter from any recognized public authority (iv) Electricity bill (v) Ration card (vi) Letter from employer (any one document which provides customer information to a reasonable satisfaction of the intermediary)
	B. Accounts of companies	
	Name of the Company - Principal place of Business - Mailing address of the company - Telephone/Fax Number	(i) Certificate of incorporation and Memorandum & Articles of Association (ii) Resolution of the Board of Directors to open an account and identification of those who have authority to operate the account (iii) Power of Attorney granted to its managers, officers or employees to transact business on its behalf (iv) Copy of PAN allotment letter (v) Copy of the telephone bill
	C. Accounts of partnership firms	
	- Legal name - Address	(i) Registration certificate, if registered (ii) Partnership deed (iii) Power of Attorney

	- Names of all partners and their addresses - Telephone numbers of the firm and partners	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 persons holding the Power of Attorney and their addresses (v) Telephone bill in the name of firm/partners
	D. Accounts of trusts & foundations	
	- Names of trustees, settlers, beneficiaries and signatories - Names and addresses of the founder, managers/directors and beneficiaries - Telephone/fax numbers	(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 Power of Attorney, founders/managers/ directors and their addresses (iv) Resolution of the managing body of the foundation/association (v) Telephone bill