



CLIENT KYC DOCUMENTS BOOKLET

Gold & Silver Coins B2B Division

CAPSGOLD PVT. LTD.

#3-2-354, SV Street, RP Road, Secunderabad, TS - 500003.
Tel.: 040 6661 2497 | backoffice@capsgold.com | www.capsgold.com
Telangana | Andhra Pradesh | Tamilnadu | Karnataka | Maharashtra
CIN: U52390TG2009PTC063169

ABOUT COMPANY :

In the year 1901, Shri.Chanda Papaiah father of Shri. Chanda Anjaiah started a general store by the name **M/s Chanda Anjaiah Parameshwar (CAP)**. Shri. Chanda Anjaiah migrated to Hyderabad city in the year 1925 and started his career as accountant cum cashier.

In the year 1940 he continued the family business by diversifying into gold and jewellery trade with an investment, **Chanda Anjaiah Parameshwar (CAP) was renamed as Caps Gold Pvt. Ltd.**, in the year 2009 and is one of the leading gold and silver bullion merchants in India.

VISION :

REACH : To explore and utilize every plausible opportunity to bring CapsGold mark gold within accessible and affordable reach of all through the world.

REDEFINE : To quality our progress with expanding reach, presence and ultimately consolidate our position as a strong international player transcending regional and national levels in a phased order.

EXCEL : To surpass expectations of our trusted clientele and make our brand synonymous with excellence across the world.

PRESENCE:

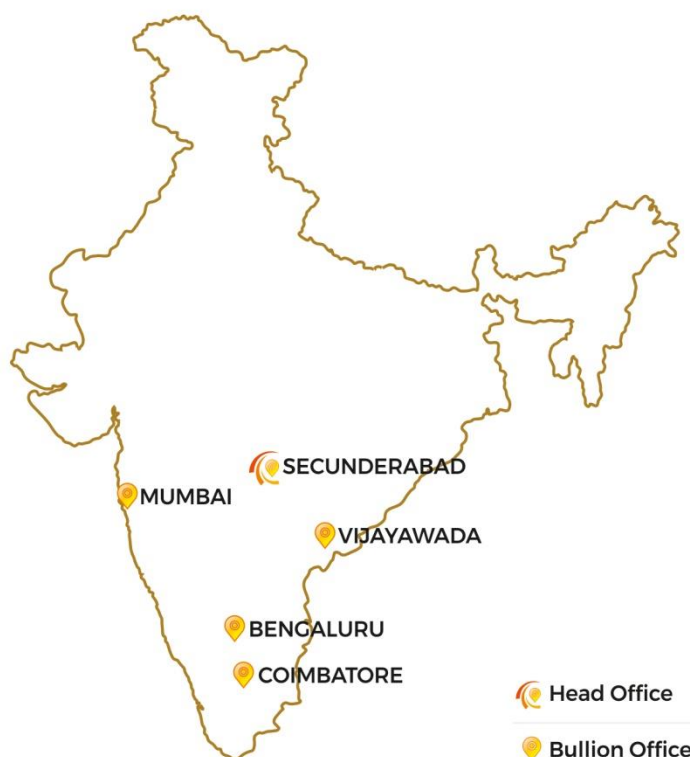
CapsGold has over 5000 trusted customers all over south India for prompt service and delivery, our customers can track live gold and silver prices and make booking at click of a button at capsgold.in. CapsGold and Kalasha fine stores across South India and planning to expand to North India real soon.

AWARDS & ACCOLADES :



PROMISING BULLION DEALER
OF THE YEAR 15-16"
At IIGC 2016 Convention AGRA.

Presented for their participation
and support to the HJF-13,
Jointly organised by HJMA & UBM.



EXCELLENCE CUSTOMIZED



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CHECKLIST OF DOCUMENTS FOR KYC OF CLIENT B2B GOLD & SILVER COINS DIVISION

GENERAL DOCUMENTS:

- Client KYC Registration Form
- 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 GST copy of the firm.
- Client's Agreement
- Delivery Authorization Letter on the firm's letter head.
- Attested Trade & Delivery Mechanism Letter
- Client's Agreement

SPECIFIC DOCUMENTS:

Proprietorship Firms:

- Copy of PAN card of proprietor
- 01 Photographs of the proprietor

Partnership Firms:

- Partnership Accounts Letter
- Copy of Partnership Agreement/MOU
- Attested PAN Card Copies of all partners
- 01 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
- 01 photographs of all directors.

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
- 01 photographs of Kartha/Authorized Signatory

Please call on +91- 9121240721/email: vikasparek@capsgold.com for further clarifications.

CLIENT REGISTRATION FORM

For Office Use:	Verified by:	Opened by:	Authorized By
ID Allotted(Accounts)	<input style="width: 100px; height: 20px;" type="text"/>	(CRM / Sales)	

Client's Name (Firm's Name)	
Registered Address	
City	
State, Country & PIN Code	
Contact Person's Name	
Contact Person Mobile Number	
Email ID	
Company PAN Number	
Company GSTIN Number	
Introducer	

Customer Bank Details:

Name Of Beneficiary	
Account Number	
IFSC Code	
Bank Name	
Branch Name	

TRADE & DELIVERY PROCEDURE



TRADES

Customers can buy/sell/place orders/cancel orders gold or silver in the following ways:

- Call – 040 - 66332499

PURCHASE ORDER

- Client to release Purchase Order
- 25% Advance Payment for Rate Fixing and confirmation

FUNDING

- Customers can fund for their requested delivery through RTGS/NEFT/Bank Trf.
- Back office will credit the same to customer's ledger accounts respectively.

ACCOUNTING & SCRUTINY

- Accounts department to raise tax invoices and tag them respectively to various locations.
- Finally a scrutiny would be carried out to ensure everything is proper in place.

METAL DELIVERY

- The metal would be available across "Metal Physical Delivery Locations" as listed in the website to different cities/towns respectively.
- Customers to ensure everything is correct and take the delivery of goods.
- Metal can also be delivered to desired customer premises upon specific request. Terms & Conditions applied.

PHYSICAL DELIVERY LOCATIONS

S. No	Location	Physical Delivery Address	Contact Details
1.	Hyderabad	CapsGoldPvt. Ltd. 3-2-354, DOOR NO 220, S V STREET RP ROAD, SECUNDERABAD, Hyderabad, Telangana, 500003	POC: Mr. Mallesh Mob: 9505174203 / 040 - 66612495 Email: backoffice@capsgold.com
		CapsGoldPvt. Ltd. 5-9-309, Modi Arcade, Near Mayur Kushal Complex, Gun Foundry, Abids	POC: Mr. Vikas Pareekh Mob: 9121240721 Email: vikasparek@capsgold.com
2.	Bengaluru	CapsGoldPvt. Ltd. 1st FLOOR, 19, HOSPITAL ROAD, BENGALURU, Bengaluru (Bangalore) Urban, Karnataka, 560053	POC: Mr Laxman Mob: 98868 82624
3.	Vijayawada	CapsGoldPvt. Ltd. DOOR NO 27-36-1,, SAILAJA ESTATES, GOVERNORPET, VIJAYAWADA, Krishna, Andhra Pradesh, 520002	POC: Mr. Murali Mob: 93948 95752
4.	Mumbai	CapsGoldPvt. Ltd. Floor No. 7th, Office No. 711, Oram Mall, ShaikhMemon Street, Bhuleshwar, Mumbai City, Maharashtra, 400002	POC: Mr. Santosh Mishra Mob: 89998 91178

Date:

To
The Manager,
Caps Gold Pvt Ltd,
Secunderabad

Dear Sir/Madam,

Subject: Delivery Authorization for receipt of precious metals/Jewellery

We hereby authorize the following mentioned persons on behalf of our company M/s _____ to receive goods/precious metals/Jewellery at Hyderabad location.

We hereby affirm that signature of the below mentioned authorized personnel on your/your representatives DC(Delivery Challan) ensures of the said goods in our custodian and shall discharge liability of your company.

Name of the Authorized Person	Photograph	Signature	ID Proof No

*We are liable to inform any change regarding the above mentioned persons to you in future in writing

*Precious Metals: Gold/Silver/Platinum & Jewellery: Gold/Silver/Platinum (Studded/Plain/Casting)

For XXXXX (Company Name)

Authorized Signatory

BOARD RESOLUTION

(To be on the firm's letterhead)

Certified true copy of the "Board Resolution" of the board of directors of _____ (Mention Firm's name here) passed at a board meeting held on _____ (date) at the registered office premises of the company at _____ (registered address of the firm) and duly noted in the Minute of Meeting Book of the company.

Resolved that the company opens a trading account with CapsGoldPvt. Ltd. to procure Gold and silver metal and undertake B2B transactions.

Resolved further that the said trading account to be operated by Mr./Mrs./Miss./Dr. _____ (Name and Designation) & Mr./Mrs./Miss./Dr. _____ (Name and Designation) [Has be either a Designated Senior or a Director] for the purpose of raising the "Purchase Order" for B2B Transaction.

Resolved _____ further _____ that Mr./Mrs./Miss./Dr. _____ & Mr./Mrs./Miss./Dr. _____ (Name and Designation to be mentioned again) be and are hereby authorized to execute all pertaining documents on behalf of the company and to do all acts from time to time, open an account with CapsGoldPvt. Ltd. to trade online and execute all transactions on "CapsSPOT" on behalf of the company.

CERTIFIED TRUE COPY

For _____ (Mention company name here)

_____ (Mention Director's/Managing Director's Name here)