

Signing instruction & Checklist – HUF firm

Application forms

1. **NON-INDIVIDUAL APPLICATION FORM:** HUF's seal & signature in all the F series (If there are more than 1 authorized signatory, choose any one)
 - Page-21: Annexure1 - All the partner should attach the passport size photograph and sign across respectively. Last row - Signatures of all HUF holders & seal on Karta signature only.
2. **FATCA:** Seal and signature in Page-2 above signature & stamp in certification section
3. **KYC & CKYC INDIVIDUAL** - One set for each partner (Seal not required)
 - PAGE 1: Stick a passport size photograph & sign across the photo and another signature in bottom right side
 - PAGE 2: Signature in bottom right side
4. **Declaration for UBO:** (Ultimate beneficial ownership) Seal & signature in page 2
5. **DDPI:**
 - Page 1 - Karta sign in first holder with HUF seal, coparceners sign in second and third holder respectively.
 - Page 2 - Karta sign in first holder with HUF seal, coparceners sign in second and third holder respectively.

Documents of firm: (HUF's seal & Karta's sign in the documents mentioned below)

- PAN copy of HUF
- Address proof of the HUF (Bank statement / Telephone Bill / Electricity bill of the firm)
- Bank document (Cancelled cheque or passbook front page or statement with complete account number and IFSC code of the HUF bank account)
- Recent 2 years ITR acknowledgement & Financial statement OR recent 6 months bank statement of HUF bank account

Individual's documents: (Self-attested respectively)

- Karta's PAN card & Aadhaar (with HUF seal)
- Karta's PAN card & Aadhaar (without seal)
- Coparcener's PAN card & Aadhaar (without seal)