

## CHECK LIST FOR BUYER DOCUMENTATION

The applicants shall complete the following one-time process to register on TReDS platform.

### Buyer Constitution Type:

- ☐ Public Limited Company
- ☐ Private Limited Company
- ☐ Central/State Govt. Company
- ☐ Partnership Firm
- ☐ Other (Please specify: \_\_\_\_\_)

### Mandatory Buyer Onboarding Documents:

- ☐ M1- Application form duly filled with required details- **(to be signed by Authorized person as per BR)**
- ☐ Certificate of Incorporation (COI)- **(to be signed by Authorized person as per BR)**
- ☐ Memorandum of Association (MOA) /Article of Association (AOA) - **(to be signed by Authorized person as per BR)**
- ☐ Certified GST Certificate and Company PAN copy- **(to be signed by Authorized person as per BR)**
- ☐ List of Director with DIN number and Shareholders along with Shares %- **(to be signed by Authorized person as per BR)**
- ☐ Beneficial Owners Declaration (BO- holding 10% Or more shares (Mandatory KYC)- **(to be signed by Authorized person as per BR)**
- ☐ Authorized Signatory Proof of Identity and Address (Mandatory KYC)- **(Self Attestation of the authorized signatory by own)**
- ☐ Master Buyer Agreement- **(to be signed by Authorized person as per BR)**
- ☐ Board Resolution- **(Minimum 2 director signatures other than self-authorization or CS signature)**
- ☐ M1- USERs Proof of Identity and Address (Mandatory KYC)- **Self Attestation of the authorized signatory by own)**
- ☐ Credit Rating Report (Optional)
- ☐ NACH Mandate (Optional)- **(to be signed by Authorized person as per BR)**
- ☐ Letter of Authority (LOA) (Authorizer and Inputter), In case of M1 users are different from the person authorized under BR- **(to be signed by Authorized person as per BR)**
- ☐ Partnership Deed and Letter of Authorization (in case of Partnership firm)- **(All partners sign and stamp at all pages)**

- Current Address proof of business (should not be more than 2 months old): (any one of the following):

- ☐ Bank Statement (3 months)- **(To be signed by authorized person as per BR)**
- ☐ Udyam Registration Certificate (in case of MSME Buyer)- **(To be signed by authorized person as per BR)**
- ☐ Own office — Copy of electricity bill/landline bill/water bill/ property tax receipt - **(To be signed by authorized person as per BR)**
- ☐ Rented office — Rent agreement indicating the operating address of the customer- **(To be signed by authorized person as per BR)**

### Note:

1. Beneficial Owners Declaration is not required if any entity is listed under NSE/BSE
2. All the documents related to the Company should be signed and stamped by an Authorized signatory. In addition, all the KYC documents should be Self-Attested and Original Seen &

Verified (OSV) by the concerned Relationship Manager (RM) along with their employee ID.

3. Please make sure that the visibility of KYC documents should be clear and there is no exception on the same.