KYC Form

Please fill in ENGLISH and in BLOCK LETTERS (All information marked **(*)** in Sections A, B, C below are mandatory)

The information is sought under Prevention of Money Laundering Act, 2002, the rules notified thereunder and RBI guidelines on Anti Money Laundering.

A. Identity Details

* **1. Name of the Applicant** (Please write name as per Certificate of Incorporation/ Registration leaving one box blank between two words)

* **2. Date of Incorporation/ Registration**

Registration Number issued by Registration Authority

* **3. Status** Please tick( ) Company ☐ Partnership ☐ Proprietorship ☐ FI ☐ Bank ☐ Government Body ☐ Non- Govt Org ☐ Others (please specify) _____

4. Permanent Account Number (PAN) ☐ PAN card copy attached

* **5. Nature of Business** _____

B. Address Details

* **1. Permanent Address/ Registered Address of Applicant**

City/ Town/ Village Pin Code

State Country

* **2. Address for Correspondence (if different from Permanent Address)**

City/ Town/ Village Pin Code

State Country

3. Contact Details

1. Mr./ Ms

Tel (Off) DOB

Mobile Fax

2. Mr./ Ms

Tel (Off) DOB

Mobile Fax

Email id

C. Other Details

* **1. Mandatory Certified Documents to be submitted, as applicable (Please tick against the documents attached)**

I Identity Proof

i Companies/Body Corporates
- ☐ Certificate of Incorporation

ii Partnership firms
- ☐ Certificate of Registration ☐ Trust Deed

iii Proprietorship firms
- ☐ Passport ☐ Driving License ☐ Voter's ID
- ☐ Ration Card ☐ ID Card

iv Liaison Offices
- ☐ Approval from RBI to operate in India

v Societies/Trusts/Foundations/NGOs/Charitable Bodies
- ☐ Certificate of Registration ☐ Trust Deed

vi Unincorporated Association or Body of Individuals
- ☐ Proof of Existence/Constitution Document

vii Scheduled Commercial Banks & Registered Financial Institutions not incorporated under the Companies Act, 1956/Regulatory Bodies
- ☐ Copy of constitution/registration documents

II Address Proof (any one)

i ☐ Telephone Bill

ii ☐ Electricity Bill

iii ☐ Leave & License Agreement

iv ☐ Sale Deed

v ☐ Others (please specify)

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DECLARATION

We hereby declare that the particulars given herein are true, correct & complete to the best of our knowledge & belief. We undertake to promptly inform Sodexo of any changes or information provided hereinabove and agree that Sodexo, their authorised agents & representatives ("the Authorised Parties") are not liable or responsible for any losses, cost, damages arising out of any actions undertaken or activities performed by them on the basis of information provided by us as also due to us not intimating/ delay in intimating changes. We acknowledge that we have been informed to maintain details of the beneficiaries to whom pre-paid payment instruments have been issued as per RBI Guidelines

SIGNATURE & SEAL OF AUTHORISED PERSON

Name

Designation

Date :

Place:

Client Id(not to be filled in by customer) : **Form No.**