

Client on-boarding Process note

Objective:

To set a process to on-board the Corporate Clients and for securing their KYC documents and all the necessary information.

Process to be adopted:-

1. Process for the Clients to whom the Credit is to be offered:-

- A. For such clients Credit Appraisal Form which has all the information related to the client must be filled neatly and completely and thereafter must be signed by the authorized signatory of corporate client (duly authorized by the client) as well as by Transcorp's concerned employees (stating their full name and full signatures must be done). Please note Credit can only be offered as per the credit policy and process of the company. CAF should be on plain paper.
- B. Visit of client's premises must be done and meeting with at least 2 authorized persons of client must be held (visiting cards must be enclosed with CAF)
- C. Certified true copy of following documents/information must be taken from all the corporate clients as per the requirement of Reserve Bank of India:-

A. Where the client is a Public Limited or Private Limited Company or a Partnership Firm

S. No.	For Public Limited/ Private Limited Companies		For Partnership Firm	
	Documents/Information	Things to be checked	Documents/Information	Things to be checked
1	Memorandum & Articles of Association	Complete copy to be obtained and must be Certified by Director or Company Secretary	Partnership Deed	Must be certified by a designated partner
2	Certificate of Incorporation	Must be Certified by Director or Company Secretary	Certificate of registration (if regd.)	Must be certified by a designated partner
3	POA granting to its managers, officers or employees to conduct forex transactions on behalf of the corporate and their identification.	This must be on the letterhead of the company and must be in original and must be addressed to Transcorp International Limited only. All the IDs must be certified by their holders (self attestation). Person authorized to deal with TIL can not authorize himself/herself.	POA granted to a partner or an employee of the firm to transact business on its behalf.	Must be signed by all partners
4	Address Proof: Form No. 18/INC-22 with ROC receipt/ Address Proof i.e. Utility Bill, Bank Statement etc.	Must be Certified by Director or Company Secretary	Any officially valid document identifying the partners and the persons holding the POA, their addresses and their signatures.	IDs must be valid and must be certified by their holders (self attestation)
5	Copy of PAN Card	Must be Certified by Director or Company	Copy of PAN Card	Must be certified as true copy by

		Secretary		designated partner
6	Telephone Bill	Must be Certified by Director or Company Secretary and should not be older than 6 months from the date of its submission	Telephone Bill in the name of firm/partners	Must be Certified by Partner and should not be older than 6 months from the date of its submission
7	List of Directors	Must be on letterhead of the company and must be signed and dated by Director or Company Secretary	List of Partners	Must be on letterhead of the firm and must be signed and dated by Designated Partner
8	Bank Account Details from where the payment will be made or received by client	Cancelled Cheque	Bank Account Details from where the payment will be made or received by client	Cancelled Cheque

B. Where the client is a Proprietorship Firm or Society or Firm

S. No.	For Proprietorship Firm		For Societies/ Trust	
	Documents/Information	Things to be checked	Documents/Information	Things to be checked
1	Declaration from Proprietor with name, residential address and the specimen signature	This should be on letterhead of proprietorship firm and must be addressed to Transcorp International Limited only.	Trust/ Society Deed with Bye Laws	Must be certified by trustee/Authorised person
2	Certificate of registration (if regd.)	Certified by proprietor	Certificate of registration.	Must be certified by the Trustee
3	Specimen Signature card dully filled in and signed along with Proof of ID bearing Signatures	This should be on letterhead of proprietorship firm and must be addressed to Transcorp International Limited only.	POA granted to transact business on its behalf from Society/ Trusts' Chairman with name, designation and specimen /signatures of person(s) authorized to transact on behalf of the Society/Trust.	This should be on letterhead of Society/Trust and must be addressed to Transcorp International Limited only. Person authorised to transact on behalf of trust can not authorize himself/herself.
4	Address Proof: Utility Bill in the name of Firm, Bank Statement etc.	Should not be older than 6 months from the date of submission and must be certified by proprietor	Any Officially valid document to identify the trustees, settlers, beneficiaries and those holding POA, founders/managers/directors and their addresses.	Must be self attested by the respective trustees
5	Copy of PAN Card	must be certified by proprietor	Telephone Bill	Should not be older than 6 months from the date of submission and must be certified by trustee/authorised person
6	Telephone Bill	Should not be older than 6 months from the date of submission and	List of Trustees	Must be on the letterhead of Trust and should be signed and

		must be certified by proprietor		dated by Trustees
7	Bank Account Details from where the payment will be made or received by client	Cancelled Cheque	Bank Account Details from where the payment will be made or received by client	Cancelled Cheque

Other information to be taken:

1. Web-site of the client
2. Profile/broacher stating the details of business of the client

2. Process for the clients whom credit is not to be offered

1. Client Registration Form must be filled neatly and completely and must be signed by the authorized signatory of client
2. Certified copies of all one time KYC documents and information as stated above.

Review of information and documents submitted by clients:-

Following documents/information must be taken every year from the clients (in the month of April every year):-

1. Certified copy of latest Telephone/Utility Bill
2. Latest list of Directors, partner, trustees or a declaration that there is no change in the list
3. Latest list of Authorised Signatories along with their self attested IDs or a declaration that there is no change in the list