

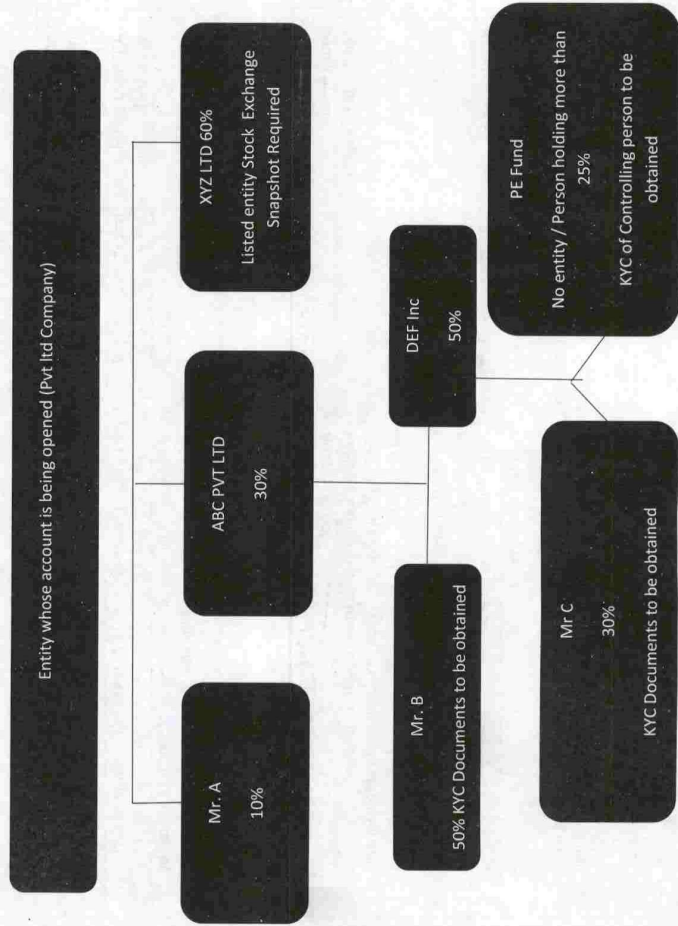
DECLARATION – NON-INDIVIDUAL CUSTOMERS

Certificate of Registration	Utility Bill (Elec/Landline Tele/ Broadband bill not more than 2 months old or Property Tax/Water Tax Bill not more than 1 year old)
Copy of PAN Deed/By Laws	Bank Statement of Last 6 months Registered Trust deed/Agreement.

UNINCORPORATED ASSOCIATION OR BODY OF INDIVIDUALS (Unregistered trusts/partnership firms shall be included under the term 'unincorporated association')	
Entity Proof PAN card of Authorized representative	Address Proof AOP deed
Statement showing share of each member of AOP/BOI	Bank statement of last 6 months

Section B – Beneficiary Owner (BO):

SHARE HOLDING PATTERN TO BE OBTAINED ON LETTER HEAD OF ENTITY WHOSE ACCOUNT IS BEING OPENED



To,

The Branch Manager,
Kotak Mahindra Prime Ltd _____ Branch

Re: **Update of KYC information related to Party ID:** _____

Name of the Company/ Organization: _____

Dear Sir/ Madam,

This has reference to your letter dated _____ requesting for update of information.

Accordingly, you are requested to kindly update the following information in your records.

Section A:

Type of Business:	Manufacturing/Services/Trading/Others (please specify) _____
Nature of Business / activity:	
Annual Turnover/Income (Rs.) (Last FY):	
Annual Turnover/Income (Rs.) (Current FY Projected):	
Permanent Account Number: (PAN) (Attach self-attested pan card copy)	
Communication Address	

Section B – Beneficiary Owner (BO):

- There is no change in the BO details submitted earlier.
- Please find the current BO details along with BO Form and applicable documents attached herewith.
Applicable customers holding more than "Company or Trust or Partnership 10% and Unincorporated Association or Body of Individuals 15% of shares or Capital or Profits of the such entity"

Section C - Address & Contact:

- There is no change in my mailing address
- I wish to change my mailing address/contact details

Section D: To be mandatorily filled IF THERE IS A CHANGE in the mailing address/contact details

Please update the following information in your records. Also enclosed is the self-attested copy of address proof.

New Address (Address for which Proof has been submitted, This will be updated as the New Address in your records)
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We confirm the above information furnished is true and correct and the said details may please be updated in your records.

Signatures (Authorized signatory for the Loan Account)

Customer Acknowledgement Copy: (Applicable if submitted at the branch)

Service Request No: _____ Acknowledgement date: _____

Signature of the Branch Official: _____

Instructions / Checklist for filling Re-KYC declaration

- 1) Please provide duly attested address proof document, in case there is change in address
- 2) In case of change in contact details identity proof document will also be required
- 3) Duly attested copy of PAN card has to be attached for PAN updation

Annexure – 1- Indicative list of documents for non-Individuals. (KYC AML policy as amended from time to time)

Sole Proprietorship firms - (Any Two Entity proof in Firm name – Indicative list)

- Registration Certificate
- Shops & Establishment License
- GST Certificate Licence/certificate of practice issued in the name of the proprietary concern by any professional body incorporated under a statute
- Municipal Registration
- Copy of RTO (Regional Transport Office) Permit for transport along the registered documents
- Copy of Professional tax Registration certificate
- Copy of Trade Tax Certificate
- Import Export Code Certificate (IEC) in the name of firm
- Latest IT Returns filed (copy of ITR 4/AS submitted along with acknowledgement) in the name of the Proprietor where income from the firm is reflected.
- Utility Bill (Elec/Landline Tele//Broadband bill not more than 2 months old or Property Tax/Water Tax Bill not more than 1 year old) in the name of entity.

Latest Deed	Utility Bill (Elec/Landline Tele//Broadband bill not more than 2 months old or Property Tax/Water Tax Bill not more than 1 year old) in the name of Partnership Firm
Copy of PAN	Address mentioned on a registered partnership deed
Registration Certificate, if deed is registered	Registration certificate from regulatory bodies (Shop and Establishment License / GST / Municipal Registration / Professional Tax / Trade Tax
IP Cheque	Bank Statement of last 6 months

Limited Liability Partnerships - (Any one entity proof & One Address proof in Firm name)

Entity Proof	Address Proof
LLP Agreement	Utility Bill
Copy of PAN	Address mentioned on a registered LLP Agreement
Certificate of Incorporation	Registration certificate from regulatory bodies

Hindu Undivided Family - (Any one entity proof & One Address proof in Firm name)

Entity Proof	Address Proof
Copy of PAN Card	Utility Bill in name of karta
HUF Deed and HUF Registration document (if applicable)	Valid Passport, Aadhaar, Election ID card in the name of Karta
	Valid Permanent Driving License in name of Karta. DL issued by state of Maharashtra not acceptable as address proof document
	Bank Statement

Private / Public Limited Companies- (Any one entity proof & One Address proof in Firm name)

Entity Proof	Address Proof
Certificate of Registration	Registration certificate from regulatory bodies (GST/Professional Tax /Trade Tax /Shop and Establishment License/IEC)
Copy of PAN Card	Certificate from the Company Secretary indicating the details of registered office, business office , mailing address
Updated Memorandum & Article of Association	Form INC 22 + ROC receipt
IP Cheque	Audited annual report
List of directors signed by Company Secretary along with List of Signatories downloaded from the MCA website signed with minimum two directors.	Utility bills (Elec/Landline Tele//Broadband bill not more than 2 months old or Property Tax/Water Tax Bill not more than 1 year old) in the name of Company

Partnership Firm – (Any one entity proof & One Address proof in Firm name)

Entity Proof	Address Proof
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Trust/ AOP/ Society - (Any one entity proof & One Address proof in Firm name)

Entity Proof	Address Proof
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