



"Annexure - B"

Checklist of documents to be submitted to IIBX by the Applicants desirous of onboarding as "Special Category Client Bank (SCC Bank)"

Notes	1) Application and documents to be provided on the Letter head of the applicant (Letter head should have name of the applicant, address of its registered office and the Corporate Identity Number [CIN] along with telephone number, fax number, if any, e-mail and website addresses, if any)	
	2) Application and documents (all pages) need to be stamped & signed by authorised signatory (Authorised Signatory is defined subsequently in this checklist)	
	3) Details and documents are required to be provided as per the prescribed format only	
	4) No column should be left blank, if any particular information is not relevant "NA" may be mentioned.	
	5) Clear scanned documents are required to be submitted to IIBX.	
	6) The original documents are to be separately mailed/couriered to IIBX.	
Name of the BANK:		
Application Category (SCC Bank):		
Sr. No.	PARTICULARS	Tick
1	Application format for onboarding as a " Special Category Client Bank (SCC Bank)" (Annexure A)	
2	List of Documents required:	
(i)	Details of the Authorised Personnel and concerned officials associated with operations as SCC Banks (Annexure – C)	
(ii)	KYC Details	
	Copy of PAN & Proof of Address of the Applicant Entity	
	For Proof of Address of Entity - Utility bill (not older than two months)/Lease deed/Rent agreement/Bank statement not older than two months	
	Documents need to be signed & Stamped by the authorised signatory on behalf of the entity	
	Self-certified copies of PAN & Aadhar of all Key Management Personnel (as applicable)	
(iii)	Copy of Goods & Service Tax (GST) Certificate issued by Central Board of Indirect Taxes and Customs (CBIC)	
(iv)	Copy of Board Resolution / POA evidencing authorization to act on behalf of the entity	
	To be submitted on the letterhead of the applicant entity, duly stamped, & signed by the Managing Director/Director/Company Secretary, as the case may be	
	KYC of authorized signatory should be submitted along with the application	
(v)	Certified copy of the Legal Entity Identifier (LEI) certificate & Importer Exporter Code (IEC)	
(vi)	Code of Conduct undertaking	
	To be provided on the letter head and as per the prescribed format only - ANNEXURE (D)	
(vii)	Undertaking on enrolment as a Special Category Client	

(viii)	Confirmation letter from the IFSC Banking Unit registered as a IIBX Bullion Clearing Member (CM) [on CM letter head] for undertaking the clearing & settlement related activities of the applicant bank.	
(ix)	Certified copy of the prior intimation letter to the Department of Regulation, Reserve Bank of India for undertaking the activities of a Special Category Client (SCC) with IIBX, along with acknowledgement of the RBI.	
(x)	Certified copy of RBI Authorization letter for import of Gold/Silver	