



AJ REFINERY

PRIVATE LIMITED

Thank you for your interest in establishing a relationship with AJ Refinery Private Limited.

We are delighted to welcome you to our precious metal's solutions for your financial requirements. Before we onboard your company, we'd like to obtain some information about you and your company so that we can get to know you better. This is required by regulatory compliance so that we can mitigate financial crime risks and better support you for all of your business needs.

Details on your company's structure, clients, and shareholders will be requested as time on time basis. We designed this Know Your Customer (KYC) form to help our customers with the onboarding process. Please go over each section of the form and fill out the required information.

We shall take appropriate and reasonable procedures to verify the important data you provide from reliable independent sources.

If you have any questions, please do not hesitate to contact us.

REFINERY:

MANPUL CHOWK, VILLAGE BANTERA TAPPA KOHLA, POST OFFICE MAJHAIR, TEHSIL NADAUN, DISTRICT HAMIRPUR, HIMACHAL PRADESH - 177038, INDIA.

REGISTERED OFFICE:

2682, LOKENATH BUILDING, 2ND FLOOR, GALI NO 2, AJMAL KHAN ROAD, BEADON PURA, KAROL BAGH, NEW DELHI-110005, INDIA.

CORPORATE OFFICE: -

STS- 426,427,428, FOURTH FLOOR, DLF STAR TOWER, SECTOR 30, GURUGRAM, HARYANA-122001

REGISTRATION DETAILS:

PAN: AAQCA8299L

CIN: U74999DL2018PTC333029

GSTIN: 02AAQCA8299L1ZY



+91 9871614074

KYC or 'know your customer' is a mandatory verification procedure carried out with the goal of minimising illegal activities.

In order to be considered a valued customer of AJ Refinery Private Limited, buyers must provide the following documentation:

Common documents for all:

- KYC FORM
- GST Certificate
- Cancelled cheque/Bank Statement (3 Months)
- TAN Certificate
- TDS-TCS Declaration
- Delivery Authority Letter on letterhead of the company with photo ID proof of the Authorized Person. (Delivery Authority Letter Attached)

Additional Documents for Proprietor's Firm:

- Proprietor's PAN Card
- Proprietor's Aadhar Card
- Photograph.

Additional Documents for Partnership firm/Company:

- Firm's Registration Certificate
- PAN Card of all Partner's / Director's
- Aadhar Card of all Partner's /Director's
- Firm's/Company's Pan Card
- Photograph of all Partners/Directors
- Partnership Deed/ MOA and AOA

*All documents must be scanned and sent to ajrefinery@gmail.com

Hard copies of the same documents must be submitted to us at the following address;

STS- 426,427,428,fourth floor,

DLF Star Tower, Sector 30,

Gurugram, Haryana-122001

KYC FORM

Know Your Client

Application Form			
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/Proprietor/Individual/HUF/ _____ Others		
4. Permanent Account Number (PAN *MANDATORY) Please tick () Copy of PAN Card attached		Please affix Most recent Color photograph 30mm x 40 mm Sign across the photograph Authorized Signatory/Proprietor/any one partner/director	
5. Goods and Services Number (GSTIN *MANDATORY). Please tick () Copy of GSTIN 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>	<u>AADHAR NO</u>
1)			
2)			
3)			
4)			
8. Bank Details			
Name of Bank and Branch			
Bank Account Number and IFSC Code			

B. Address Details			
1. 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.			
<ul style="list-style-type: none"> • Latest Telephone Bill • Latest Electricity Bill • Latest Bank Passbook 		<ul style="list-style-type: none"> • Latest Bank Account Statement • Registered Lease / Sale Agreement of residence, • Any other proof of address document 	

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 GSTIN No. This should be a photocopy
5. Please attach a Proof of Address Document
For any assistance or enquiries please Contact @ +91 9871614074