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 Non Individuals

Please fill this form in ENGLISH and in BLOCK LETTERS

Application Form No.:	Application date: DIDIMIMIYIYIYIY						
Identity Details							
Applicant Name: MR MRS MS							
F R S T	D D L E L A S T						
Date of incorporation / Registration D D M M Y Y Y Y Place	e of incorporation:						
Date of Commencement of Business							
Status							
Private Limited Co. / Public Ltd. Co. / Body Corporate / Partnership Firm / Trust / Charities / NGO's / FI / FII / HUF / AOP / Bank / Government Body / Non-Government Organization / Defense Establishment / BOI / Society / LLP / Others (please specify)							
Nature of Business	Pancard Number						
CIN (Company Identification Number)							
Address Details							
Permanent address							
Village	Town / City						
State Pincode Pincode	Country						
Address for Correspondence (If correspondence address differs from permanent address)							
Village	Town / City						
State	Country						
Contact details							
Telephone (Residence)	(Office)						
Mobile Fax Fax							
Email ID							
Other Details							
i. Name of the Active Partners (in case of Partnership Firm)	iii. Name of the Authorized Signatories						
a)	a)						
b)	b)						
c)	iv. Name of the Karta (in case of HUF):						
d)							
ii. Name of the Sleeping Partners (in case of Partnership Firm)	v. Name of the Coparceners (in case of HUF)						
a)	a)						
b)	b)						
c)	c)						
d)	d)						
w,							



Declaration:

I/We hereby declare that the details furnished above are true and correct to the best of my/our knowledge and belief and I/we 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/we are aware that I/we may be held liable for it.

Name of the Authorized Signatory:			Si	Signature of the Authorized Signatory		
1)			1) —			
2)			2)			
3) _			3)			
Dat	e: D D M M Y Y Y Y					
Proof of Identity / Address / Signature (Please tick against the proof submitted)						
1	PAN Card		12	Articles of association		
2	Telephone Bill		13	Certificate of Incorporation		
3	Electricity bill		14	Certificate of Registration		
4	Latest Income Tax Assessment Order		15	Partnership Deed		
5	Sales Tax Registration letter		16	Trust Bye Laws		
6	Latest Sales Tax Assessment order		17	Declaration from Karta		
7	Latest Service Tax Assessment Order		18	Joint family Letter signed by all coparceners.		
8	Service Tax Registration Letter		19	Power of attorney		
9	Bank Pass Book/Bank Statement		20	Board Resolution/Managing Body resolution in case of a Trust		
10	Memorandum of Association		21	Banker's signature verification		
11	PAN Allotment Letter					
Note: In addition to the above, KYC documents of all the authorized signatories also must be obtained, for which the KYC form for Individual can be used						
Originals verified: (For office use, to be signed by LTF person)						
Name of the Verifier						
Signature of the Verifier				Date: D D M M Y Y	ΥΙΥ	

Instructions for filling KYC Form

- 1. 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.
- 2. 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.
- 3. If any proof of identity or address is in a foreign language, then translation into English is required.
- 4. Name & address of the borrower/co-borrower/guarantor mentioned on the KYC form, should match with the documentary proof submitted.
- 5. Separate forms to be used for borrower/co-borrower/guarantor
- 6. If correspondence & permanent address are different, then proofs for both have to be submitted.
- 7. Sole proprietor must make the application in his individual name & capacity.
- 8. For foreign entities, CIN is optional; and in the absence of DIN no. for the directors, their passport copy should be given.
- 9. 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.
- 10. List of people authorized to attest the documents:
 - a. 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).
 - b. In case of NRIs, authorized officials of overseas branches of Scheduled Commercial Banks registered in India, Notary Public, Court Magistrate, Judge, Indian Embassy /Consulate General in the country where the client resides are permitted to attest the documents.