

## **Documents required to open accounts for Public & Private Limited Companies / One Person Companies**

- a) Certificate of Incorporation
- b) Commencement of Business (for Public Limited Companies)
- c) Memorandum and articles of Association (MOA, AOA)
- d) PAN card of the entity
- e) Board Resolution(On the letter head of the company)
- f) Proof of registered address(Certificate of Incorporation having address of the company/Form 18 along with ROC Receipt)
- g) List of Directors (On the letter head of the company)
- h) Shareholding pattern(On the letter head of the company)
- i) MCA website extract
- j) In case the registered office address is different than the mailing address- To collect the proof such as Registration certificate, GST, Shop & Establishment Certificate /Trade License or any such certificate /license issued by Central Government or State Government Authority/Department, Utility bill not more than 2 month old , complete Sales Tax /Income Tax return (not just the acknowledgement) in the name of the company where the company's income is reflected, duly authenticated/ acknowledged by the Income Tax Authorities confirming the mailing address of the company.
- k) KYC Documents for all Authorized signatories, POA & Beneficial owners (holding 25% or more) (Where the customer or the owner of the controlling interest is a company listed on a stock exchange, or is a subsidiary of such a company, it is not necessary to identify and verify the identity of any shareholder or beneficial owner of such companies.)