# List of Documents for code opening (One time KYC)-

**Applicable for Referral Agent Code also - (All Copies should be self attested)-**

# IN Case of Company or Partnership Firm

1. Memorandum of association (MOA) + Articles of Association (AOA) + Certificate of Incorporation (COI).
2. PAN Card of the Company or Firm 3- GST Copy.
3. Address Proof - Latest Utility Bills like Telephone, Electricity/Notarized Rent agreement (Not more than two months old).
4. KYC Forms duly signed and stamped (Format attached) (Annex A- KYC Form)
5. List of Authorized Signatories to deal the Foreign Exchange Transaction in the prescribed format duly signed on letter head of the Company along with id proof of all authorized persons. (Format Attached Annex B- Authorized Signatory declaration form).

# IN Case of Proprietorship Firm

1- Trade Licence Copy (In case applicable in the state) 2- Shop Establishment registration.

3- PAN Card of the Firm/ Proprietor 4- GST Copy.

1. Address Proof - Latest Utility Bills like Telephone, Electricity/Notarized Rent agreement (Not more than two months old).
2. KYC Forms duly signed and stamped (Format attached) (Annex A- KYC Form)
3. List of Authorized Signatories to deal the Foreign Exchange Transaction in the prescribed format duly signed on letter head of the Company along with id proof of all authorized persons. (Format Attached Annex B- Authorized Signatory declaration form).

# In Case of FFMC/AD 2

1. RBI License Copy
2. PAN Card of the Company 3- GST Copy.
3. Address Proof - Latest Utility Bills like Telephone, Electricity/Notarized Rent agreement (Not more than two months old).
4. KYC Forms duly signed and stamped (Format attached) (Annex A- KYC Form)
5. List of Authorized Signatories to deal the Foreign Exchange Transaction in the prescribed format duly signed on letter head of the Company along with id proof of all authorized persons. (Format Attached Annex B- Authorized Signatory declaration form).

# In Case of Individual referral Agents

1. PAN Copy
2. Address Proof - Latest Utility Bills like Telephone, Electricity 3- Cancelled cheque copy

4- Proposal cum declaration. (Format attached)

# In case of Tour Operator/Travel Agent

**All standard KYC with following extra documents :-**

1. Bank Statement of last six month.
2. TCS declaration cum indemnity in standard format.