

ACCOUNT OPENING PROCEDURE:

1)Open account for Individuals & Non Individuals :

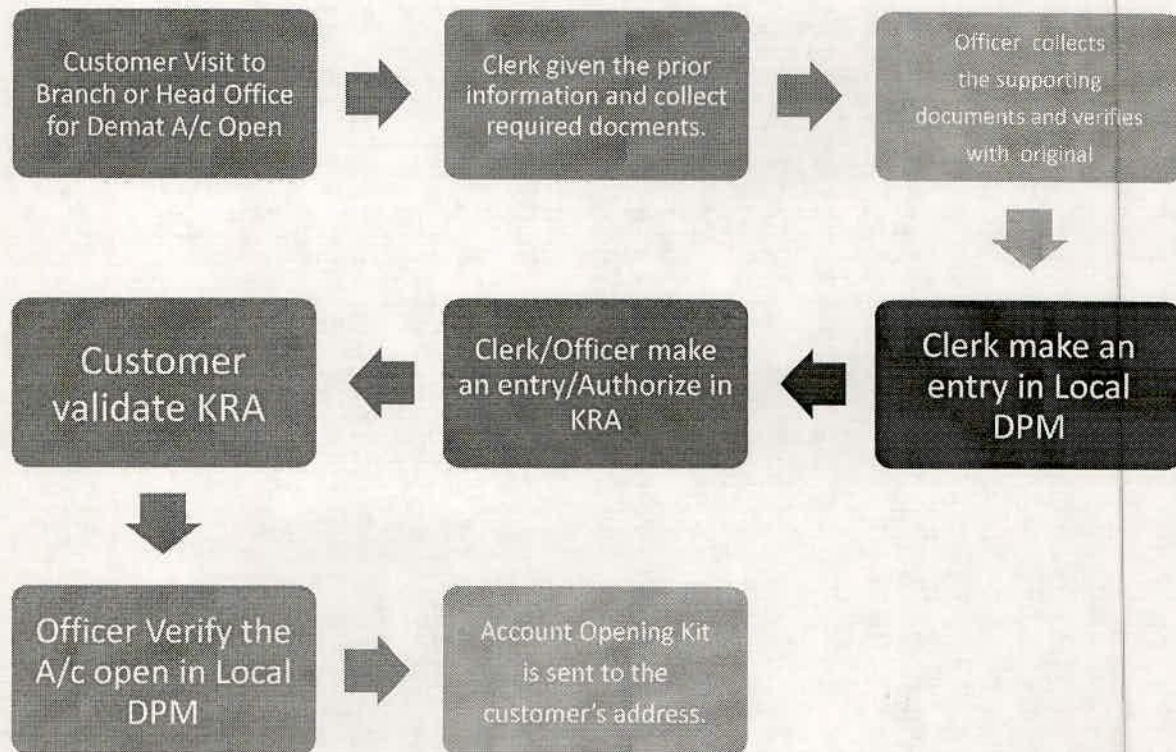
This document contains the step-by-step procedure to open an account with **The Kalupur Commercial Co-operative Bank Limited.**

- 1.The potential customer may contact us for account opening by visiting our head office/ branch office.
- 2.Our Officer meets the potential customer and conducts the In-Person Verification (IPV).
- 3.The Officer gets the KYC filled up by the potential customer.
- 4.The Officer next collects the supporting documents and verifies them against the originals.

Please refer the list of Proofs that need to be submitted to open trading account for individuals & non individuals. (Refer Annexure A)

- 1.If account opening is initiated through Branch then account opening form along with documents send to HO for further verification. Please note that if account opening is initiated through Branch, IPV process shall be conducted by Branch It self.
- 2.Officer verifies the potential customer's KYC documents.
- 3.If documentation is found proper & form is complete in all aspects, the basic data of the customer is punched in the Local DPM software.
- 4.The account is further approved by checker. If found proper, KRA & CKYC process is initiated by the Officer . If the KYC is found to be valid, the Demat account is activated.
- 5.Lastly, the Account Opening Kit is delivered to the customer's correspondence address.

ACCOUNT OPENING PROCEDURE FLOW CHART



Account Opening Flowchart – Physical and Non-Individual Accounts

ANNEXURE A

(A)INDIVIDUAL

1)Proof of Identity

PAN: Linked PAN UID compulsory

- Additional POI
- Aadhaar Card
- Voter ID
- Valid Driving License
- Valid Passport
- NREGA Job Card

1)Proof of Address: Permanent/Correspondence Address

- Aadhar Card
- Voter ID
- Valid Driving License
- Valid Passport
- NREGA Job Card
- National Population Register Letter

- Utility bill which is not more than two months old of any service provider (electricity, telephone, piped gas, water bill)
- Property or Municipal Tax receipt
- Pension or family pension payment orders (PPOs) issued to retired employees by
Government Departments or Public Sector Undertakings if they contain the address
- Letter of allotment of accommodation from employer issued by State or Central
- Government departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies

Important Note: Bank Statement or Rent Agreement will be not accepted as Permanent Address Proof or Correspondence Address Proof.

1)Bank Proof

- Personalized cheque leaf
- If not personalized, then Cheque leaf + Bank Statement/Passbook (not more than six month-old)
- Bank Statement/Passbook with IFSC & MICR

(A)CORPORATE ACCOUNT

Documents required to open a Corporate Account

- Company PAN and Registered address proof.
- Copy of the balance sheet for the last and latest 2 financial years (to be submitted every year).
- Copy of latest share holding pattern including the list of all those holding control, either directly or indirectly, in the company in terms of SEBI takeover Regulation, duly certified by the company secretary / whole time director /MD (to be submitted every year).
- List of directors with SMO details as Full name, date & place of birth, DIN, citizenship, country of residence, position in company.
- Copy of the Memorandum and Articles of Association and certificate of incorporation.
- Copy of the Board Resolution.
- Authorized signatories list with specimen signatures along with authorization letter.
- CIN (Company Identification Number).
- Bank Proof (original cancelled cheque leaf).
- Parent company PAN and 100% shareholding pattern.
- OVD of related persons (Directors, Authorized signatory & UBO).
- CKYC of related persons (Directors, Authorized signatory & UBO).
- UBO: more than 10% of shares or capital or profits of the company.

(A)HUF ACCOUNT

Documents required for HUF Account

- HUF PAN Card copy.
- Deed of declaration of HUF/List of coparceners.
- Latest Bank passbook/bank statement in the name of HUF with latest three months' transactions.
- Proof of Address in the name of HUF.
- Bank Proof (cancelled cheque leaf/ bank statement/ passbook with IFSC & MICR).
- CKYC of HUF/Karta.
- Coparceners ID Proof.
 - In case of HUF of Karta death:
 - Next Karta shall be eldest coparcener in the HUF or a coparcener who is appointed as Karta by an agreement reached amongst all the coparceners of the HUF.
 - New Karta shall submit the new list of members.
 - Notarized copy of death certificate of the deceased Karta.
 - No Objection Certificate from the surviving members of the HUF for him.
 - HUF Declaration on demise of Karta.

(A)LLP ACCOUNT

Documents required to open an LLP Firm Account:

- LLP PAN (Pol) and Registered Address Proof (PoA)
- Copy of the balance sheet for the last & latest 2 financial years (to be submitted every year)
- LLP Certificate of registration
- Copy of LLP Partnership deed
- Authorized signatories list with specimen signatures
- Bank Proof (cancelled cheque leaf/ bank statement/ passbook with MICR & IFSC)
- Latest bank transactions statement
- LLP Board Resolutions copy
- OVD of all related persons (Partners, Authorized signatory & UBO)
- CKYC of all related persons (Partners, Authorized signatory & UBO)
- UBO: more than 15% of the capital or profits of LLP.

(A) PARTNERSHIP ACCOUNT

Documents required to open a Partnership Firm Account:

- Copy of the balance sheet for the last & latest 2 financial years (to be submitted every year)
- Certificate of registration (for registered partnership firm only)
- Copy of Partnership deed
- Authorized signatories list with along with letter of Authorization
- Bank Proof (cancelled cheque leaf)
- Latest bank transactions statement
- Partners Authorized Declarations Format
- Pol (PAN) and PoA of Partnership Firm
- OVD of all related persons (Partners, Authorized signatory & UBO)
- CKYC of all related persons (Partners, Authorized signatory & UBO)
- UBO: more than 15% of the capital or profits of partnership firm