

KYC Documentation Checklist			
Category of Unitholder	Individual category includes:	Documents for Identity proof :	Documents for Address Proof (<u>any one of the following</u>)
Individuals	a. Single applicant	Photo PAN Card (Mandatory)	i) Ration Card (vernacular language)
	b. Joint Holders		ii) Passport
	c. Minor Through Guardian		iii) Latest Demat/ Bank Account Statement (not more than 6months old)
	d. Non Resident Indian		iv) Voter Identity Card
	e. Power of Attorney		v) Latest Utility Bill (Electricity/ Municipal Tax/ Water Tax/ Land Telephone) (not more than 6months old)
	f. Sole Proprietor		vi) Driving License
			vii) Lease/ Sale Agreement of Residence
Category of Unitholder	Non-Individual category includes:	Documents for Identity proof :	Documents for Address Proof required
Non-Individuals	i. Company	PAN Card (Mandatory)	▶ Certificate of Incorporation, MOA (Memorandum & Articles of Association), ASL (Authorised List of Signatories), Board Resolution for investment in Mutual Fund
	ii. Partnership Firm		▶ Certificate of Registration (For registered Partnership Firms only), Partnership Deed, ASL
	iii. Hindu Undivided Family (HUF)		▶ Deed of declaration of HUF and Bank Passbook or Bank Statement or Demat Statement of HUF
	iv. Trust		▶ Certificate of Registration (For registered Trust), Trust Deed, ASL
	v. Association of Persons or Body of Individuals		▶ Proof of Existence/ Constitution Document (Resolution of Managing Body & Power of Attorney granted to transact business on behalf the mentioned currently)
	vi. Banks / Institutional Investors		▶ Copy of Constitution / Registration Documents, ASL
	vii. Foreign Institutional Investors		▶ Certificate of registration with SEBI, ASL
	viii. Army / Government Bodies		▶ ASL, Self-certification on letterhead

Important points to be noted:

- Copies of all documents submitted by applicants should be self-attested
- Copies of all documents should be accompanied with originals for verification by POS
- In case the original of any document is not produced for verification then the copies should be properly attested by entities authorized to attest the copy as per the list of persons authorized for attestation.
- In case of NRIs, a Consular Officer or an authorized official of overseas branch of scheduled commercial banks registered in India can attest the documents
- Further, if any proof of identity or address is in foreign language then translation in to English is required

Further, KYC shall not be applicable for the following cases

- Investors from Sikkim as they do not require a PAN &
- Micro SIP investments

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