**Checklist for change in Authorised Signatory(ies) in Corporate Account**

1) KRA Application Form for Non-Individual to be fill up

2) Application Letter (As per enclosed format)

3) Proof of address, PAN Card of the corporate entity.

4) Photograph, Proof of Address,PAN card, AADHAAR Card and DIN no. the

directors/Authorised Signatory.

5) Photograph, Proof of Address, PAN card of Individual Promoters.

6) Bank details (Bank Statement / Passbook) of the corporate.

\*\*\* (Bank Statement should be on proper bank stationary or should be authorized

by the bank officer duly mentioning his/her Name, Designation, Employee Code &

signature, for address proof)

7) Proof of ROC Filing (For change of director) along with the copy of challan receipt.

8) Board Resolution (As per enclosed format)

9) List of Authorised signatories with their specimen signatures (As per enclosed

format)

10) Copy of the balance sheets for the last 2 financial years (to be submitted every

year)

11) Copy of the IT Return for the last 2 financial years duly certified by the director

12) Copy of latest share holding pattern including list of all those holding control,

either directly or indirectly, in the company in terms of SEBI takeover

Regulations,duly certified by the CS/ whole time director/ MD (to be submitted

every year)

13) Memorandum & Articles of Association, Certificate of Incorporation duly certified

by the director.

13) Change form to be signed for change of address (Form Enclosed)

14) Cancelled Cheque

15) Self attestation of all documents by the applicant.