

NSE  
KRA

**OPERATING INSTRUCTIONS|  
NSE DATA & ANALYTICS LTD|  
KRA DIVISION**

**Version 1.2**

## TABLE OF CONTENTS

---

ABOUT NSE KRA.....	4
FUNCTIONS AND OBLIGATIONS OF NSE KRA .....	6
FUNCTIONS AND OBLIGATIONS OF INTERMEDIARY .....	8
REGISTRATION - INTERMEDIARIES .....	10
INTERMEDIARY OPERATING INSTRUCTIONS.....	12
1. ADMINISTRATION.....	12
1.1. USER MANAGEMENT.....	12
1.2. PASSWORD MANAGEMENT.....	12
1.3. LOG REPORT.....	13
1.4. BILLING.....	13
2. KYC MANTAINENCE .....	14
2.1. NEW KYC.....	14
2.2. VIEW KYC DETAILS.....	15
2.3. KYC BULK UPLOAD .....	15
2.4. KYC BULK UPLOAD LOG VIEWER.....	16
2.5. UPDATE WITH DOCUMENTS.....	16
2.6. UPDATE WITHOUT DOCUMENTS.....	16
2.7. INTERMEDIARY IMAGE UPLOAD.....	17
3. REPORTS .....	18
3.1. KYC STATUS.....	18
3.2. BULK KYC STATUS REPORT .....	18

---

3.3. DAILY KYC STATUS REPORT.....	18
3.4. FETCH KYC DATA.....	18
3.5. DETAIL RESPONSE FILE.....	19
3.6. UNSOLICITED.....	19
4. DOWNLOADS.....	19
5. ANNEXURES .....	20

---

## ABOUT NSE KRA

---

With a view to bring uniformity in the KYC requirements for the securities markets, SEBI has initiated usage of uniform KYC by all SEBI registered intermediaries. In this regards, SEBI has issued the SEBI {KYC (Know Your Client) Registration Agency (KRA)}, Regulations, 2011. Pursuant to the aforesaid regulation, NSE Data & Analytics (formerly known DotEx International Ltd.) which is a wholly owned subsidiary of National Stock Exchange of India Limited (NSEIL), has been granted approval by SEBI to function as a KRA.

KRA provides for centralization of the KYC records in the securities market. The client who is desirous of opening an account/trade/deal with the SEBI registered intermediary shall submit the KYC details through the KYC registration form and supporting documents. The intermediary shall perform the initial KYC and upload the details on the system of the KYC Registration Agency (KRA).

This KYC information can be accessed by all the SEBI registered intermediaries while dealing with same client. As a result, once the client has done KYC with a SEBI registered intermediary, he need not undergo the same process again with another intermediary.

The Operating Instructions in the regard are as under:

**Definitions:**

- a) “Act” means the Securities and Exchange Board of India Act, 1992 (15 of 1992).
- b) “Board” means the Securities and Exchange Board of India established under section 3 of the Act.
- c) “Certificate” means a certificate of registration granted by the Board under these regulations.

- d) "Client" means a person seeking to do/has done his KYC through intermediary with KRA.
- e) "Intermediary" means an entity associated with securities market and registered under sub-section (1A), (1B) and (1) of Section 12 of the Act; who is required to do KYC of its clients.
- f) "KYC Registration Agency (KRA)" is a company formed and registered under the Companies Act, 2013 and which has been granted a certificate of registration under these regulations which hereinafter shall be deemed to be an intermediary in terms of the provisions of the Act.
- g) "KYC" means the procedure specified by the Board for identifying and verifying the Proof of Address, Proof of Identity and compliance with rules, regulations, guidelines and circulars issued by the Board or any other authority for Prevention of Money Laundering from time to time.
- h) "Operating Instructions" means operating instructions made by a KRA under Regulation 15.

---

## FUNCTIONS AND OBLIGATIONS OF NSE KRA

---

NSE KRA has the following functions and obligations:

- a) NSE KRA shall issue Operating Instructions to implement the requirements of KRA regulations.
- b) NSE KRA shall have electronic connectivity and with other KRA(s) in order to establish inter-operability among KRAs. The web address of NSE KRA portal is <https://www.nsekra.com/>
- c) NSE KRA shall have a secure data transmission link with other KRA(s) and with each intermediary that uploads the KYC documents on its system and relies upon its data.
- d) NSE KRA shall be responsible for storing, safeguarding and retrieving the KYC documents and submit to the Board or any other statutory authority as and when required.
- e) NSE KRA shall retain the KYC documents of the client, in electronic form for the period specified by rules made under the Prevention of Money Laundering Act, 2002, as well as ensuring that retrieval of KYC information is facilitated within stipulated time period.
- f) Any information updated about a client shall be disseminated by NSE KRA to all intermediaries that avail of the services of the KRA in respect of that client.
- g) NSE KRA shall ensure that the integrity of the automatic data processing systems for electronic records is maintained at all times.
- h) NSE KRA shall take all precautions necessary to ensure that the KYC documents/records are not lost, destroyed or tampered with and that sufficient back up of electronic records is available at all times at a different place.

- i) NSE KRA shall have adequate mechanisms for the purposes of reviewing, monitoring and evaluating its controls, systems, procedures and safeguards.
- j) NSE KRA shall cause an audit of its controls, systems, procedures and safeguards to be carried out periodically and take corrective actions for deficiencies, if any and report to Board.
- k) NSE KRA shall take all reasonable measures to prevent unauthorized access to its database and have audit of its systems and procedures at regular intervals.
- l) NSE KRA shall have checks built in its system so that an intermediary can access the information only for the clients who approach him.
- m) NSE KRA shall appoint a compliance officer who shall be responsible for monitoring the compliance of the Act, rules and regulations, notifications, guidelines, instructions, etc., issued by the Board or the Central Government and for redressal of client's grievances. The compliance officer shall immediately and independently report to the Board any non-compliance observed by him.
- n) NSE KRA shall send an email /letter to each client after receipt of the KYC documents from the intermediary, confirming the client's details thereof.
- o) NSE KRA shall take adequate steps for redressal of the grievances of the clients within one month of the date of receipt of the complaint and keep the Board informed about the number, nature and other particulars of the complaints from such investors.

---

## FUNCTIONS AND OBLIGATIONS OF INTERMEDIARY

---

The intermediary shall have the following functions and obligations:

- a) The Intermediary shall abide by the KYC (Know Your Client) Registration Agency Regulations, 2011 as amended from time to time and Rules made there under or Circulars & Guidelines issued by SEBI in this regard. The intermediary shall also abide by the operational and system procedure manual/ circulars/ directives / guidelines / notices issued or prescribed by NSE KRA or by SEBI from time to time in respect of its services, facilities and activities related to the KYC process and usage of the services of KYC Registration Agency (KRA). The Intermediary shall ensure that all its directors, employees, agents (by whatever name called), associates, etc. adhere to all provisions of these Terms and Conditions.
- b) The intermediary shall exercise due diligence and proper care while carrying out KYC for its clients. The intermediary shall have the ultimate responsibility for the KYC and for compliance with rules, regulations, guidelines and circulars issued by the Board/Exchanges or any other authority for Prevention of Money Laundering from time to time. Intermediary shall undertake enhanced KYC measures commensurate with the risk profile of its clients.
- c) The intermediary shall get recognition from NSE KRA before seeking to access KRA services as per the procedure prescribed by NSE Data and Analytics from time to time. The intermediary shall pay such fees, deposits and charges as may be payable to NSE Data and Analytics in accordance with charges stipulated by NSE Data and Analytics from time to time.
- d) The intermediary shall access and use KRA services and shall install, implement and maintain operational environment including equipment, software, personnel and services including the means of communication and necessary telecommunication protocol with NSE Data and Analytics and shall abide by operational standards and Guidelines as may prescribed by NSE Data and Analytics from time to time.



- e) The intermediary shall maintain utmost confidentiality of the information obtained and shall use the KRA information only for persons who approach them to become clients for trading/investing/dealing with them. The intermediary shall not use KYC data of client for purposes other than it meant for.
- f) The intermediary shall maintain proper records in respect of its activities and obligations arising out of operations of using KRA services. The intermediary shall indemnify any loss or legal costs, or liabilities incurred by NSE Data and Analytics due to any act of omission, commission, negligence, misfeasance, fraud, wilful misconduct, errors or defaults on its part in performing its role as prescribed by NSE Data and Analytics.
- g) The intermediary shall abide by code of conduct as prescribed by SEBI and or Stock Exchanges and shall carry out the activities within the timeline stipulated by NSE Data and Analytics and as per the operational norms stipulated by NSE Data and Analytics from time to time in the form of directions, orders, instructions, procedures etc.
- h) The Intermediary shall redress the grievances of the clients at the earliest and in any case not later than the time limit allowed by SEBI or NSE Data and Analytics and keep NSE Data and Analytics informed about the number, nature and other particulars of the complaints from such investors.
- i) The Intermediary shall inform NSE Data and Analytics of any change in the information provided including change in addresses of registered/correspondence office, change of compliance officer, change in contact numbers/ids of officials etc.
- j) The Intermediary shall ensure that any person it employs or appoints to conduct its business is fit and proper and otherwise qualified to act, in the capacity so employed or appointed including having relevant professional training or experience and shall be responsible for the acts and omissions of its employees in respect to the conduct of its business.

---

## REGISTRATION - INTERMEDIARIES

---

SEBI registered intermediaries can access NSE KRA services after getting necessary recognition from NSE Data and Analytics. Intermediary must fill the 'Intermediary Recognition Form' as per Annexure 1 and enclose necessary supporting documents. Intermediary Registration / Updation form is available on NSE KRA website along with document checklist to be submitted.

The Intermediary Recognition Form and 'Terms and Conditions' enclosed at Annexure 2 should be signed by the authorized signatory (ies).

The intermediary has to submit duly filled & signed Intermediary Registration Form, Terms & Conditions and supporting documents to the following address:

NSE Data and Analytics – KRA division  
C/o National Stock Exchange of India Ltd.  
Exchange Plaza,  
Plot no. C/1, G Block,  
Bandra-Kurla Complex,  
Bandra (E), Mumbai - 400 051.

The envelope containing the documents should be clearly super scribed as 'KRA Intermediary Recognition'.

NSE KRA will verify the aforesaid documents. If these documents are found to be complete and correct, NSE KRA will recognize the Intermediary and provide primary admin ID for accessing NSE KRA Systems.

The confirmation of registration along with the Intermediary ID and User ID details will be communicated to the Intermediary at the email IDs of the contact person mentioned in the application form.

As per SEBI guidelines related to information securities of KRA, it is mandatory to have Two Factor Authentication (2FA) for all users who log into NSE KRA Application.

For logging in NSE KRA application, intermediary needs to provide the Entity Code, User ID, password and CAPTCHA. After successful verification of Username and password, OTP will be shared to registered email address and mobile number of User. Once the OTP is validated, the user can successfully log in to NSE KRA application.

Post login, under administration tab the Intermediary has to enter the Intermediary Registration No., to view the details of the intermediary as registered in the NSE KRA system.

---

## INTERMEDIARY OPERATING INSTRUCTIONS

---

KYC data and requisite documents should be sent to NSE KRA within 10 working days from the date of submission of all documents duly executed by the client.

A dashboard is provided to give the intermediary a summary of all the KYCs that have been uploaded during a given period.

### 1. ADMINISTRATION

#### 1.1. USER MANAGEMENT

The user management tab is designed to manage all the users created by an intermediary Admin. The Admin can create multiple users, manage the access granted to them by assigning them the following roles:

- Intermediary Officer
- Intermediary Manager
- Intermediary User

#### 1.2. PASSWORD MANAGEMENT

Under Administration, the user can change Passwords.

In case if the users created by an Admin forget their passwords, the Admin can reset their passwords. On resetting the password, a default password will be sent to the email ID present in the system. User will need to change password on first login post password reset. On forgetting the password, the user can use the 'FORGOT PASSWORD' option available on the login page. Password reset link will be shared on registered email address of user. The user can change password by providing the new password and OTP shared on registered email address and mobile number.

Password policy is as follows:

Length	Complexity	History	Password Expiry	Account lock-out
12 (min) to 25 (max)	<ul style="list-style-type: none"> <li>• Password should have minimum 1 alphabet</li> <li>• Password should have minimum 1 number</li> <li>• Password should have minimum 1 special character</li> </ul>	Last 5 passwords	30 days	5 attempts

### 1.3. LOG REPORT

Admin can view the login and logout details of all the users under his administration by generating a log report for a defined period.

### 1.4. BILLING

The charges applicable in respect of usage of the NSE KRA system are given as under:

Sr No	Particulars	Charges
1	Receipt of New KYC	Rs 20/ KYC
2	Request to Fetch KYC details of clients registered through other intermediaries	Rs 35 / request
3	Modification / Updation of KYC details	No charge

Invoices generated for utilising the services of NSE KRA along with their respective annexures are hosted on the application.

The same is available in the billing tab of the administration menu. Payments made against the respective invoices are to be updated in the billing module.

## 2. KYC MAINTAINENCE

Intermediary can Create/Modify/Update KYCs through screen or bulk data and image upload for both Individual as well as Non-individual clients.

### 2.1. NEW KYC

Prior to upload of KYC, the NSE KRA system will check the PAN availability across KRAs. If the record is available with any KRA, the record can be downloaded on the same page itself.

In case the record does not exist in the KRA system, the system will allow for data entry for the record. Data is to be entered as provided by the client on the application form.

According to SEBI circular dated 13<sup>th</sup> April 2012 regarding upload of details into the KRA system 'Clients registered post January 1, 2012 will be referred to as New Clients.

Where the account activation date is on or after 1<sup>st</sup> Jan 2012, the intermediary should select 'New' in the update flag field or 'Existing', if earlier.

Client should fill-up the mandated KYC form to establish a business relationship with the intermediary. The KYC form shall be accompanied by the self-certified copy of Proof of Identity (POI) and Proof of Address (POA) (along with other documents as specified by SEBI from time to time). List of documents accepted is shared in Annexure III.

### **In-person Verification (IPV)**

With reference to SEBI Regulations, it is mandatory for the intermediary to carry out In-Person-Verification of all clients.

The intermediary must furnish details like name of the person, designation, organization name and date stated on the KYC form at the time of IPV.

In-person verification carried out by any registered intermediary can be relied upon by another intermediary.

### **Interoperability between KRAs**

Interoperability functionality is made available in the NSE KRA system for accessing details of KYCs registered with other KRAs. The following options are provided under this functionality:

- PAN Enquiry: Through this option users can enquire the status of any PAN with all the KRAs.
- Fetch KYC: Users can download the details of KYC record available with other KRAs using this option
- Updation of KYC: Modification of KYC records available with other KRAs can be submitted through this option.

The fetch/download charge of Rs. 35/- (excluding applicable taxes) per request will be levied for downloading the KYC information registered with other KRAs.

### **2.2. VIEW KYC DETAILS**

By entering the PAN and the client ID (generated by the system), the client data along with the image may be viewed.

### **2.3. KYC BULK UPLOAD**

KYC details of up to 10,000 records can be uploaded in a pipe delimited file. The file format is available under the Tab 'DOWNLOADS' of the NSE KRA website (<https://www.nsekra.com>).

#### 2.4. KYC BULK UPLOAD LOG VIEWER

On successful upload of the KYC bulk upload file, the response file will be available on this page. The PANs which were unsuccessful in upload will be available in the 'Error' file along with remarks stating the reason for unsuccessful upload.

Likewise, the PANs uploaded successfully will be available in the 'Success' file. PANs in the bulk upload file already present with NSE KRA will be linked to the intermediary uploading the record. Additionally, records uploaded as 'new' records, will modify the earlier record if it is available for modification.

#### 2.5. UPDATE WITH DOCUMENTS

Updates can be made only for verified KYCs. A user can update any record to which the intermediary is linked with. Linking can be done through a record uploaded or fetched by intermediary. PAN cannot be updated - a modified PAN needs to be entered as a new record.

To modify the KYC record, the intermediary requires to fill up a new KYC form from the client. The current new KYC form can also be used as an Updation form with the wordings "Modification Request" clearly mentioned on the form. Regardless of the type of updation, the form should contain details of Name, PAN, Date of Declaration accompanied with the client's signature on the form (across his photograph and in the space provide separately at the base of the form).

#### 2.6. UPDATE WITHOUT DOCUMENTS

Here also, updates can be made for only for verified KYCs. Details such as contact numbers, IPV details, Father's/Spouse's name, Net worth can be updated. No images need to be uploaded for the same. The intermediary is to maintain the documentary evidence at his end for the authorised changes.



## 2.7. INTERMEDIARY IMAGE UPLOAD

Intermediary can upload images for KYC with either 'Submitted' or 'Existing KYC Data Received' status. The KYC details will be verified on basis of the image uploaded and on verification will reflect status as 'Data and Image Verified'. On arrival, the form will be verified with the image on the system before finally displaying an 'Approved' status.

Images can be uploaded either as a multi-page file containing all documents or as separate images. Process for each is explained as below:

- Single image (Multi page document):

While uploading an image into the system, the following points should be noted.

- KYC form and supporting documents should be scanned as a single image in '.tiff', ".pdf", ".jpeg" format.
- The file name of the image should be PAN eg: 'AAAAA0000A.pdf' or 'AAAAA0000A.tiff'
- Image should be clear and legible
- Maximum size of a single image file:
  - Individual: 2 MB
  - Non-Individual: 10 MB
- Arrangement of documents in soft copy should be in below mentioned sequence

Individual	Non-Individual
1. KYC form	1. KYC form
2. PAN copy	2. PAN copy
3. POA	3. POA
4. Modification documents if any	4. List of Directors
	5. Rest of the documents
	6. MOA & AOA
	7. Modification documents if any

List of valid documents accepted for POI and POA for individual and non-individual is stated in Annexure III

**E-Sign Requirement:**

1. Completed KYC with investor wet signature, needs to be scanned along with photograph and documents to the RI under eSign.
2. Affix cropped signature on to the online filled KYC form and submit the same to the RI under eSign.
3. All online KYC needs to be submitted along with eSign.

**3. REPORTS****3.1. KYC STATUS**

By entering the PAN details, the intermediary can find out the status of linked PANs.

**3.2. BULK KYC STATUS REPORT**

On upload of a text file containing a list of PANs, the intermediary can find out the status of up to 50,000 PANs in NSE KRA. The first row of the text file is to contain the intermediary ID and all the subsequent rows should contain PANs. For query of status of PANs present in other KRAs, the maximum limit is 25.

**3.3. DAILY KYC STATUS REPORT**

Intermediary can fetch the status of the PANs uploaded for a specified period.

**3.4. FETCH KYC DATA**

The intermediary can fetch a KYC record either present in NSE KRA or any other KRA from this page.

For records present with NSE KRA, the data and the images will be available immediately upon the intermediary entering PAN and date of birth of the client.

For records available with any other KRA, the data will be available immediately and the images for verified records will be available after 24 hours. For records unverified with other KRAs, the images will be provided only post verification of those records.

NSE KRA will maintain logs of the intermediaries who have downloaded and uploaded the KYC record.

### 3.5. DETAIL RESPONSE FILE

All details of the PAN uploaded in the system will be available in the detail response file.

The intermediary can fetch KYC details of a PAN updated in the period selected.

There is also a provision to download this report in utility format to enable easy updation of back-office records. For masters, intermediaries can refer to the bulk upload file format available on our website.

### 3.6. UNSOLICITED

For any linked record that is updated in the KRA system, the latest feed for the record will be available in the unsolicited section

## 4. DOWNLOADS

KYC Forms, Bulk Upload Formats and all the Communiqués are available in this section.

---

## ANNEXURES:

---

### Annexure I:

Intermediary recognition form is available in “Annexure A” on NSE KRA website on the below URL: [https://www.nsekra.com/kra\\_intermediary.aspx](https://www.nsekra.com/kra_intermediary.aspx)

### Annexure II:

Terms and conditions to be adhered to by intermediary Admin is available in Annexure B of the below link: [https://www.nsekra.com/kra\\_intermediary.aspx](https://www.nsekra.com/kra_intermediary.aspx)

### Annexure III:

List of valid documents accepted for Individual and Non individual KYC:

#### Individual:

PAN card with photograph is mandatory

#### **Valid list of documents accepted as POI:**

1. Unique Identification Number (UID) (Aadhaar)
2. Passport
3. Voter ID card
4. Driving license.
5. NREGA Job Card
6. NPR Letter
7. Identity card/ document with applicant's Photo, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to

Universities, Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members; and Credit cards/Debit cards issued by Banks.

**Valid List of documents accepted for POA:**

Only the given list of valid documents would be acceptable at KRAs.

1. Passport
2. Unique Identification Number (UID) (Aadhaar)
3. Voters Identity Card
4. Ration Card
5. Registered Lease or Sale Agreement of Residence
6. Driving License
7. NREGA Job Card
8. NPR Letter
9. Flat Maintenance bill
10. Insurance Copy.
11. Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill -  
Not more than 3 months old.
12. Bank Account Statement / Passbook -- Not more than 3 months old.
13. Self-declaration by High Court and Supreme Court judges, giving the new address in respect of their own accounts.
14. Proof of address issued by any of the following: Bank Managers of Scheduled Commercial Banks / Scheduled Co-operative Bank / Multinational Foreign Banks / Gazette Officer / Notary public / Elected representatives to the Legislative Assembly / Parliament / Documents issued by any Govt. or Statutory Authority.
15. Identity card/document with address, issued by any of the following: Central/State Government and its Departments,

16. Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities and Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members.
17. For FII / sub account, Power of Attorney given by FII / sub-account to the Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken.
18. The proof of address in the name of the spouse may be accepted.

### Non-Individual

#### List of Valid documents accepted for Non-Individuals:

Types of Entity	Documentary requirements
Corporate	<ul style="list-style-type: none"> <li>• Copy of the balance sheets for the last 2 financial years (to be submitted every year).</li> <li>• Copy of latest share holding pattern including list of all those holding control, either directly or indirectly, in the company in terms of SEBI takeover Regulations, duly certified by the company secretary/Whole time director/MD (to be submitted every year).</li> <li>• Photograph, POI, POA, PAN and DIN numbers of wholetime directors/two directors in charge of day-to-day operations.</li> </ul>

	<ul style="list-style-type: none"> <li>• Photograph, POI, POA, PAN of individual promoters holding control - either directly or indirectly.</li> <li>• Copies of the Memorandum and Articles of Association and certificate of incorporation.</li> <li>• Copy of the Board Resolution for investment in securities market. Authorised signatories list with specimen signatures.</li> </ul>
Partnership firm	<ul style="list-style-type: none"> <li>• Copy of the balance sheets for the last 2 financial years (to be submitted every year).</li> <li>• Certificate of registration (for registered partnership firms only).</li> <li>• Copy of partnership deed.</li> <li>• Authorised signatories list with specimen signatures.</li> <li>• Photograph, POI, POA, PAN of Partners.</li> </ul>
Trust	<ul style="list-style-type: none"> <li>• Copy of the balance sheets for the last 2 financial years (to be submitted every year).</li> <li>• Certificate of registration (for registered trust only).</li> <li>• Copy of Trust deed.</li> <li>• List of trustees certified by managing trustees/CA.</li> <li>• Photograph, POI, POA, PAN of Trustees.</li> </ul>

HUF	<ul style="list-style-type: none"> <li>• PAN of HUF.</li> <li>• Deed of declaration of HUF/ List of coparceners.</li> <li>• Bank passbook/bank statement in the name of HUF.</li> <li>• Photograph, POI, POA, PAN of Karta.</li> </ul>
Unincorporated association or a body of individuals	<ul style="list-style-type: none"> <li>• Proof of Existence/Constitution document.</li> <li>• Resolution of the managing body &amp; Power of Attorney granted to transact business on its behalf.</li> <li>• Authorized signatories list with specimen signatures</li> </ul>
Banks/ Institutional Investors	<ul style="list-style-type: none"> <li>• Copy of the constitution/registration or annual report/balance sheet for the last 2 financial years</li> <li>• Authorized signatories list with specimen signatures</li> </ul>
Foreign Institutional Investors (FII)	<ul style="list-style-type: none"> <li>• Copy of SEBI Registration Certificate</li> <li>• Authorized signatories list with specimen signatures.</li> </ul>
Army/ Government Bodies	<ul style="list-style-type: none"> <li>• Self-certification on letterhead.</li> <li>• Authorized signatories list with specimen signatures</li> </ul>
Registered Society	<ul style="list-style-type: none"> <li>• Copy of Registration Certificate under Societies Registration Act.</li> <li>• List of Managing Committee members.</li> </ul>



	<ul style="list-style-type: none"><li>• Committee resolution for persons authorised to act as authorised signatories with specimen signatures.</li><li>• True copy of Society Rules and Bye Laws certified by the Chairman/Secretary</li></ul>
--	--