

## FORMAT – LIST OF DIRECTORS

(On Company Letterhead)

**Date:**

**To,**

[Name of Bank / Institution]

[Branch Address]

**Subject: List of Directors for KYC Purpose**

We hereby confirm that the following persons are the present Directors of **M/s [Company Name]**,

CIN: \_\_\_\_\_, having its registered office at \_\_\_\_\_.

### 1. LIST OF DIRECTORS

(Affix passport size photograph in the space provided and director should sign across the photograph if required by bank.)

Sr. No.	Name of Director	DIN No.	PAN No.	Residential Address	Contact No.	Email ID	Photograph	Signature
1							(Affix Photo)	
2							(Affix Photo)	
3							(Affix Photo)	

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We confirm that the above information is true and correct as per records of the Company.

For **[Company Name]**

**Certified True & Correct**

**Name of Director DIN Signature**

(Seal of the Company)

## FORMAT – LIST OF AUTHORISED SIGNATORIES

(On Company Letterhead)

**Date:**

To,

[Name of Bank / Institution]

[Branch Address]

**Subject: List of Authorised Signatories for KYC / Bank Account Operations**

We hereby certify that the following officials are authorised to operate the bank account(s) of **M/s [Company Name]** as per Board Resolution dated \_\_\_\_\_.

**2. LIST OF AUTHORISED SIGNATORIES**

Sr. No.	Name	Designation	PAN No.	Residential Address	Mobile No.	Email ID	Photograph	Specimen Signature
1							(Affix Photo)	
2							(Affix Photo)	
3							(Affix Photo)	
4							(Affix Photo)	

Mode of Operation:

- Single
- Joint
- Either or Survivor
- As per Board Resolution

We request you to kindly update your records accordingly.

For **[Company Name]**

**Certified by All Directors / Chairman**

**Name DIN Signature**

(Company Seal)