

INSTRUCTIONS / CHECK LIST FOR FILLING KYC FORM

A. IMPORTANT POINTS:

1. Self attested copy of PAN card is mandatory for all clients.
2. Copies of all the documents submitted by the applicant should be self-attested and accompanied by originals for verification. In case the original of any document is not produced for verification, 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, then 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, then proofs for both have to be submitted.
6. Sole proprietor must make the application in his individual name & capacity.
7. For non-residents and foreign nationals, (allowed to trade subject to RBI and FEMA guidelines), copy of passport/PIOCard/OCICard and overseas address proof is mandatory.
8. For foreign entities, CIN is optional; and in the absence of DIN no. for the directors, their passport copy should be given.
9. In case of Merchant Navy NRI's, Mariner's declaration or certified copy of CDC (Continuous Discharge Certificate) is to be submitted.
10. For opening an account with Depository participant or Mutual Fund, for amin or, photocopy of the School Leaving Certificate/Mark sheet 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 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.

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

1. PAN card with photograph. This is a mandatory requirement for all applicants except those who are specifically exempt from obtaining PAN (listed in Section D).
2. Unique Identification Number (UID) (Aadhaar)/Passport/Voter ID card/Driving license.
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, Colleges affiliated to Universities, Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members; and Credit cards/Debit cards issued by Banks.

C. Proof of Address (POA): List of documents admissible as Proof of Address: (*Documents having an expiry date should be valid on the date of submission.)

1. Passport/Voters Identity Card/Ration Card/Registered Lease or Sale Agreement of

F. In case of Non-Individuals, additional documents to be obtained from Non-individuals, over & above the POI & POA, as mentioned below:

Types of entity	Documentary requirements
Corporate	<ul style="list-style-type: none"> • Copy of the balance sheets for the last 2 financial years (to be submitted every year) • Copy of latest share holding pattern including list of all those 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) • Photograph, POI, POA, PAN and DIN numbers of whole time directors/two directors in charge of day to day operations • Photograph, POI, POA, PAN of individual promoters holding control – either directly or indirectly • Copies of the Memorandum and Articles of Association and certificate of incorporation • Copy of the Board Resolution for investment in securities market • Authorised signatories list with specimen signatures
Partnership firm	<ul style="list-style-type: none"> • Copy of the balance sheets for the last 2 financial years (to be submitted every year) • Certificate of registration (for registered partnership firms only) • Copy of partnership deed • Authorised signatories list with specimen signatures • Photograph, POI, POA, PAN of Partners
Trust	<ul style="list-style-type: none"> • Copy of the balance sheets for the last 2 financial years (to be submitted every year) • Certificate of registration (for registered trust only). Copy of Trust deed • List of trustees certified by managing trustees/CA • Photograph, POI, POA, PAN of Trustees
HUF	<ul style="list-style-type: none"> • PAN of HUF • Deed of declaration of HUF/List of coparceners • Bank pass-book/bank statement in the name of HUF • Photograph, POI, POA, PAN of Karta
Unincorporated Association or a body of individuals	<ul style="list-style-type: none"> • Proof of Existence/Constitution document • Resolution of the managing body & Power of Attorney granted to transact business on its behalf • Authorized signatories list with specimen signatures
Banks/Institutional Investors	<ul style="list-style-type: none"> • Copy of the constitution/registration or annual report/balance sheet for the last 2 financial years • Authorized signatories list with specimen signatures
Foreign Institutional Investors (FII)	<ul style="list-style-type: none"> • Copy of SEBI registration certificate • Authorized signatories list with specimen signatures
Army/Government Bodies	<ul style="list-style-type: none"> • Self-certification on letterhead • Authorized signatories list with specimen signatures
Registered Society	<ul style="list-style-type: none"> • Copy of Registration Certificate under Societies Registration Act • List of Managing Committee members • Committee resolution for persons authorised to act as authorised signatories with specimen signatures • True copy of Society Rules and Bye Laws certified by the Chairman/Secretary

- 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 Account Statement/Passbook - 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 representatives 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 Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges 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 apostiled 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 officials 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, FIs, Mfs, VCFs, FVCIs, Scheduled Commercial Banks, Multilateral and Bilateral Development Financial Institutions, State Industrial Development Corporations, Insurance Companies registered with IRDA and Public Financial Institution as defined under section 4A of the Companies Act, 1956, Custodians shall verify the PAN card details with the original PAN card and provide duly certified copies of such verified PAN details to the intermediary.

E. List of people authorized 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, authorized 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.

Details of Beneficial Ownership
 (to be provided on the letterhead of the company)

Details of Beneficial Ownership (Please tick applicable category). Ownership details to be provided if the Ownership percentage / interest in the trust of any Beneficiary is as per the threshold limit provided below. Details to be provided for each such beneficiary.

Category	<input type="checkbox"/> Unlisted company	<input type="checkbox"/> Partnership Firm	<input type="checkbox"/> Unincorporated Association / Body of Individuals	<input type="checkbox"/> Trust
Ownership per cent @@@	>25%	>15%	>15%	>=15%

@@@ Ownership percentage of shares / capital / profits / property of juridical person / interest in the Trust as on the date of the application shall be furnished by the investor.

In case of any change in the beneficial ownership, the investor will be responsible to intimate SAHARA AMC / its Registrar / KRA as may be applicable immediately about such change.

Details of Beneficial Ownership (Please attach a separate sheet with this format if the space provided is insufficient)

Sr.No.	Name	Address	Details of Identity such as PAN / Passport	% of ownership
1				
2				
3				
4				
5				
6				

[Please attach self attested copy of PAN / Passport (proof of photo identity)]

Details of Promoters/ Partners/ Karta / Trustees and whole time directors forming a part of Know Your Client (KYC) Application Form for Non-Individuals

Name of Applicant _____

PAN of the Applicant

Sr. No.	PAN	Name	DIN (For Directors) / Aadhaar Number (For Others)	Residential / Registered Address	Relationship with Applicant (i.e. promoters, whole time directors etc.)	Photograph

Name & Signature of the Authorised Signatory(ies)

Date / / / /



Place for
Intermediary Logo



DECLARATION FORM FOR ADDITIONAL KYC DETAILS

Note: Furnishing of additional details is mandatory for the first time as part of KYC norms.

FOLIO NO. _____

FULL NAME OF SOLE / FIRST APPLICANT / MINOR / HUF / NON INDIVIDUAL / (Mr. / Ms. / M/s.) (Details MANDATORY) _____ Date of Birth of Applicant/Minor (dd/mm/yyyy) _____

Father's/ Spouse Name _____

Current Marital Status : Single / Married

STD Code _____ Tel. _____ Fax _____ Mobile _____

Email-ID _____ Preferable mode of communication E-Mail Yes / No

OTHER KYC DETAILS (For Individuals / Guardian / Power of Attorney Holder Only) (Details MANDATORY)

Gross Annual Income Details (Please tick(✓)): Below ₹ 1 Lac / ₹ 1-5 Lacs / ₹ 5-10 Lacs / ₹ 10-25 Lacs / ₹ 25 Lacs -1 Crore / ₹ >1 Crore

OR Net-worth in _____ Net-worth should not be older than 1 year as on (date) D M M Y Y Y

Please tick: Politically Exposed Person (PEP) / Related to a Politically Exposed Person (PEP) / Not Applicable / Any Other Information _____

OTHER KYC DETAILS (For Non-Individuals Only) (Details MANDATORY)

Gross Annual Income Details (Please tick(✓)): Below ₹ 1 Lac / ₹ 1-5 Lacs / ₹ 5-10 Lacs / ₹ 10-25 Lacs / ₹ 25 Lacs-1 Crore / ₹ > 1 Crore

OR Net-worth in ₹ _____ should not be older than 1 yr as on (date) D D M M Y Y Y

Is the entity involved in / providing any or the following services

Foreign Exchange / Money Changer Services Yes No Gaming / Gambling / Lottery Services (e.g. casinos,betting syndicates) Yes No

Money Lending / Pawning Yes No Any other information: _____

FULL NAME OF SECOND APPLICANT (Mr. / Ms.) (Details MANDATORY) _____ Date of Birth (dd/mm/yyyy) _____

Father's/ Spouse Name _____

Marital Status: Single / Married; Gross Annual Income (PI(✓)): Below ₹ 1 Lac / ₹ 1-5 Lacs / ₹ 5-10 Lacs / ₹ 10-25 Lacs / ₹ 25 Lacs -1 Cr / ₹ > 1 Cr

OR Net-worth in _____ Net-worth should not be older than 1 year as on (date) D D M M Y Y Y

Please tick: Politically Exposed Person (PEP) / Related to a Politically Exposed Person (PEP) / Not Applicable / Any Other Information _____

FULL NAME OF THIRD APPLICANT (Mr. / Ms.) (Details MANDATORY) _____ Date of Birth (dd/mm/yyyy) _____

Father's/ Spouse Name _____

Marital Status: Single / Married ; Gross Annual Income (PI(✓)): Below ₹ 1 Lac / ₹ 1-5 Lacs / ₹ 5-10 Lacs / ₹ 10-25 Lacs / ₹ 25 Lacs -1 Cr / ₹ > 1 Cr

OR Net-worth in _____ Net-worth should not be older than 1 year as on (date) D D M M Y Y Y

Please tick: Politically Exposed Person (PEP) / Related to a Politically Exposed Person (PEP) / Not Applicable / Any Other Information _____

DECLARATION: The information as desired under KYC norms is true and correct to the best of my knowledge. I agree to inform the AMC immediately in case of any change in the details provide herein

1st applicant/ Guardian (Signature) POA Signature	2nd applicant (Signature)	3rd applicant (Signature)	
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