L&T FINANCE LIMITED

www.Ltfinance.com

Registered Office Address: L&T House, N.M. Marg, Ballard Estate, Mumbai 400 001, India Corporate office: The Metropolitan, Illrd & IVth Floor, E-Block, Bandra Kurla Complex, Mumbai-400 051, India.





KNOW YOUR CLIENT (KYC) FORM – For Individuals

Please fill this form in ENGLISH and in BLOCK LETTERS

Application Form No.:	Application date: DIDIMIMIYIYIY							
Identity Details								
Applicant Name: MR MRS MS [Name &	ess (Capital letter)] PHOTOGRAPH							
[F] R S T	D D L E							
L A S T		passport size photograph and						
Name of Father / Spouse: MR MRS MS		sign across it						
F R S T	MII	DIDILIEI I I I I I I I						
L A S T								
Gender: Male Female Marital Status: Married Single								
DOB DIDIMIMIALATION Nationality Nationality Applicant's Signature								
Residential Status: Resident Non-Resident Foreign National								
PANCARD Number / Form No 60 / 61		Occupation						
Address Details								
Permanent address								
Village		Town / City						
State Pincode		Country						
Address for Correspondence (If correspondence address differs fro	om permane	nt address)						
Village		Town / City						
State Pincode		Country						
Contact details								
Telephone (Residence) (Office)								
Mobile Fax								
Email ID								
Proof of Identity / Address / Signature (Please tick against the proof submitted)								
1 Passport		e. Public Financial Institutions,						
2 PAN card with photograph		f. Colleges affiliated to universities						
3 Voter's Identity Card		g. Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc.,						
4 Driving License		to their Members;						
5 Bank Pass Book with Photograph		h. Credit cards/Debit cards issued by Banks.						
6 Letter from Govt. Authority (UID)		9 The complete Income Tax return (not just the						
7 Notarized document		acknowledgement) in the name of the sole proprietor where						
8 Identity card / document with, issued by any of the following	j:	the firm's income is reflected duly authenticated/						
a. Central/State Government and its Departments		acknowledged by the Income Tax Authorities.						
b. Statutory/Regulatory authorities		10 Flat Maintenance Bill						
c. Public Sector Undertakings,		11 Insurance Policy copy						
d. Scheduled Commercial Banks,		12 Telephone Bill						
		PAGE 1 OF 2						

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13 14 15 16 17 18	Electricity Bill Domicile Certificate PAN Allotment Letter Municipal Water Tax Bill Utility bills such as electricity, water, and landline telephone bills in the name of the proprietary concern Income Tax / Wealth Tax Assessment Order Registered Lease or Sale Agreement of Residence		21 22	Proof of address issued by any of the following: a. Bank Managers of Scheduled Commercial Banks/Scheduled Co-Operative Bank/Multinational Foreign Banks b. Gazetted Officer/Notary public /Elected representatives to the Legislative Assembly/Parliament c. Documents issued by any Govt. or Statutory Authority Banker's signature verification Copy of initial payment cheque (Provided the cheque has been released)				
Declaration: I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it. Date: DIDIMINITYRY								
Signature of the Borrower/Co-Borrower/Guarantor Originals verified: (For office use, to be signed by LTF person) Name of the Verifier Date: DIMIMITY YIMIN								
Instructions for filling KYC Form								
 Self attested copy of PAN card is mandatory for all clients, including Promoters/Partners/Karta/Trustees and whole time directors and persons authorized to deal/transact on behalf of company/firm/others. Copies of all the documents submitted by the applicant should be self-attested and accompanied by originals for verification. In case the original of any document is not produced for verification, then the copies should be properly attested by entities authorized for attesting the documents, as per the below mentioned list. If any proof of identity or address is in a foreign language, then translation into English is required. Name & address of the borrower/co-borrower/guarantor mentioned on the KYC form, should match with the documentary proof submitted. Separate forms to be used for borrower/co-borrower/guarantor If correspondence & permanent address are different, then proofs for both have to be submitted. Sole proprietor must make the application in his individual name & capacity. For foreign entities, CIN is optional; and in the absence of DIN no. for the directors, their passport copy should be given. Politically Exposed Persons (PEP) are defined as individuals who are or have been entrusted with prominent public functions in a foreign country, e.g., Heads of States or of Governments, senior politicians, senior Government/judicial/ military officers, senior executives of state owned corporations, important political party officials, etc. List of people authorized to attest the documents: Notary Public, Gazette Officer, Manager of a Scheduled Commercial/ Co-operative Bank or Multinational Foreign Banks (Name, Designation & Seal should be affixed on the copy). 								
Fmł	Embassy /Consulate General in the country where the client resides are permitted to attest the documents.							