

## DOCUMENT CHECKLIST FOR OPENING OF ACCOUNT

- Original documents should be produced to bank staff for verification.
- Kindly initial on every page of the account opening documentation which is not signed.
- All signatures (including all authorised signatories and director's signature in the board resolution) are to be verified by SBI official.
- The Bank may request for additional documents depending on the set up of the entity.

Establishment	Document Required
<b>Trusts</b>	1. Completed Account Opening Form with signature of authorized signatories under specimen signature attested by SBI officials
	2. Certified True Copy of the Trust Deed / Agreement creating the Trust
	3. Photocopies of IC/Passport of all the Trustees to be attested by SBI official
	4. Original Resolution of the Board of Trustees sanctioning the opening of the account and Signatories to the account (format enclosed). In case of an EXTRACT, it should be Certified as a True Copy by the Chairman or authorized signatory, whose signature is verifiable by SBI officials
<b>(Trust for administration of bequeathed Property)</b>	5. Certified True Copy of Letters of administration /Probate
	<i>Items 6-8 are Optional Documents for facility of giving instructions over fax: (formats enclosed)</i>
	6. Original Resolution of the Board of Trustees sanctioning the fax indemnity (format enclosed). In case of an EXTRACT, it should be Certified as a True Copy by the Chairman or authorized signatory, whose signature is verifiable by SBI officials
	7. Letter of Indemnity signed by authorised signatories authorising the Bank to act on facsimile or telex instructions or order
	8. Letter of Indemnity signed by authorised signatories for disclosure of account details over phone