

PIRAMAL ENTERPRISES LIMITED

POLICY ON KNOW YOUR CUSTOMER (KYC): List of KYC Documents

Approved by the Board of Directors on 26th August 2022

Customer Identification Procedure-

Certified documents or its equivalent e-documents that shall be obtained from the customers at the time of account opening are as below:

| Customers | Documents |
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| <p><u>Individuals and individual (Sole Proprietor)</u> Proof of identity and proof of residence</p> | <p>One of the following certified Document or the equivalent e-documents thereof viz.,</p> <ul style="list-style-type: none"> i. Passport ii. Aadhaar Card (mandatory for any subsidy benefit) or Proof of possession of Aadhaar issued by UIDAI or E-Aadhaar. iii. Voter's Identity Card issued by the Election Commission of India iv. Driving License v. Job card issued by NREGA duly signed by an officer of the State Govt. vi. Letter issued by Registrar of National Population Register containing details of name and address <p>And</p> <p><u>Permanent Account Number (PAN) or Form No. 60 as per Income Tax Rules 1962. (Mandatory along with one of the OVDs)</u></p> <p>Provided that, where the customer submits his proof of possession of Aadhaar number as an OVD, he may submit it in such form as are issued by the Unique Identification Authority of India.</p> <p>A document shall be deemed to be an OVD even if there is a change in the name subsequent to its issuance provided it is supported by a Gazette notification or marriage certificate issued by the State Government, indicating such a change of name.</p> |

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| | <p>In case the OVD furnished by the customer does not contain updated address, the following documents shall be deemed to be OVDs for the limited purpose of proof of address:</p> <ul style="list-style-type: none">(i) Utility bill (electricity, telephone, post-paid mobile phone, piped gas, water bill) not more than 2 months old(ii) Property or municipal tax receipt;(iii) Pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain the address;(iv) Letter of allotment of accommodation from employer issued by State Government or Central Government Departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies and leave and license agreements with such employers allotting official accommodation; <p>In case the OVD submitted by a foreign national does not contain the details of address, in such case the documents issued by the Government departments of foreign jurisdictions and letter issued by the Foreign Embassy or Mission in India shall be accepted as proof of address</p> <p>Provided further that the customer shall submit updated OVD with current address within a period of three months of submitting the above documents.</p> |
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Sole Proprietorship Firm

Apart from Customer identification procedure as applicable to the proprietor any two of the following certified copy of documents or equivalent e-documents thereof in the name of the proprietary concern would suffice:

- (i) Registration certificate.
- (ii) Certificate/ license issued by the municipal authorities under Shop and Establishment Act.
- (iii) Sales and income tax returns.
- (iv) CST/VAT/GST certificate (provisional/ final)
- (v) Certificate/registration document issued by Sales Tax/Service Tax/ Professional Tax authorities.
- (vi) IEC (Importer Exporter Code) issued to the proprietary concern by the office of DGFT/License/certificate of practice issued in the name of the proprietary concern by any professional body incorporated under a statute.
- (vii) Complete Income Tax Return (not just the acknowledgement) in the name of the sole proprietor where the firm's income is reflected, duly authenticated/ acknowledged by the Income Tax authorities.
- (viii) Utility bills such as electricity, water, and landline telephone bills

In cases where the Company is satisfied that it is not possible to furnish two such documents, it would have the discretion to accept only one of those documents as activity proof.

In such cases, the Company, however, would have to undertake contact point verification, collect such information as would be required to establish the existence of such firm, confirm, clarify and satisfy that the business activity has been verified from the address of the proprietary concern.

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| <p>Company</p> | <p>One certified copy of each of the following documents or the equivalent e-documents thereof:</p> <ul style="list-style-type: none"> (i) Certificate of incorporation; (ii) Memorandum and Articles of Association; (iii) Permanent Account Number of the company; (iv) A resolution from the Board of Directors and power of attorney granted to its managers, officers or employees to transact on its behalf; (v) one copy of an OVD containing details of identity and address, one recent photograph and Permanent Account Number or Form 60 of the beneficial owners, managers, officers or employees, as the case may be, holding an attorney to transact on its behalf. |
| <p>Partnership Firms</p> | <p>One certified copy of each of the following documents or the equivalent e-documents thereof:</p> <ul style="list-style-type: none"> (i) Registration certificate; (ii) Partnership deed; (iii) Permanent Account Number of the partnership firm; (iv) one copy of an OVD containing details of identity and address, one recent photograph and Permanent Account Number or Form 60 of the beneficial owners, managers, officers or employees, as the case may be, holding an attorney to transact on its behalf. |

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| <p>Trusts & Foundations</p> | <p>One certified copy of each of the following documents or the equivalent e-documents thereof:</p> <ul style="list-style-type: none"> i. Certificate of registration, if registered ii. Trust Deed iii. Permanent Account Number or Form No.60 of the trust iv. Power of Attorney granted to transact business on its behalf v. One copy of an OVD containing details of identify and address, one recent photograph and Permanent Account Number (PAN) or Form 60 of the trustees, settlers, beneficiaries and those holding Power of Attorney, founders/ managers/ directors vi. Resolution of the managing body of the foundation/association |
| <p>Unincorporated Association or Body of Individuals</p> | <p>One certified copy of each of the following documents or the equivalent e-documents thereof:</p> <ul style="list-style-type: none"> i. Resolution of the managing body of such association or body of individuals ii. power of attorney granted to him to transact on its behalf iii. PAN or Form 60 of the unincorporated association or body of individuals iv. One copy of an OVD containing details of identify and address, one recent photograph and Permanent Account Number (PAN) or Form 60 of the person holding an attorney to transact on its behalf v. Such other documents as may be required by Company to collectively establish the legal existence of such as association or body of individuals. |

*'Officially valid document(OVD)' is defined to mean the passport; the driving license; card the Voter's Identity Card issued by the Election Commission of India; Letter issued by the Unique Identification Authority of India, containing details of name, address and proof of possession of Aadhaar Number; Job Card issued by NREGA duly signed by an officer of the State Government; Letter issued by the National Population Register containing details of name and address or any other document as notified by the Central Government / RBI. Alternatively, in case of Non-Resident Indians (NRIs) and Persons of Indian Origin (PIOs), the certified copy by any one of the following may be obtained:

- authorised officials of overseas branches of Scheduled Commercial Banks registered in India,
- branches of overseas banks with whom Indian banks have relationships,
- Notary Public abroad,
- Court Magistrate,
- Judge,
- Indian Embassy/Consulate General in the country where the non-resident customer resides.

The Company shall where its customer submits his Aadhaar number, ensure that such customer redact or blackouts his Aadhaar number through appropriate means where the authentication of Aadhaar number is not required under section 7 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies Benefits and Services) Act.

The use of Aadhaar, proof of possession of Aadhaar etc., shall be in accordance with the Aadhaar (Targeted Delivery of Financial and Other Subsidies Benefits and Services) Act, the Aadhaar and Other Law (Amendment) Ordinance, 2019 and the regulations made thereunder.