

List of Documents

- 1. Board Resolution in original signed by all the directors with company's seal**
- 2. Certificate of incorporation**
(Attested by the authorized director with company's stamp)
- 3. Certificate of Commencement of Business (In case of Limited Company)**
(Attested by the authorized director with company's stamp)
- 4. Memorandum & Articles of Association**
(Attested by the authorized director with company's stamp)
- 5. Copy of Company's Pan Card (Duly Notarized)**
(Attested by the authorized director with company's stamp)
- 6. Address proof in the name of the company i.e., latest bank statement, utility bill etc (Duly Notarized)**
(Attested by the authorized director with company's stamp)
- 7. Copy of GST Certificate (Duly Notarized)**
(Certified by the managing director of the company)
- 8. Form 18 along with ROC receipt**
(Certified copies / Attested by the authorized director with company's stamp)
- 9. List of Directors**
(On company's letterhead attested by the authorized director with company's stamp)
- 10. List of Shareholders**
(On company's letterhead attested by the authorized director with company's stamp)
- 11. Balance Sheet for Last 3 Years**
- 12. Duly filled KYC Forms for all the authorized signatories / signing directors**
- 13. Signature Cards for all the authorized signatories / signing directors**
(Signature to be verified by the bank's official)
- 14. Certified copies of Form 32 / DIR 12 of all the signing directors along with ROC Receipt**
- 15. FATCA Declaration (Format Enclosed)**
- 16. Questionnaire (Format Enclosed)**
- 17. Account Opening Cheque of INR 500 000 in favor of "JSC VTB Bank A/c ...Your Company's Name..."**

➤ **Identification documents for all the authorized signatories / signing directors**

- Pan Card
- Passport or Driving License or Voter ID Card or Latest Utility Bill
- Latest Bank Statement

(Self-attested copies)

Note:

- You are requested to carry original documents (Copy of Company's Pan Card, Address Proof of the Company, ID and Address Proofs for all the Signing Directors and as well as Non – Signing Directors) for verification by the Bank Officials.

Or

- Alternatively, the copies of requisite documents may kindly be notarized by the notary in the absence of originals not being verified / seen by our bank officials.