

KNOW YOUR CUSTOMER

SL. NO.	PARTICULARS	DETAILS		
1.	Name & Address			
2.	Category	Individual:	HUF:	Sole Proprietorship: Firm:
		Private Company:	Public Company:	LLP:
		Partnership Firm:	Employee:	Partner:
3.	Business Description			
4.	Name & Address of Parent Company (if any)			
5.	Name & Address of Subsidiaries (if any)			
6.	In case of Company - CIN No. of the Organisation			
7.	PAN No. of the Organisation			
8.	Date of Incorporation			
9.	Name & Address of the Key Persons	a.		
		b.		
		c.		
		d.		
10.	Father's Name of the Key Persons	a.		
		b.		
		c.		
		d.		

KNOW YOUR CUSTOMER

11.	PAN No. of the Key Persons	a.		
		b.		
		c.		
		d.		
12.	Date of Birth of the Key Persons	a.		
		b.		
		c.		
		d.		
13.	Gender of the Key Persons	a.	MALE -	FEMALE -
		b.	MALE -	FEMALE -
		c.	MALE -	FEMALE -
		d.	MALE -	FEMALE -
14.	a. Authorized Signatory			
	b. Whether DSC of the authorized signatory made	YES -	NO-	
	c. If made whether PAN encrypted	YES -	NO-	
15.	Bank Account No. & IFSC Code No. of the Organisation			
16.	Bank Account No. & IFSC Code No. of the Authorised Signatory			
17.	Phone No. of the Organisation			
18.	Mobile No. of the Authorised Signatory			
19.	Email address	a.		
		b.		
20.	ITO Ward No. of the Organisation			
21.	ITO Ward NO. of the Authorized Signatory			
22.	In case of Company, DIN No. of the Directors (including authorized signatory)	a.		
		b.		
		c.		
		d.		
23.	Name & Address of the Companies in which the Authorized Signatory is holding the post of director			

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24.	Whether Online payment facility available	YES -	NO-	
25.	Any known violation of laws and regulations by the organisation or the key persons			
26.	Type of Engagement	Statutory Audit:	Tax Audit:	Income Tax:
		ROC:	Bank Proposals:	Consultancy:
		VAT Audit:	Internal Audit:	Others:

Enclosures:

a. Copy of Address Proof	
b. Copy of Identity Proof	
c. Two Passport Size Photographs of the Authorized Signatory	
d. In case of company a copy of Memorandum and Articles of Association	
e. In case category is Partnership Firm or Partner a copy of Partnership deed	
f. In case of employee employment letter and if possible PAN No. of the Employer	
g. In case of audit engagement copy of previous years audit report and No Objection Certificate from previous auditor	
h. Income Tax Return Copy and Balance Sheet and Profit & Loss Account of Last three Previous Years	
i. Digital Signature Certificate of the Authorized Signatory (not required for individuals not having Tax Audits)	
j. In case of company, Annual Return and List of Shareholders of last three years	

Signature