LLPAccount Opening Checklist-Requirement

Incase KRA already Registered/validated:

Whether KRA registered	YES	NO

PARTICULAR	1ST VERIFICATION	2ND VERIFICATION
Copy of LLPPAN		
Board Resolution		
List of Authorised signatories/ Designated Partners with NAME and DPIN On LLP Letter Head		
Latest by two Year ITR, BALANCE SHEET, P&L		
Original Cancel cheque of LLP		

Otherwise.

Documents as mentioned below along with duly filledLLP KRA andLLP CKYC form with photograph of authorized signatory attested to be submitted.

Duly filled Partners KRA and CKYC form with photograph of authorized signatory along with PAN and Aadhar card copy with self-attestation.

Particular	1ST VERIFICATION	2ND VERIFICATION
Attested Pan card copy-LLP		
Attested Address proof of LLP- 1) latest bank statement or utility bills 2) Latest 3mnth Electric Bill 3) Latest 3mnth MTNL Bill		
Board Resolution		
Partners PAN Copy		
Partners Address ProofsS		
Certificate of Registration (LLP)		
List of Authorised signatories/ Designated Partners with NAME and DPIN (On Ltterhead) List Of Partners (On Letterhead) List Of share Holding Pattern (On Letterhead)		
Latest by two Year ITR, BALANCE SHEET& P&L		
LLP Partnership Deed(If Xerox copy given the each& every pages Should be signed & stamp)		
Cancelled cheque.		
UBO Form		
DDPI stamp paper		

Partners Pan Card Copy		
Partners Address Proof -Aadhar Copy Self Attested		
Undertaking/Resolution from Partners – To Authorise The Partners For Operating The Account.(On Letterhead of LLP Firm)		

Form to be filled up along with signature and stamp of company

Signature with LLP stamp on Form

PAGE NO.	1st verification	2nd verification
1-(6 sign)		
2-(1 sign)		
3-(1 sign)		
5-(1 sign)		
6-(1 sign)		
11-(1 sign)		
12-(1 sign)		
13-(1 sign)		
14-(1 sign)		
15-(4 sign)		
16-(1 sign)		
17-(1 sign)		
18-(1 sign)		
20-(1-sign)		
21-(1-sign)		
22-(1-sign)		
23-(1-sign)		
24-(1-sign)		

TOTAL SIGNATURES -23

Remark _____

1ST VERIFICATION NAME	DATE-
2ND VERFICATION NAME	DATE-

Total Documents attached- _____