**Checklist of documents for opening A/c at CapsGold:**

**General Documents:**

* CapsSPOT Client Registration Form.
* Client’s Legal Undertaking Agreement.
* Firm’s Address Proof. (Electricity/Water/Landline Bill)
* ID Proof
  + - Proprietor – Proprietorship Firms
    - Authorized Partner to trade – Partnership Firms
    - Authorized Person/Director – Private Ltd. & Public Ltd. Firms
    - Authorized Signatory/Kartha – HUF Firms
* Attested PAN Card copy of the firm.
* Attested TIN/VAT copy of the firm.
* Delivery Authorization Letter on the firm’s letter head.
* Attested Trade & Delivery Mechanism Letter
* Cancelled Cheque/01month Bank Statement

**Specific Documents:**

Proprietorship Firms:

* Copy of PAN card of proprietor
* 02 Photographs of the proprietor

Partnership Firms:

* Partnership Accounts Letter
* Copy of Partnership Agreement/MOU
* Attested PAN Card Copies of all partners
* 02 Photographs of all partners

Private Ltd. & Public Ltd. Firms:

* Board Resolution on company’s letter head.
* Copy of Articles of Association
* Attested PAN copies of all the board of directors
* 02 photographs of all partners

HUF Firms:

* Letter of authorization from all family members to the Kartha on company’s letter head.
* Copy of PAN card of Kartha/Authorized Signatory
* 02 photographs of Kartha/Authorized Signatory

**Please call on +91-40-67333999/email:** [**enquiries@capsgold.com**](mailto:enquiries@capsgold.com) **for further clarifications.**