

HAZRA ENTERPRISES PRIVATE LIMITED
 C-1/8,1ST FLOOR,2ND PUSTA,MAIN SERVICE ROAD,SONIA VIHAR,DELHI-110090
 PAN NO.-AAHCH0035N / CIN NO.U46699DL2023PTC420744

VENDOR KYC FORM

Know Your Client (KYC)

<u>Application Form</u>		Application No. :
Please fill this form in ENGLISH and in BLOCK LETTERS		
This information is sought under		
A. Identity Details		
1. Name of Establishment		
2. Date of Registration/ Incorporation		
3. Status	Company/ Partnership/Individual/ HUF/	Others Please specify
4. Permanent Account Number (PAN) (MANDATORY) Please tick () Copy of PAN Card attached		Please affix most recent colour photograph 30mm x 40 mm Sign across the photograph
5. GST Registration Certificate (MANDATORY). Please tick () Copy of GST REG-06 attached		
6. Registration No. (MANDATORY in Case of Company)		
7. Details of Partner/ Director		
<u>Name</u>	<u>Pan No.</u>	<u>D.O.B</u>
1)		
2)		
3)		
4)		
8. Bank Details		
Name of Bank and Branch		
Bank Account Number		
9. Details of Dealership (if any)		
Name of Company		Product

1)	
2)	
3)	

B. Address Details			
1. Registered Office Address for Correspondence			
City / Town / Village		Postal Code	
State		Country	
2. Office Premises	<u>Owned/Rental</u>		
3. Contact Details			
Tel. (Off.) (ISD) (STD)		Tel. (Res.) (ISD) (STD)	
Mobile (ISD) (STD)		Fax (ISD) (STD)	
E-Mail Id.			
4. Proof of address to be provided by Party. Please submit ANY ONE of the following valid documents & tick () against the document attached.			
Latest Telephone Bill _____ Latest Electricity Bill _____ Passport Driving License _____ Latest Bank Passbook_ Latest Bank Account Statement_ Voter Identity Card_ Aadhar/ Ration Card _Registered Lease/ Sale Agreement of residence_ Any other proof of address document			
C. Contact Details of Key Person			
1. Name of Key Person			
2. Date of Birth			
3. Permanent Account Number (PAN) (MANDATORY) Please tick () Copy of PAN Card attached			
4. Tel. (Off.) (ISD) (STD)			
5. Mobile (ISD) (STD)			
6. E-Mail Id.			
7. Permanent Address of Resident of Key Person			

City / Town / Village		Postal Code
State		Country
8. Proof of address to be provided by Applicant for Key Person. Please submit ANY ONE of the following valid documents & tick () against the document attached.		
Latest Telephone Bill_Latest Electricity Bill_Passport Driving License_Latest Bank Passbook_Latest Bank Account Statement_Voter Identity Card_Ration Card_ Registered Lease / Sale Agreement of residence_Any other proof of address document.		

D. Other Details		
3. Any Suggestion, Please Mentioned		
DECLARATION		SIGNATURE OF APPLICANT
I hereby declare that particulars given herein are true, correct and complete to the best knowledge and belief. I hereby agree to provide any additional information /documents that may be required by the company.		
		Place
		Date
For Office Use Only	(Attested) True copies of documents received (Originals Verified) Self Certified Document copies received	KYC Ref.

CHECKLIST
(Before submitting this form, please go through the following checklist)

1. Please ensure that the form is completed in all respects and signed by you.
2. Please affix your recent photograph and sign across the photograph.
3. Please attach your PAN card as proof of Identity Document. This should be a photocopy
4. Please attach your Copy of GST Registration Certificate. This should be a photocopy
5. Please attach a Proof of Address Document
6. Photo of Key Managerial Person in front of GST Registered office
7. Please attach Bank Statement 01 to 07 Days
8. Please attach MSME Certificate (If Registered)
9. Please attach Photo of Your Warehouse/Stock Yard

Scrap Procurement Checklist

A. We have finalized the following Checklist for scrap purchase

1. Invoice
2. E-way Bill
3. Transport copy
4. Toll Tax Slip
5. Weight Slip