

**Account Opening Documents for Trusts/NGOs, Unregistered Associations, Societies, and Section 25/Section 8 Companies:**

Documents for opening Savings Account of Trust/NGO:	Documents for opening Account of Association (Unregistered):	Documents for opening Account of Society:	Documents for opening Section 25 / Section 8 Company
<ul style="list-style-type: none"> <li>• Duly filled &amp; signed Non-Individual Account opening Form along with CRF</li> <li>• Self-attested Certified copy of Registration</li> <li>• Certificate of Trust and Registered Trust Deed (for registered Trust)</li> <li>• Certified copy of the PAN Card in the name of the Trust</li> <li>• Income Tax registration under Section 12A/12AA or Section 10(23C), or any other order or notification issued by the CBDT confirming that the Trust's income is exempt from income tax (if applying for a Savings Account)</li> <li>• Duly signed copy of Board Resolution by trustees for opening and operating the account</li> <li>• List of current Trustees/ Office bearers on the letter head of the entity</li> <li>• Address proof of the Trust</li> <li>• DARPAN certificate is mandatory for opening Trust account.</li> <li>• Beneficial Ownership/Controlling Person declaration along with KYC documents</li> <li>• KYC documents of the authorized signatories (Click here to view KYC documents)</li> <li>• Photographs of authorised signatories</li> <li>• Account opening initial payment cheque</li> </ul>	<ul style="list-style-type: none"> <li>• Duly filled &amp; signed Non-Individual Account opening Form along with CRF</li> <li>• Address proof : (Registered Agreement/ Registered association deed / Utility Bill (Not more than 3 months old) / Last three month Bank Statement (Co-Op Bank statement not acceptable) / Latest IT assessment order/ Certificate of Registration with Registrar of Societies or Trusts or Charity Commissioner or Sub-Registrar's Office / Registered Leave &amp; License Agreement / 80G or 12A / 10AC certificate / one of the documents prescribed for proof of Activity)</li> <li>• Certified copy of Rules and By-Laws/MOA-AOA/Agreement of the institution</li> <li>• PAN card in the name of the Entity.</li> <li>• Certified copy of the resolution to open the account signed by the defined authority or as per quorum</li> <li>• KYC documents of the authorised signatories along with photographs(Click here to view KYC documents)</li> <li>• Account opening initial payment cheque</li> <li>• List of Managing Committee / Office Bearers</li> </ul>	<ul style="list-style-type: none"> <li>• Duly filled &amp; signed Non-Individual Account opening Form along with CRF</li> <li>• Certified copy of Byelaws/Memorandum of Association</li> <li>• Certified copy of Registration Certificate of Society</li> <li>• Certified copy of the PAN Card in the name of the Society</li> <li>• Certified copy of Address Proof of Society</li> <li>• DARPAN certificate is Mandatory</li> <li>• The resolution to open and operate the account must be signed by quorum empowered to open &amp; operate the account as per Society Bye Laws banking clause or any two of the current office bearers of which at least one should be a non-operating office bearers. (If there are only two office bearers, then both office bearers must sign the Resolution)</li> <li>• Current list of members of the Managing committee / Governing body/Governing council or any other such body-committee responsible for running the affairs of the Society as on date</li> <li>• Beneficial Ownership / Controlling person declaration</li> <li>• KYC documents and photographs of the Authorized signatories</li> <li>• Account opening Initial payment cheque</li> </ul>	<ul style="list-style-type: none"> <li>• Duly filled &amp; signed Non-Individual Account Opening Form along with CRF</li> <li>• Certified copy of Memorandum of Association</li> <li>• Certified copy of Articles of Association</li> <li>• Certified copy of Certificate of Incorporation/Registration certificate</li> <li>• Certified copy of the PAN Card</li> <li>• DARPAN certificate *</li> <li>• Certified copy of Address Proof of the company</li> <li>• Certified copy of Board Resolution for opening and operating of the account</li> <li>• Current list of Directors as on date</li> <li>• Section 8 license is mandatory</li> <li>• Beneficial Ownership letter (in Bank format)</li> <li>• KYC documents of the Authorized signatories, Beneficial owners &amp; official/s signing Board Resolution on behalf of the entity</li> <li>• Account opening Initial payment cheque</li> <li>• Photographs of authorised signatories</li> </ul>

**Disclaimer:** Any entity or organisation, constituted for religious or charitable purposes referred to in clause (15) of section 2 of the Income-tax Act, 1961 (43 of 1961), that is registered as a trust or a society under the Societies Registration Act, 1860 or any similar State legislation or a company registered under Section 8 of the Companies Act, 2013 (18 of 2013) or Section 25 of Companies Act, 1956)