

Documents required to open accounts for KYC Grid for Trusts, Associations, Societies and Clubs

Trusts

- a) Copy of the trust deed
 - b) Registration certificate (for registered trusts).
 - c) PAN card in the name of the trust
 - d) Copy of the latest resolution authorizing the members concerned to open and operate the account on behalf of the trust
 - e) List of trustees
 - f) Certificate issued under section 12AA of Income Tax Act 1961 (to open savings account)
 - g) FCRA Declaration
 - h) Address proof in the name of Trust – (Registered Trust deed /Utility Bill not more than 2month old/ The complete Sales Tax /Income Tax return (not just the acknowledgement) in the name of the firm where the firm's income is reflected, duly authenticated/ acknowledged by the Income Tax Authorities/Registration certificate with Registrar of Societies or Trusts or Charity Commissioner /12A indicating the mailing address.)
 - i) Beneficial Ownership declaration (on letterhead)
 - j) KYC Documents for all trustees, Authorized Signatories, Settlor, beneficiaries (holding 15% or more) and any other natural person
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- exercising ultimate effective control over the trust through a chain of control or ownership.
- k) In case of account opening of school/ college/ hospital/ unit of trust following additional documents are to be obtained
 - Entity proof in the name in the school
 - Relationship proof between school/ college/ hospital/ unit of trust and trust.

Association

- a) Copy of the Bye-laws, Memorandum of Association, Articles of Association
- b) Registration certificate (if applicable).
- c) PAN card in the name of the association
- d) Address proof in the name of association (Registered Association deed /Utility Bill not more than 2month old/ The complete Sales Tax /Income Tax return (not just the acknowledgement) in the name of the firm where the firm's income is reflected, duly authenticated/ acknowledged by the Income Tax Authorities/Registration certificate with Registrar of Societies or Trusts or Charity Commissioner /12A indicating the mailing address)
- e) List of members of managing committee/ governing body of the association

- f) Copy of the latest resolution authorizing the members concerned to open and operate the account on behalf of the Association
- g) Beneficial Ownership declaration (Where no natural person is identified as above, the beneficial owner is the relevant natural person who holds the position of senior managing official).
- h) FCRA Declaration
- i) KYC Documents for all authorized signatories, Beneficial Owners (Holding 15% or more), Power of Attorney holders

Society

- a) Copy of the Bye-laws, Memorandum of association, Articles of association
- b) Certificate of registration
- c) PAN card in the name of the society
- d) Copy of the latest resolution authorising the members concerned to open and operate the account
- j) Address proof in the name of society (Registered Society Bylaw/Utility bill not more than 2 month old/ The complete Sales Tax /Income Tax return

(not just the acknowledgement) in the name of the firm where the firm's income is reflected, duly authenticated/ acknowledged by the Income Tax Authorities/Registration certificate with Registrar of Societies or Charity Commissioner /12A indicating the mailing address.)

- e) List of members of managing committee/ governing body of the society
- f) FCRA Declaration
- g) Certificate of registration 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 (to open savings account).
- h) Beneficial Ownership Declaration (Where no natural person is identified as above, the beneficial owner is the relevant natural person who holds the position of senior managing official).
- i) KYC Documents for all authorised signatories, beneficial owners (with 15% or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership)
- j) In case of account opening of school/ college/ hospital/ unit of society following additional documents are to be obtained
 - Entity proof in the name in the school
 - Relationship proof between school/ college/ hospital/ unit of society and society.

Club

- a) Copy of the Bye-laws, Memorandum of association, Articles of association
- b) Certificate of affiliation (if applicable)
- c) Certificate of registration (if applicable)

- d) PAN Card of the entity.
- e) Copy of the latest resolution authorising the members concerned to open and operate the account
- f) Address proof in the name of club
- g) List of members of managing committee/ governing body of the club
- h) FCRA Declaration
- i) Beneficial Ownership Declaration (Where no natural person is identified as above, the beneficial owner is the relevant natural person who holds the position of senior managing official)

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- k) KYC Documents for all authorized signatories, Beneficial owners (with 15% or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership)