

Process for In-Person Verification Pt.No.11-F6

We have a mechanism in place to establish identity of the client along with firm proof of address to prevent opening of any account which is fictitious / benami / anonymous in nature.

Documents which we relied upon:

1. **PAN Card:** PAN Card is mandatory & is most reliable document as only one card is issued to an individual and we can independently check its genuineness through IT-Website.
2. **IDENTITY Proof:** PAN Card itself serves as proof of identity. We can also verify Voter's ID Card, Passport, Aadhar Card or any Government / PSU / Bank issued photo identity card.
3. **ADDRESS Proof:** For Valid Address Proof we rely on Voter's Identity Card, Passport, Bank Statement, Aadhaar Card, Ration Card & Latest Electricity / telephone bill in name of the client.

Documents which we obtained as part of In-Person verification:

a. In case of individuals, one copy of the following documents have to be obtained :

- As PAN is mandatory, verify its genuineness with IT website and cross verify the PAN card copy with the original. And place "verified with original" stamp as proof of verification.
- Other proofs for identity are Voter's Identity card, Passport, Ration Card, Aadhar Card or any Government/PSU/Bank issued photo identity card or any other document prescribed by the regulatory authorities.
- Address proof in the form of Voter's Identity Card, Passport, Bank Statement, Ration card and latest Electricity/telephone bill in the name of the client or any other document prescribed by the regulatory authorities.

b. In case of corporates, one certified copy of the following documents must be obtained:

- Copy of the Registration/Incorporation Certificate
- Copy of the Memorandum & Articles of the Association
- Copy of the PAN card and the Director Index No. (DIN)
- Copy of the latest audited Annual Statements of the corporate client
- Latest Net worth Certificate
- Latest Income Tax return filed.
- Board Resolution for appointment of the Authorized Person who will operate the account.
- Proof of address and identity of Authorized Person
- List of Authorized signatories with specimen signature
- Latest Shareholding pattern including list of all those holding control in the Company
- Latest Proof of Address of company
- Bank Details like cancelled cheque & Bank statement
- Copy of Balance sheet & profit & loss for the last 2 financial years



c. In case of partnership firm one certified copy of the following must be obtained:

- Registration certificate
- Partnership Deed
- PAN card of partners
- Authorization letter for the person authorized to open and operate the account
- Proof of identity and address of the authorized person.
- Copy of Balance sheet for the last 2 financial years
- Annual statement/returns of the partnership firm

d. In case of a Trust, one certified copy of the following must be obtained:

- Registration certificate
- Trust Deed
- PAN card
- Authorization letter for the entity authorized to act on their behalf
- Officially valid documents like PAN card, voters ID, passport, etc of person(s) authorized to transact on behalf of the Trust
- Copy of Balance sheet & profit & loss for the last 2 financial years
- List of trustees certified by managing trustees/CA

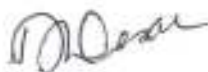
e. In case of unincorporated association or a body of individuals, one certified copy of the following must be obtained:

- Resolution of the managing body of such association or body of individuals
- POA in favour of person authorized to transact
- Officially valid documents like PAN card, voters ID, passport, etc of the person(s) authorized to transact
- Proof of Existence / Constitution document
- List of Authorized signatories with specimen signature
- Any document required by IASL to establish the legal existence of such an association or body of individuals.

f. In case of an NRI account - Repatriable/non-repatriable, the following documents are required:

- Copy of the PIS permission issued by the bank
- Copy of the passport
- Copy of PAN card
- Proof of overseas address and Indian address
- Copy of the bank statement
- Copy of the demat statement
- If the account is handled through a mandate holder, copy of the valid POA/mandate
- Declaration taken for FEMA Regulation

For India Advantage Securities Limited.



Director / Authorized Signatory.

