

Signing instruction – Pvt. Ltd firm

Application forms

1. **NON-INDIVIDUAL APPLICATION FORM:** Firm'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 - Firm's seal and signature of all the partners respectively.
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 - Authorized signatory's sign on first sole holder and partners sign in second and third holder respectively along with seal for each sign.
 - Page 2 - Authorized signatory's sign on first sole holder and partners sign in second and third holder respectively along with seal for each sign

Documents of firm: (Firm's seal & Authorised signatory's sign in the documents mentioned below)

- Pan card copy of firm
- Address proof of the firm (Bank statement / Telephone Bill / Electricity bill of the firm)
- Certificate of Incorporation
- MOA - Memorandum of association
- AOA - Articles of association
- Bank document (Cancelled cheque or passbook front page or statement with complete account number and IFSC code of the Firm's bank account)
- Recent 2 years ITR acknowledgement & Financial statement OR Net worth certificate of firm (if newly formed)

Director's documents: (Self-attested respectively)

- Pan & Adhaar of all the director's (without seal)

On the Firm's letter head: Edit according to the firm - formats attached (For seal and signature of all the partners in all the documents mentioned below)

- Board resolution
- List of Directors
- Authorised Signatory
- Details of profit & loss sharing percentage