



KYC QUESTIONNAIRE

For Company

Photo

Please affix
your recent
passport size
photo

Please fill this form in ENGLISH and in BLOCK LETTERS.

Contact Name	
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Corporate Information	
Full Registered Name of Trading counterparty	
Parent Company	
Registered Address	
Address of Head Office (if different)	
Website	

Company Registration		Status / Ownership (Please tick)	
Incorporation Date		Public Company	
Country or State of Incorporation		Private Company	
Company TIN number		Partnership	
Company PAN number		Proprietorship	
CIN number		State Government entity	
Excise number			
Service Tax number			

If publicly quoted, please name Stock Exchanges(s) and Listing(s)	
Otherwise, please provide details of the ultimate beneficial owners of the company and their % share	

Counterparty Primary Contact Info		Operations Contact Info		Credit/Finance Contact Info	
Name		Name		Name	
Title		Title		Title	
Telephone		Telephone		Telephone	
Mobile		Mobile		Mobile	
Fax		Fax		Fax	
E-mail		E-mail		E-mail	

Banking Information	
Name of Principal Bankers	
Bank Branch Address	
Name of Account Manager & Contact Details	

Name of Person Completing Questionnaire			
Position		Email address	
Phone number		Date	

KYC Documentation Checklist <i>(please tick)</i>			
1. Certificate of Incorporation		7. A complete organization chart showing the company's group affiliation %	
2. Memorandum & Articles of Association		8. Copy of passport of ultimate beneficial owners of the company	
3. List of Directors & Ultimate Shareholders/Beneficiaries		9. Tax registration form	
4. Annual Report and Audited Financial Statements for Last Three Years		10. Company Introduction/Brochure	
5. Bank Reference Letter		11. Foreign Trade Entity Registration Form	
6. Copy of PAN card			