



SIDDHARTHA COMMODITIES PVT. LTD.

No.	Type	Branch		Head Office	
		Yes	No	Yes	No
RESIDENT INDIVIDUAL					
1.	Proof of Identity Voter Id <input type="checkbox"/> Passport <input type="checkbox"/> PAN <input type="checkbox"/> MAPIN UIDCard <input type="checkbox"/> Driving License <input type="checkbox"/> Photo Identity Card issued by employer registered under MAPIN <input type="checkbox"/>				
2.	How is the identity of the client verified Client visited the office <input type="checkbox"/> Branch personnel visited the client <input type="checkbox"/>				
3.	Address proof Voter ID <input type="checkbox"/> Driving Licence <input type="checkbox"/> Passport <input type="checkbox"/> Ration Card <input type="checkbox"/> Telephone Bill <input type="checkbox"/> Electricity Bill <input type="checkbox"/> Leave Licence <input type="checkbox"/> Purchase Agreement (Property) <input type="checkbox"/> Bank Passbook <input type="checkbox"/> Latest Bank Statement <input type="checkbox"/> Insurance Policy <input type="checkbox"/> Flat Maintenance Bill <input type="checkbox"/> Certificate issued by employer registered under MAPIN <input type="checkbox"/>				
4.	Does address proof match with the corresponding address given by client				
5.	Has the address of the client verified by the branch				
6.	Signed Photograph of the client.				
7.	Copy of Cheque / Cancelled cheque / Bank Statement / Bank Passbook				
8.	All the documents collected are verified with the original				
9.	Verification stamp with signature, name & date on the documents collected.				
10.	Is Date of birth, sex, nationality, occupation etc. of the client properly filled in the form				
11.	Form is complete in all respects.				
HUF ACCOUNT					
12.	Signed Photograph of the Karta				
13.	Proof of Identity of the Karta				
14.	Copy of PAN Card of HUF, Karta & all the coparceners.				
15.	Undertaking letter signed by all coparceners.				
16.	HUF Stamp is affixed wherever the client signs on the form.				
17.	Address proof of HUF, Karta & all the coparceners.				
18.	Birth Certificate of Minor.				
CORPORATE ACCOUNT					
19.	Board Resolution on Company Letter Head as per format attached with the form.				



SIDDHARTHA COMMODITIES PVT. LTD.

20.	All Director's proof of identity				
21.	All Director's address proof & Bank Account Proof.				
22.	All Director's latest signed photographs.				
23.	Copy of PAN Card of Company, Director, Authorised Signatory.				
24.	Corresponding address proof should match with that written in the form.				
25.	Memorandum and Article of Association is required with Company Rubber Stamp and Director Signature.				
26.	Company stamp affixed wherever the director signs on the form.				
27.	Certified true copies of the balance sheet for the last 2 financial years. (Copies of annual Balance sheet to be submitted every year)				
28.	Copy of latest share holding pattern including list of all those holding more than 5% in the share capital of the company, duly certified by the company secretary/whole-time director/M.D. (Copy of updated shareholding pattern to be submitted every year)				
29.	Copy of MAPIN UID Card				