



### **LIST OF KYC DOCUMENTS**

KYC documents/letters/declarations required for completing registration process for supply of Bullion (Gold/Silver) from us.

<b>S. L.</b>	<b>TYPE OF FIRM</b>	<b>DOCUMENTS REQUIRED</b>
A	PROPRIETORSHIP	AS PER LIST 1 & 2
B	HUF	AS PER LIST 1 & 3
C	PARTNERSHIP	AS PER LIST 1 & 4
D	CORPORATE	AS PER LIST 1 & 5

<b>S. N.</b>	<b>LIST 1.DOCUMENTS COMMON TO ALL JEWELLERS</b>
1	CUSTOMER REGISTRATION APPLICATION
2	PROOF OF ADDRESS (FOR ALL OFFICES/GODOWNS ETC)
3	PAN CARD COPY
4	VAT REGN COPY
5	CST REGN COPY
6	MUNICIPAL REGN COPY (UNDER SHOPS & EST ACT)
7	CANCELLED CHEQUE LEAVES OF ALL BANKS
8	LAST AUDITED FINANCIAL STATEMENT
9	GJEPC/FIEO REGN COPY, IF ANY (FOR EXPORTERS ONLY)
10	IMPORTER-EXPORTER CODE COPY, IF ANY (FOR EXPORTERS ONLY)
11	ONE TIME CERTIFICATE FROM CUSTOMS (FOR EXPORTERS ONLY)
12	STAMPED UNDERTAKING CUM INDEMNITY (FOR EXPORTERS ONLY)
<b>LIST 2. ADDITIONAL DOCUMENTS FOR PROPRIETORSHIP FIRMS</b>	
1	PAN CARD COPY OF PROPRIETOR
2	PASSPORT/VOTER I-CARD COPY OF PROPRIETOR
3	PROOF OF ADDRESS OF PROPRIETOR
4	DETAILS OF SOLE PROPRIETOR ( <b>ANNEXURE- A</b> )
5	DECLARATION OF SOLE PROPRIETOR ( <b>ANNEXURE-B</b> )
7	PROOF OF ADDRESS OF PROPRIETOR

<b>LIST 3. ADDITIONAL DOCUMENTS FOR HUF</b>	
1	PAN CARD COPY OF KARTA
2	PASSPORT/VOTER I-CARD COPY OF KARTA
3	PROOF OF ADDRESS OF KARTA
4	DETAILS OF KARTA(ANNEXURE-C)
5	DECLARATION OF KARTA (ANNEXURE-D)
<b>LIST 4. ADDITIONAL DOCUMENTS FOR PARTNERSHIP FIRMS</b>	
1	PARTNERSHIP DEED COPY
2	PARTNERSHIP REGN CERTIFICATE COPY
3	DETAILS OF PARTNERS(ANNEXURE –E)
4	PARTNERSHIP LETTER (ANNEXURE- F)
5	LIST OF AUTHORISED SIGNATORIES (ANNEXURE-G)
6	PAN CARD COPIES OF ALL PARTNERS
7	PASSPORT/VOTER I-CARD COPIES OF ALL PARTNERS
<b>LIST 5. ADDITIONAL DOCUMENTS FOR CORPORATES</b>	
1	MEMORANDUM & ARTICLES OF ASSOCIATION
2	CERTIFICATE OF INCORPORATION
3	CERTIFICATE OF COMMENCEMENT OF BUSINESS (FOR PUBLIC LTD CO)
4	FORM 32
5	DETAILS OF DIRECTORS (ANNEXURE- H)
6	BOARD RESOLUTION (ANNEXURE- I)
7	LIST OF AUTHORISED SIGNATORIES (ANNEXURE- J)
8	PAN CARD COPIES OF ALL DIRECTORS
9	PASSPORT/VOTER I-CARD COPIES OF ALL DIRECTORS
10	PROOF OF ADDRESSES OF ALL DIRECTORS

**NOTE:**

- (I) ALL DOCUMENTS SHOULD BE FILLED UP IN CLEARLY LEGIBLE FORM.
- (II) ALL DOCUMENTS TO BE COUNTERSIGNED BY AN AUTHORISED SIGNATORY WITH RUBBER STAMP
- (III) DOCUMENTS FOR PROOF OF ADDRESS ARE: ELECTRICITY BILL/WATER BILL/TELEPHONE BILL (CURRENT WITHIN LAST 3 MONTHS)

# Customer Registration Application

To  
M/s Diamond India Ltd  
2A-A Wing 2nd Floor, Laxmi Tower,  
G' Block, Behind ICICI Bank Ltd  
Bandra-Kurla Complex, Bandra-East,  
Mumbai – 400051

Dear Sir,

We are in the business of manufacturing of jewellery. As you are a Nominated Agency authorized to import and supply precious metals and we are in jewellery business, I/We request you to register me/us as your customer and, in this regard, provide the following information:

<b>FULL NAME OF THE FIRM</b>	
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<b>CONSTITUTION (DELETE THOSE NOT APPLICABLE)</b>	<b>PROPRITORSHIP/ HUF/ PARTNERSHIP/ CORPORATE</b>
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<b>DATE OF FORMATION/ INCORPORATION</b>	
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<b>REGISTERED OFFICE</b>	
	<b>PHONE:</b> <b>FAX:</b>
	<b>E-MAIL:</b>

<b>ADDRESS FOR CORRESPONDENCE (IF DIFFERS FROM ABOVE)</b>	
	<b>PHONE:</b> <b>FAX:</b>
	<b>E-MAIL:</b>

<b>BRANCH ADDRESS (ADDRESSES OF OTHER BRANCHES, IF ANY, ENCLOSED)</b>	
	<b>PHONE:</b> <b>FAX:</b>
	<b>E-MAIL:</b>

<b>FACTORY/ GODOWN ADDRESS, IF ANY(ADDITIONAL ADDRESSES, IF ANY, ENCLOSED)</b>	
	<b>PHONE:</b> <b>FAX:</b>
	<b>E-MAIL:</b>

<b>NAME OF CHIEF EXECUTIVE</b>	
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<b>CONTACT DETAILS OF CHIEF EXECUTIVE</b>	<b>PHONE:</b>
	<b>FAX:</b>
	<b>MOBILE NO:</b>
	<b>E-MAIL:</b>

<b>REGISTRATION DETAILS (AS APPLICABLE)</b>	<b>PAN NO &amp; DT:</b>
	<b>VAT NO &amp; DT:</b>
	<b>CST NO &amp; DT:</b>
	<b>GJEPC/FIEO REGN NO &amp; DT:</b>
	<b>IMPORTER EXPORTER CODE:</b>
	<b>MUNICIPAL REGN NO &amp; DT:</b>

<b>BANK ACCOUNT DETAILS (DETAILS OF OTHER BANK ACCOUNTS ARE ENCLOSED)</b>	<b>BANK NAME:</b>
	<b>BRANCH:</b>
	<b>ACCOUNT TYPE: SAVINGS BANK/CURRENT ACCOUNT/CASH CREDIT</b>
	<b>ACCOUNT NUMBER:</b>
	<b>MICR CODE:</b>

<b>DECLARATIONS&amp; SIGNATURE</b>
<p>I/We declare that the particulars provided above are true and correct to the best of my/our knowledge and belief. I/We undertake to inform you of any changes in the above particulars immediately.</p> <p>You reserve the right to seek any further information/document from me/us from time to time as well as to seek opinion reports from bankers and other business partners for your satisfaction or to meet any requirement under law.</p> <p>You are hereby authorized to use the above information for the purpose of business and you would have the right of disclosure of such information, particularly when required under any law, statute, rule etc or to facilitate the precious metals business with you.</p> <p>I/We declare that we have not been barred by the regulators to undertake transactions in precious metals/ foreign exchange contracts nor any proceedings are currently continuing against us for violation of FEMA or any other economic laws.</p> <p>In case any of the above information is found to be false/untrue/misleading/misrepresentation or in case there is suppression of any material information, I/We will be held liable for it.</p> <p>We forward herewith the KYC documents with a request to register us as your customer.</p> <p><b>(SIGNATURE WITH STAMP)</b></p> <p><b>DATE:</b></p>

**DETAILS OF SOLE PROPRIETOR**

<b>FULL NAME OF THE SOLE PROPRIETOR</b>			
	(NAME)	(MIDDLE NAME)	(SURNAME)

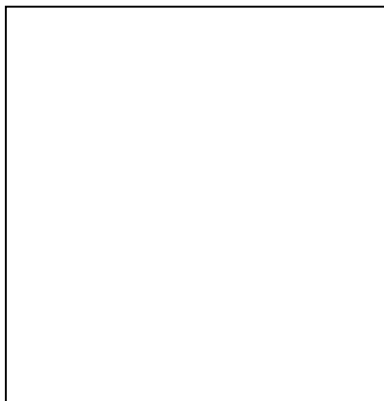
<b>FATHER'S NAME</b>			
	(NAME)	(MIDDLE NAME)	(SURNAME)

<b>DATE OF BIRTH (DD/MM/YYYY)</b>								
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<b>RESIDENTIAL ADDRESS</b>		
	<b>PHONE:</b>	<b>FAX:</b>
	<b>E-MAIL:</b>	

<b>PAN NO</b>	
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<b>NAME &amp; ADDRESS OF SOLE PROPRIETORSHIP FIRM</b>		
	<b>PHONE:</b>	<b>FAX:</b>
	<b>E-MAIL:</b>	



Passport size Photograph of  
Sole Proprietor with signature across

## **DECLARATION OF THE SOLE PROPRIETOR**

To  
2A-A Wing 2nd Floor, Laxmi Tower,  
'G' Block, Behind ICICI Bank Ltd  
Bandra-Kurla Complex, Bandra-East,  
Mumbai – 400051

Dear Sirs,

I refer to the application for registration of my firm:

M/s-----

(Full Name & Address of the Firm)

for purchase of precious metals from you.

In this connection, I declare that I am the sole proprietor of the above mentioned firm and, hence, I will be personally liable to you for the entire obligations that the firm may incur in course of dealing with you. I hereby undertake to discharge the obligations of the firm to you fully on demand.

I shall promptly advise you in writing of any change in the constitution of the firm and I will continue to be liable for the entire obligations of the firm regardless of any change in constitution thereof and undertake to discharge the same fully on demand.

I will sign and execute all the necessary documents as required for the precious metals business of my sole proprietorship firm with you.

I furnish the specimen signature of my sole proprietorship firm below.

Yours faithfully

(Signature of Proprietor)

Date:



**Specimen Signature of Sole Proprietorship Firm  
with Rubber Stamp**

**DETAILS OF KARTA**

<b>FULL NAME OF THE KARTA OF HUF</b>			
	<b>(NAME)</b>	<b>(MIDDLE NAME)</b>	<b>(SURNAME)</b>

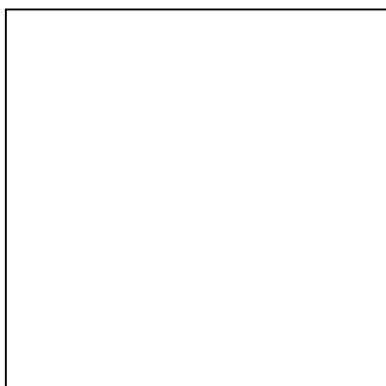
<b>FATHER'S NAME</b>			
	<b>(NAME)</b>	<b>(MIDDLE NAME)</b>	<b>(SURNAME)</b>

<b>DATE OF BIRTH (DD/MM/YYYY)</b>	
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<b>PAN NO</b>	
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<b>RESIDENTIAL ADDRESS</b>			
	<b>PHONE:</b>	<b>FAX:</b>	
		<b>E-MAIL:</b>	

<b>NAME &amp; ADDRESS OF HIS/HER HUF FIRM</b>			
	<b>PHONE:</b>	<b>FAX:</b>	
		<b>E-MAIL:</b>	



**Passport size Photograph  
of Karta with signature across**

## **DECLARATION OF KARTA**

**To**  
**2A-A Wing 2nd Floor, Laxmi Tower,**  
**'G' Block, Behind ICICI Bank Ltd**  
**Bandra-Kurla Complex, Bandra-East,**  
**Mumbai – 400051**

**Dear Sir,**

I refer to the application for registration of my firm:

M/s-----

(Full Name & Address of the Firm)

for purchase of precious metals from you.

In this connection, I declare that I am the Karta of the HUF which is engaged in precious metals business. I furnish below the details of HUF and all the coparceners.

The coparceners agree to abide by and be bound by all the decisions of the Karta in dealing of the HUF firm with you and undertake to discharge the obligations fully to you on demand and, thus, affix their signatures below:

<b>SI N.</b>	<b>Particulars</b>	<b>Name, Date of Birth &amp; Relation to Karta</b>	<b>Signature</b>
<b>1</b>	<b>Karta</b>		
<b>2</b>	<b>Coparcener I</b>		
<b>3</b>	<b>Coparcener II</b>		
<b>4</b>	<b>Coparcener III</b>		
<b>5</b>	<b>Coparcener IV</b>		

I hereby state that the particulars furnished above are true, complete and correct and I will promptly advise you in writing regarding any change therein.

I furnish the specimen signature of the HUF firm below.

**Yours faithfully**

**(Signature of Karta)**  
**Date:**

**Specimen Signature of HUF Firm**  
**with Rubber Stamp**



**DETAILS OF PARTNERS**

<b>Name of the Partner</b>		<b>Photograph with signature across</b>
<b>Father's Name</b>		
<b>Date of Birth</b>		
<b>Residential Address</b>		
<b>Contact Details</b>	<b>Ph:</b> <b>Fax:</b> <b>E-mail:</b>	
<b>PAN No</b>		

<b>Name of the Partner</b>		<b>Photograph with signature across</b>
<b>Father's Name</b>		
<b>Date of Birth</b>		
<b>Residential Address</b>		
<b>Contact Details</b>	<b>Ph:</b> <b>Fax:</b> <b>E-mail:</b>	
<b>PAN No</b>		

<b>Name of the Partner</b>		<b>Photograph with signature across</b>
<b>Father's Name</b>		
<b>Date of Birth</b>		
<b>Residential Address</b>		
<b>Contact Details</b>	<b>Ph:</b> <b>Fax:</b> <b>E-mail:</b>	
<b>PAN No</b>		

<b>Name of the Partner</b>		<b>Photograph with signature across</b>
<b>Father's Name</b>		
<b>Date of Birth</b>		
<b>Residential Address</b>		
<b>Contact Details</b>	<b>Ph:</b> <b>Fax:</b> <b>E-mail:</b>	
<b>PAN No</b>		

**Above particulars are true, correct and current as per our records.**

**For M/s-----**

**Managing Partner/Partner**

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**(To be countersigned by the Managing Partner of the firm with Rubber Stamp)**

## **PARTNERSHIP LETTER**

To  
2A-A Wing 2nd Floor, Laxmi Tower,  
'G' Block, Behind ICICI Bank Ltd  
Bandra-Kurla Complex, Bandra-East,  
Mumbai – 400051

Date:

Dear Sir,

We, the undersigned, are the members of the Partnership Firm,

M/s-----

(Name & Address of the Firm)

carrying on the business involving precious metals and the said Firm is interested in procuring (i.e.purchasing/borrowing) precious metals from you.

We declare that the Firm does not have any Partner other than those who have signed below and we, the Partners, are authorized to sign on behalf of the Firm in the manner as appears below.

In the event of your acceding to our request for registering our firm as your customer, we affirm, represent and undertake with the intention of binding the Firm, as under:

- (i) Each one of us is authorized to transact, operate accounts, borrow, give instructions, execute documents, create/withdraw security, give guarantee, acknowledge debt, receive money etc on behalf of the Firm. It is clarified that these actions are also applicable in respect of the transactions in precious metals.
- (ii) All transactions entered/all obligations incurred with you by any of us shall be regarded as having been entered into/incurred by the Firm.
- (iii) You will not be required to satisfy yourself in regard to the propriety of operation by any of us.
- (iv) Each of us has full and unrestricted authority to bind the firm and each other personally.
- (v) In respect of any transaction with you by any/some/all partners, we and our estates will be jointly and severally responsible and liable.
- (vi) In the event of death, retirement, bankruptcy, withdrawal of any partner, we will give you prompt notice thereof. However, you will be at liberty to deal with the surviving/continuing partners without reference to the retiring partner or legal heirs/representatives of deceased partners and, notwithstanding any provision of Indian Partnership Act 1962 to the contrary, all the Partners, and their estates, will continue to be liable to the Firm, unless specifically exempted by you in writing.
- (vii) The aforesaid representations, affirmations, undertakings will remain operative and effective notwithstanding any clause in our Deed of Partnership to the contrary.

Yours faithfully,

For M/s -----

(Signatures of all Partners with Rubber Stamp)

## LIST OF AUTHORISED SIGNATORIES OF PARTNERSHIP FIRM

M/S-----

SI No	Name & Designation	Specimen Signature with Rubber Stamp

Above particulars are true, correct &amp; current as per our records

For M/s-----

Managing Partner

(To be Countersigned by the Managing Partner with Rubber Stamp)  
(Please attach another page of same format if more space is required)

**DETAILS OF DIRECTORS**

<b>Name</b>		<b>Photograph with signature across</b>
<b>Designation</b>		
<b>Father's Name</b>		
<b>Date of Birth</b>		
<b>Residential Address</b>		
<b>Contact Details</b>	<b>Ph:</b> <b>Fax:</b> <b>E-mail:</b>	
<b>PAN No</b>		

<b>Name</b>		<b>Photograph with signature across</b>
<b>Designation</b>		
<b>Father's Name</b>		
<b>Date of Birth</b>		
<b>Residential Address</b>		
<b>Contact Details</b>	<b>Ph:</b> <b>Fax:</b> <b>E-mail:</b>	
<b>PAN No</b>		

<b>Name</b>		<b>Photograph with signature across</b>
<b>Designation</b>		
<b>Father's Name</b>		
<b>Date of Birth</b>		
<b>Residential Address</b>		
<b>Contact Details</b>	<b>Ph:</b> <b>Fax:</b> <b>E-mail:</b>	
<b>PAN No</b>		

<b>Name</b>		
<b>Designation</b>		

<b>Father's Name</b>		<b>Photograph with signature across</b>
<b>Date of Birth</b>		
<b>Residential Address</b>		
<b>Contact Details</b>	<b>Ph:</b> <b>Fax:</b> <b>E-mail:</b>	
<b>PAN No</b>		

Above particulars are true, correct & current as per our records

For M/s-----

Authorised Signatory

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(To be countersigned by any Authorised Signatory with Rubber Stamp)

**Board Resolution as per the following draft to be submitted on Company's Letter Head**

**BOARD RESOLUTION**

**EXTRACT FROM THE MINUTES OF THE MEETING OF BOARD OF DIRECTORS OF -----**

**DULY HELD ON DT-----AT -----AT -----AM/PM**

"RESOLVED THAT a Precious Metals Account be opened in the name & style of

-----  
(Name of the Company)

with Diamond India Ltd, a Nominated Agency, having its Registered Office at 2A-A Wing 2nd Floor, Laxmi Tower, 'G' Block, Behind ICICI Bank Ltd., Bandra-Kurla Complex, Bandra-East, Mumbai - 400051, for purchase of precious metals.

RESOLVED FURTHER THAT the following persons (called Authorised Signatories) are hereby authorized to sign (singly/jointly) and execute all the documents/agreements relating to opening and operations of the Precious Metal Account & place/withdraw margin money/security with Diamond India Ltd in respect thereof.

- 1.
- 2.
- 3.
- 4.

RESOLVED FURTHER THAT the Common Seal of the Company be affixed to the Agreement for Purchase of Precious Metals in the presence of any of the Directors of the Company.

RESOLVED FURTHER THAT the (Chairman/Managing Director/any of the above authorized signatories) is/are hereby authorized to nominate the officials (called Authorised Officials) for placing indents, purchase orders, fixing/cancellation/amendment of trades with Diamond India Limited. He/They is/are also authorized to nominate persons (called Authorised Persons) to receive precious metals from Diamond India Ltd or its agents/security movers on behalf of the Company. The actions of these Authorized Officials and Authorized Persons will be binding on the Company."

RESOLVED FURTHER THAT a copy of this Resolution be forwarded to Diamond India Ltd along with the specimen signatures of Authorised Signatories for opening the account with Diamond India Ltd.

CERTIFIED TRUE COPY

FOR-----

(CHAIRMAN/MANAGING DIRECTOR/COMPANY SECRETARY)

ANNEXURE –J

LIST OF AUTHORISED SIGNATORIES OF

M/s -----

SI No	Name & Designation	Specimen Signature with Rubber Stamp

For M/s-----

Chairman/Managing Director/Company Secretary)

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