

## Things to Note

1. KYC Documents and other information provided by the customer are in good order before creating the account
  - KYC Status to be checked for all unit holders. If client KYC is not verified , account created will not be verified.
  - Validity of the KYC Document to be checked
  - Documents are clear and acceptable for scanning
  - Documents provided are self attested
  - Contact details and email ID are reconfirmed
  - Signatures are the same in banks and KYC documents provided
  - Check for existing family details before creating a new one
  - For NRI, both Indian & foreign address proof is mandatory.(Mariner NRI can substitute foreign Address proof with marine declaration letter & valid continuous discharge certificate)
  - For Minor Accounts , guardian account need to be created first basis the guardian in the bank account
  - Only one bank can be registered for Minor and NRI accounts
2. Quality of the scan copy of the suggested and applicable documents to maintained. One-time extra effort is better off than long term KYC Issues
3. Details on portal should be filled as per the details specified on the document. Though portal gives the flexibility to replicate the address of the first holder to all unit holders, details of the other unit holder need to be edited as per their KYC documents
4. Signed account opening form should be saved and uploaded in TIFF Format & Signed Mandate form should be saved and uploaded in JPEG format
5. Account holding pattern should be created properly to avoid junk account patterns on the portal. Accounts once saved cannot be reversed.
6. All will need to upload the below
  - AOF (tiff format)
  - OTM ( jpg)

# Kinntegra Wealth Private Limited

Registered Address: A-302, Shah Arcade, Plot No 4 & 5, Sector 6, Kharghar, Raigarh MH - 410210

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CIN: U74999MH2018PTC306145



## Individual Account Opening Checklist (Single / Joint / Minor / NRI)

### FATCA Details (for all unit holders)

1. Tax Slab (NIL / 5% / 20% / 30%)
2. Contact No
3. Email Address
4. Place of Birth
5. Occupation
6. Annual Income
7. Equity-Debt Allocation
8. Mobile & Email Declaration (to verify whose contact details are being used for approvals)

### Other Details / Guardian Details for Minors

1. Nominee Name  
Nominee Relation  
Nominee DOB
2. Guardian Details (for minors only)  
-Name, Relation  
-PAN  
-Contact Number & Email  
-Aadhar  
-Bank Proof

### Photo ID Proof (for all unit holder)

- PAN Card (*Minor PAN and Guardian PAN for Minors*)

### Communication Details (Indian Address Proof) (For all unit holders) (any one of the below)

- Masked Aadhaar Card (preferred)
- Passport (preferred for NRI)
- Voter Id
- Driving License

### Additional Foreign Residence Documents (Non-Resident Indian only) (any one of the below)

- Driving License
- Electricity Bill (latest 2 months)
- Continuous Discharge Certificate (CDC) (*for Mariners only*)
- Employment contract (*for Mariners only*)
- Mariner Declaration (*for Mariners only*)
- PIO / OCI Card with latest entry-exit stamp in India (*for NRI with foreign passport*)
- Visa with latest entry-exit stamp in India (*for Indian passport holder*)

### Bank Proof (Any one) – For Resident Indian and Non-Resident Indian (NRI)

- Personalized cancelled cheque (For minor with guardian name) (NRE/NRO account)

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## Non-Individual Account Checklist (HUF)

### FATCA Details (Mandatory)

- |                                    |   |
|------------------------------------|---|
| 1. Tax Slab (NIL / 5% / 20% / 30%) | 10. Net Worth & Date                    |
| 2. Contact No                      | 11. Annual Income                       |
| 3. Email Address                   | 12. Equity-Debt Allocation              |
| 4. Date of Incorporation           | 13. Nature of Business                  |
| 5. Place of Incorporation          | 14. <u>UBO Details- (if applicable)</u> |
| 6. Source of Wealth                | -Count                                  |
| 7. Residential Country             | -Name                                   |
| 8. Occupation                      | -Nationality                            |
| 9. Politically Exposed?            | -Address                                |

### PAN (signed, sealed & stamped) (for each-HUF, Karta & Coparceners)

- PAN Card

### Address Proof (attested & sealed) (any one of the below for each- HUF, Karta & Coparceners)

#### For HUF

- Bank Statement (latest 3 months)

#### For Karta & Coparceners

- Masked Aadhar  
 Driving License  
 Passport  
 Voter ID

### Bank Proof

- Personalized cancelled cheque (*If cheque not embossed, please provide 3 months bank statement*)

### Other Documents:

- List of coparceners / Deed of Declaration of HUF (on the HUF letterhead along with the specimen signatures certified by the Karta with HUF Seal)

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## Non-Individual Account Checklist (Partnership Account)

### FATCA Details (Mandatory)

- |                                    |   |
|------------------------------------|---|
| 1. Tax Slab (NIL / 5% / 20% / 30%) | 10. Net Worth & Date                    |
| 2. Contact No                      | 11. Annual Income                       |
| 3. Email Address                   | 12. Equity-Debt Allocation              |
| 4. Date of Incorporation           | 13. Nature of Business                  |
| 5. Place of Incorporation          | 14. <u>UBO Details- (if applicable)</u> |
| 6. Source of Wealth                | -Count                                  |
| 7. Residential Country             | -Name                                   |
| 8. Occupation                      | -Nationality                            |
| 9. Politically Exposed?            | -Address                                |

### PAN (signed, sealed & stamped) (for each- Firm & all Partners)

- PAN Card

### Address Proof (attested & sealed) (any one of the below for each- Firm & all Partners)

#### For Partners

- Masked Aadhar  
 Driving License  
 Passport  
 Voter ID

#### For Firm

- Bank Statement (latest 3 months)  
 Electricity Bill (latest 2 months)  
 Registration Certificate (If registered)

### Bank Proof

- Personalized cancelled cheque *(If cheque not embossed, please provide 3 months bank statement)*

### Other Documents:

- Copy of Balance Sheet (of the last 2 financial years)
- Copy of Partnership Deed
- Partnership Registration Certificate (if registered)
- Authorized Signatories List (Authorisation letter on the letterhead of the firm authorizing a partner)

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## Non-Individual Account Checklist (Private Ltd & Public Ltd.)

### FATCA Details (Mandatory)

- |                                    |   |
|------------------------------------|---|
| 1. Tax Slab (NIL / 5% / 20% / 30%) | 10. Net Worth & Date                    |
| 2. Contact No                      | 11. Annual Income                       |
| 3. Email Address                   | 12. Equity-Debt Allocation              |
| 4. Date of Incorporation           | 13. Nature of Business                  |
| 5. Place of Incorporation          | 14. <u>UBO Details- (if applicable)</u> |
| 6. Source of Wealth                | -Count                                  |
| 7. Residential Country             | -Name                                   |
| 8. Occupation                      | -Nationality                            |
| 9. Politically Exposed?            | -Address                                |

### PAN (signed, sealed & stamped) (for each- Entity & all Directors)

- PAN Card

### Address Proof (attested & sealed) (any one of the below for each- Entity & all Partners)

#### For Directors

- Masked Aadhar
- Driving License
- Passport
- Voter ID

#### For Entity

- Bank Statement (latest 3 months)
- Electricity Bill (latest 2 months)
- Registration Certificate (If registered)

### Bank Proof

- Personalized cancelled cheque (If cheque not embossed, please provide 3 months bank statement)

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### Non-Individual Account Checklist (Private Ltd & Public Ltd.)

#### Other Documents:

- Copy of Balance Sheet (of the last 2 financial years)
- Certificate of Incorporation
- Memorandum of Association (MOA) & Article of Association (AOA)
- Board Resolution (BR)
- Updated list of Directors
- Shareholding Pattern
- Authorized Signatory List

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## Non-Individual Account Checklist (TRUST)

### FATCA Details (Mandatory)

- |                                    |   |
|------------------------------------|---|
| 1. Tax Slab (NIL / 5% / 20% / 30%) | 10. Net Worth & Date                    |
| 2. Contact No                      | 11. Annual Income                       |
| 3. Email Address                   | 12. Equity-Debt Allocation              |
| 4. Date of Incorporation           | 13. Nature of Business                  |
| 5. Place of Incorporation          | 14. <u>UBO Details-</u> (if applicable) |
| 6. Source of Wealth                | -Count                                  |
| 7. Residential Country             | -Name                                   |
| 8. Occupation                      | -Nationality                            |
| 9. Politically Exposed?            | -Address                                |

### PAN (signed, sealed & stamped) (for each- TRUST & all Trustees)

- PAN Card

### Address Proof (attested & sealed) (any one of the below for each- TRUST & all Trustees)

#### For Trustees

- Masked Aadhar  
 Driving License  
 Passport  
 Voter ID

#### For TRUST

- Bank Statement (latest 3 months)  
 Electricity Bill (latest 2 months)  
 Registration Certificate (If registered)

### Bank Proof

- Personalized cancelled cheque (*If cheque not embossed, please provide 3 months bank statement*)

## Kinntegra Wealth Private Limited

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### Non-Individual Account Checklist (TRUST)

#### Other Documents:

- Copy of Balance Sheet (of the last 2 financial years)
- Copy of Trust Deed
- Certificate of Registration (if registered)
- Memorandum of Association (MOA) & Article of Association (AOA)
- Board Resolution (BR)
- Updated list of Trustees
- Shareholding Pattern
- Authorized Signatory List (Authorisation letter on the letterhead of the firm authorising as Trustees)



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## Non-Individual Account Checklist (Sole Proprietorship)

### FATCA Details (Mandatory)

- |                                    |                            |
|------------------------------------|----------------------------|
| 1. Tax Slab (NIL / 5% / 20% / 30%) | 10. Net Worth & Date       |
| 2. Contact No                      | 11. Annual Income          |
| 3. Email Address                   | 12. Equity-Debt Allocation |
| 4. Date of Incorporation           | 13. Nature of Business     |
| 5. Place of Incorporation          |                            |
| 6. Source of Wealth                |                            |
| 7. Residential Country             |                            |
| 8. Occupation                      |                            |
| 9. Politically Exposed?            |                            |

### PAN-Proprietor (mandatory)

- PAN Card

### Proprietor Address Proof (any one)

- Masked Aadhaar Card (preferred)
- Passport (preferred for NRI)
- Voter Id
- Driving License

### Bank Proof

- Personalized cancelled cheque of firm along with bank letter stating proprietor PAN (*If cheque not embossed, please provide 3 months bank statement*)

### Other Documents:

- Shop & Establishment Certificates