

KYC DOCUMENT

1. Reasonable market enquiries and due diligence is to be made before about the Tour Operator/ Travel Agent/ Corporate before effecting remittances on his behest.
2. One time KYC is to be completed in respect of the corporate and dealer by obtaining following documents:

1. IN CASE OF A PARTNERSHIP FIRM

1. Self attested copy of partnership deed
2. Self attested copy of pan of firm
3. Registration certificate , in case of registered firm
4. List of authorized persons along with with id proof, pan card and photographs
5. Self-attested copy of id and pan of all authorized signatories and authorized signatory format on company letter head
6. Address proof of the firm like any recent utility bill, shops act license, any statutory license, any latest tax payment receipt etc
7. Gst certificate with all pages
8. Cancel cheque
9. Concern person mail id
10. Concern person mobile number
11. All documents must be signed ans stamp by authorized signatures.

2. IN CASE OF A COMPANY

1. Self-attested copy of MOA, AOA and COI
2. Gst certificate with all pages
3. Self attested copy of pan of company
4. List of directors and authorized persons along with id proof, pan card and photographs
5. Self-attested copy of id and pan of all authorized signatories and authorized signatory format on company letter head
6. Address proof of the company like any recent utility bill, shops act license, any statutory license, any latest tax payment receipt etc
7. Cancel cheque
8. Concern person company mail id
9. Concern person mobile number
10. All documents must be signed ans stamp by authorized signatures.

3. IN CASE OF A SOLE PROP CONCERN

1. Self-attested copy of pan of the sole prop.
2. Address proof of the concern like any recent utility bill, shops act license, any Statutory license, any latest tax payment receipt etc
3. Photograph of the sole prop.
4. Self-attested copy of id and pan of all authorized signatories and authorized Signatory format on company letter head
5. Address proof of the sole prop.
6. Cancel cheque
7. Gst certificate with all pages
8. Concern person company mail id
9. Concern person mobile number
10. All documents must be signed and stamped by authorized signatures.

4. IN CASE OF NGO TRUST

PROOF REQUIRED	SUPPORTING DOCUMENTS
Proof of business identity and existence	<ul style="list-style-type: none">• Registered trust deed• Any one sales tax registration or vat/tin registration, trade license and so on.
Proof of business existence	Income tax registration (company pan card)
Proof of business working	<ul style="list-style-type: none">• Current account statement (past three months) or• Cancelled cheque or first page of settlement account
Proof of identity of business owners and authorized signatory	<ul style="list-style-type: none">• Government – approved authorized signatory identity proof (like aadhar card / voter card/dl/passport and so on.• Authorized signatory pan card details.

TRANSACTION DOCUMENTS

Transaction documents In corporate/ indivisible for currency sale and forex card. (all documents required for OSV and self attested)

1. Traveler passport front and back
2. Traveler pan card
3. Traveler visa (if approved)
4. Traveler ticket
5. Traveler mail i'd for card
6. Traveler mobile number for card
7. Cancel cheque or statement (payment made account)
8. Lums letter (If corporate sale)

Transaction documents for education purpose currency/card/and remittance. (all documents required for OSV and self attested)

1. Student passport (front and address page)
2. Student mobile number and mail id
3. Student visa
4. University offer letter
5. Student pan card
6. Remitter i'd proof (who is making payments)
7. Remitter pan card (who is making payments)
8. University account detail or beneficiary account details (it required if remittance or fee payment)
9. Cancel cheque or statement (payment made account).