

ONBOARDING

Account opening *process.*

A complete checklist of KYC, documentation and onboarding requirements across individual, joint, minor, NRI, HUF, partnership, corporate, trust and proprietorship accounts — designed for clarity from day one.

Things to note before you begin

KYC documents in good order

KYC status verified for every unit holder, validity of each document confirmed, scans clear and self-attested. Contact details & email reconfirmed. Signatures consistent between bank records and KYC documents. Existing family records cross-checked before creating new ones. For NRI: both Indian & foreign address proof are mandatory (mariners may substitute foreign address proof with a mariner declaration + valid CDC). For minor accounts: the guardian account must be created first based on the guardian named on the bank account; only one bank can be registered for minor and NRI accounts.

Quality of scans

One-time extra effort is better than long-term KYC issues. Use the highest resolution available.

Address fields on the portal

Replicate addresses from each holder's KYC documents — even though the portal lets you copy the first holder's address to all unit holders, every other holder's address must be edited to match their own KYC.

Upload formats

Signed Account Opening Form (AOF) — TIFF format. Signed Mandate (OTM) — JPEG format.

Holding pattern

Account holding pattern must be created accurately on first submission — once saved, the pattern cannot be reversed.

Required uploads (all accounts)

CHECKLIST 01

Individual account — *single / joint / minor / NRI.*

Documents required for each unit holder.

FATCA details (for all unit holders)

- › Tax slab (NIL / 5% / 20% / 30%)
- › Contact number
- › Email address
- › Place of birth
- › Occupation
- › Annual income
- › Equity–debt allocation
- › Mobile & email declaration (whose contact is being used for approvals)

Photo ID proof (for all unit holders)

- › PAN Card (minor PAN and guardian PAN for minors)

Indian address proof (any one)

- › Masked Aadhaar (preferred)
- › Passport (preferred for NRI)
- › Voter ID
- › Driving licence

Additional foreign-residence documents — NRI only (any one)

- › Driving licence
- › Electricity bill (latest 2 months)
- › Continuous Discharge Certificate (CDC) — mariners
- › Employment contract — mariners
- › Mariner declaration — mariners

- › PIO / OCI card with latest entry-exit stamp — NRI with foreign passport
- › Visa with latest entry-exit stamp — Indian passport holder

Bank proof (resident & NRI) — any one

- › Personalised cancelled cheque (with guardian name for minors; NRE / NRO account for NRI)

Nominee & guardian details

- › Nominee name, relation and date of birth
- › Guardian (minors only): name, relation, PAN, contact, email, Aadhaar, bank proof

CHECKLIST

Non-individual account — *HUF.*

FATCA details (mandatory)

- › Tax slab (NIL / 5% / 20% / 30%)
- › Contact number
- › Email address
- › Date of incorporation
- › Place of incorporation
- › Source of wealth
- › Residential country
- › Occupation
- › Politically exposed?
- › Net worth & date
- › Annual income
- › Equity–debt allocation
- › Nature of business
- › UBO details (if applicable): count, name, nationality, address

PAN (signed, sealed & stamped) — for each HUF, Karta & coparcener

- › PAN card

Address proof — HUF (any one)

- › Bank statement (latest 3 months)

Address proof — Karta & coparceners (any one)

- › Masked Aadhaar
- › Driving licence
- › Passport
- › Voter ID

Other documents

- › List of coparceners / Deed of Declaration of HUF on HUF letterhead with specimen signatures certified by Karta with HUF seal

Bank proof

- › Personalised cancelled cheque (if not embossed, last 3-months bank statement)

CHECKLIST

Non-individual account — *partnership.*

FATCA details (mandatory)

- › Tax slab (NIL / 5% / 20% / 30%)
- › Contact number
- › Email address
- › Date of incorporation
- › Place of incorporation
- › Source of wealth
- › Residential country
- › Occupation
- › Politically exposed?
- › Net worth & date
- › Annual income
- › Equity–debt allocation
- › Nature of business
- › UBO details (if applicable): count, name, nationality, address

PAN (signed, sealed & stamped) — for each firm & all partners

- › PAN card

Address proof — partners (any one)

- › Masked Aadhaar
- › Driving licence
- › Passport
- › Voter ID

Address proof — firm

- › Bank statement (latest 3 months)

- › Electricity bill (latest 2 months)
- › Registration certificate (if registered)

Other documents

- › Copy of balance sheet (last 2 financial years)
- › Copy of partnership deed
- › Partnership registration certificate (if registered)
- › Authorised signatory list — letter on firm letterhead

Bank proof

- › Personalised cancelled cheque (if not embossed, last 3-months bank statement)

CHECKLIST

Non-individual account — *private* & *public limited*.

FATCA details (mandatory)

- › Tax slab (NIL / 5% / 20% / 30%)
- › Contact number
- › Email address
- › Date of incorporation
- › Place of incorporation
- › Source of wealth
- › Residential country
- › Occupation
- › Politically exposed?
- › Net worth & date
- › Annual income
- › Equity–debt allocation
- › Nature of business
- › UBO details (if applicable): count, name, nationality, address

PAN (signed, sealed & stamped) — for each entity & all directors

- › PAN card

Address proof — directors (any one)

- › Masked Aadhaar
- › Driving licence
- › Passport
- › Voter ID

Address proof — entity

- › Bank statement (latest 3 months)

- › Electricity bill (latest 2 months)
- › Registration certificate (if registered)

Other documents

- › Copy of balance sheet (last 2 financial years)
- › Certificate of incorporation
- › Memorandum & Articles of Association (MOA / AOA)
- › Board resolution
- › Updated list of directors
- › Shareholding pattern
- › Authorised signatory list

Bank proof

- › Personalised cancelled cheque (if not embossed, last 3-months bank statement)

CHECKLIST

Non-individual account — *trust.*

FATCA details (mandatory)

- › Tax slab (NIL / 5% / 20% / 30%)
- › Contact number
- › Email address
- › Date of incorporation
- › Place of incorporation
- › Source of wealth
- › Residential country
- › Occupation
- › Politically exposed?
- › Net worth & date
- › Annual income
- › Equity–debt allocation
- › Nature of business
- › UBO details (if applicable): count, name, nationality, address

PAN (signed, sealed & stamped) — for each trust & all trustees

- › PAN card

Address proof — trustees (any one)

- › Masked Aadhaar
- › Driving licence
- › Passport
- › Voter ID

Address proof — trust

- › Bank statement (latest 3 months)
- › Electricity bill (latest 2 months)

- › Registration certificate (if registered)

Other documents

- › Copy of balance sheet (last 2 financial years)
- › Copy of trust deed
- › Certificate of registration (if registered)
- › MOA / AOA
- › Board resolution
- › Updated list of trustees
- › Authorised signatory list (letter on letterhead authorising trustees)

Bank proof

- › Personalised cancelled cheque (if not embossed, last 3-months bank statement)

CHECKLIST

Sole proprietorship — *checklist.*

FATCA details (mandatory)

- › Tax slab (NIL / 5% / 20% / 30%)
- › Contact number
- › Email address
- › Date of incorporation
- › Place of incorporation
- › Source of wealth
- › Residential country
- › Occupation
- › Politically exposed?
- › Net worth & date
- › Annual income
- › Equity–debt allocation
- › Nature of business

PAN — proprietor (mandatory)

- › PAN card

Proprietor address proof (any one)

- › Masked Aadhaar (preferred)
- › Passport (preferred for NRI)
- › Voter ID
- › Driving licence

Bank proof

- › Personalised cancelled cheque of firm with bank letter stating proprietor PAN (if not embossed, last 3-months bank statement)

Other documents

- › Shop & Establishment certificate