



Client Information Form

No. 16300

1. Name of Company/Firm : [Grid]

2. Constituent Profile :  Farmer  Trader  Processor  Exporter

3. Constitution :  INDIVIDUAL  HINDU UNDIVIDED FAMILY (HUF)  
 SOLE PROPRIETORSHIP  CORPORATE - PUBLIC LTD - LISTED  
 CORPORATE - PVT.LTD  CO-OPERATIVE SOCIETY  
 PARTNERSHIP FIRM  OTHERS - PLEASE SPECIFY  
 CORPORATE - PUBLIC LTD - UNLISTED

4. Date of Incorporation/Registration : [DDMMYYYY] 5. PAN no : [Grid]

6. Date of Commencement of Business : [DDMMYYYY]

7. Net Worth of the Applicant (Certified) : Rs. \_\_\_\_\_ Lakhs as on  
\_\_\_\_/\_\_\_\_/\_\_\_\_ (Excluding Revaluation Reserves).

8. Contact Person / Name : [Grid]

Mobile No. [Grid] Email Id : \_\_\_\_\_

9. Registered Office Details Address :

Address : [Grid]

City : [Grid] State : [Grid]

Pin Code : [Grid] Email ID : [Grid]

Tel. no. : [Grid] Fax : [Grid]

Mobile no. : [Grid]

10. Correspondence Office Details Address :

Address : [Grid]

City : [Grid] State : [Grid]

Pin Code : [Grid] Email ID : [Grid]

Tel. no. : [Grid] Fax : [Grid]

Mobile no. : [Grid]



13. Tax information



Type	Location	Registration No.	Validity (DD/MM/YY)
VAT			
CST			
Excise			
IEC Code			
Service Tax			
Mandi License			

14. For Individual or Proprietorship Firm only:

a. Name :

b. Date of Birth :

c. PAN no. :

d. Residential Address :

<input type="text"/>
<input type="text"/>
<input type="text"/>

City :  State :

Pin Code :  Email ID :

Tel. no. :  Fax :

Mobile no. :

d. Sex :  MALE  FEMALE

15. Copies of the Annual Report of last 3 years : (Not Mandatory)

Year 1	
Year 2	
Year 3	

(If Company has not completed three financial years of its operation, copy of annual reports for such completed financial years.)

16. Focus Commodities

Name	Annual Volume (MT)

The information furnished above is true to the best of my knowledge and belief.

Place :	Authorized Signatory with Seal :
Date :	Name :

Notes:



- ✓ Please submit a letter from the banker certifying account number and the period from which this account is in operation.
- ✓ Please submit a Certified Copy of Memorandum and Articles of Association / Partnership Deed.
- ✓ Original documents may be verified at the time of filing of application.
- ✓ The information given above would be confidential. However, if the information is required by any government agency, it may be given to them.

Checklist of Enclosures for Client Information Form :

Individual / Proprietary Firm	Partnership Firm	Corporate
<input type="checkbox"/> CRF duly filled & signed <input type="checkbox"/> Self attested PAN card copy <input type="checkbox"/> Self attested Proof of Identity <input type="checkbox"/> Self attested Proof of Address <input type="checkbox"/> All pages of CRF must be duly signed <input type="checkbox"/> Rubber Stamp incase of Proprietary Firm <input type="checkbox"/> Signature across Photograph	<input type="checkbox"/> CRF duly filled & signed <input type="checkbox"/> Self attested PAN card copy of Firm <input type="checkbox"/> Self attested Proof of Identity of all partners <input type="checkbox"/> Self attested Proof of Address of all partners <input type="checkbox"/> Self attested Partnership deed by two partners <input type="checkbox"/> Authorized Signatory Letter <input type="checkbox"/> All pages of CRF must be duly stamped & signed <input type="checkbox"/> Signature across Photograph	<input type="checkbox"/> CRF duly filled & signed <input type="checkbox"/> Self attested PAN card copy of Company <input type="checkbox"/> Self attested copy of Memorandum & Articles of Association <input type="checkbox"/> List of all Directors on Company Letter Head <input type="checkbox"/> Board Resolution <input type="checkbox"/> Self attested copy of Income tax return. Balance Sheet & Profit & Loss account (Last 2 years) <input type="checkbox"/> Self attested POI & POA of two designated Directors <input type="checkbox"/> Authorized Signatory Letter <input type="checkbox"/> All pages of CRF must be duly stamped & signed <input type="checkbox"/> 2 Photos of Directors & Signature across Photograph
HUF		
<input type="checkbox"/> CRF duly filled & signed <input type="checkbox"/> Self attested PAN card copy <input type="checkbox"/> Self attested Proof of Identity <input type="checkbox"/> Self attested Proof of Address <input type="checkbox"/> All pages of CRF must be duly signed <input type="checkbox"/> Rubber Stamp of the HUF <input type="checkbox"/> Signature across Photograph		

Documents acceptable for POA (Any one of the following is acceptable)	Documents acceptable for POI (Any one of the following is acceptable)
<input type="checkbox"/> Valid Passport photocopy <input type="checkbox"/> Valid Driving License <input type="checkbox"/> Last month Electricity Bill <input type="checkbox"/> Last month Telephone Bill <input type="checkbox"/> Last two months Bank statement certified by Bank <input type="checkbox"/> Shop & Establishment act certificate <input type="checkbox"/> Sales tax registration certificate <input type="checkbox"/> Ration Card <input type="checkbox"/> Registration of Partnership Deed	<input type="checkbox"/> PAN card photocopy <input type="checkbox"/> Voter ID card photocopy <input type="checkbox"/> Valid Driving license <input type="checkbox"/> Valid Passport photocopy <input type="checkbox"/> Registration of company certificate <input type="checkbox"/> Adhaar Card

Name of Employee \_\_\_\_\_

Entered into HR Pro by \_\_\_\_\_

Verified by \_\_\_\_\_

Designation \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_