



**KNOW YOUR CUSTOMER
(KYC FORM)
AEROSYS INFOTECH PVT. LTD.**

BUSINESS ENTITY INFORMATION

Registered business name _____

Business type (Tick one) Proprietary Partnership Pvt. / Ltd. Co.

Registered Address _____

 City _____ Pin Code _____

Main / Head Office Address _____
if different from regd. Office _____

 City _____ Pin Code _____

Delivery Address _____
if different from regd. Office _____

 City _____ Pin Code _____

Telephone No.s STD CODE _____ Tel. No.s _____

Email ID.s _____

BUSINESS OPERATIONAL INFORMATION

GSTN No. _____

VAT Regn. TIN no. _____

CST Regn. TIN no. _____

Income Tax PAN no. _____

UIN (Pvt. / Ltd. Co. only) _____

PRIMARY OPERATIONAL CONTACTS

Function / Designation	Name	Phone / Mobile No	Email
Owner / Business Head			
Finance Head			
Purchasing Head			
Accounts Payable			
Purchase Officer			

Branch Office Locations _____

Sister Concerns _____

(Please mention cities / names above, and attach an annexure listing out information for each.)

DETAILS OF BANK / CREDIT FACILITIES

Bank Name _____ Account # _____

Address _____

Tel. No.s _____ Contact _____

CC/OD limit _____ LC/BG limit _____ Collaterals _____

BUSINESS OWNERS INFORMATION

[1]

Designation (Tick one)

Proprietor

Primary Partner

Managing Dir.

Full Name (Mr. / Mrs. / Dr.) _____

Residential Address _____

City _____ Pin Code _____

Birthday _____ Wedding Anniversary _____

Income Tax PAN no. _____

Ownership % _____

Mobile & Res. Tel. No. _____

Mobile _____ Resi. _____

Email id. _____

[2]

Designation (Tick one)

Partner

Director

Full Name (Mr. / Mrs. / Dr.) _____

Residential Address _____

City _____ Pin Code _____

Birthday _____ Wedding Anniversary _____

Income Tax PAN no. _____

Ownership % _____

Mobile & Res. Tel. No. _____

Mobile _____ Resi. _____

Email id. _____

[3]

Designation (Tick one)

Partner

Director

Full Name (Mr. / Mrs. / Dr.) _____

Residential Address _____

City _____ Pin Code _____

Birthday _____ Wedding Anniversary _____

Income Tax PAN no. _____

Ownership % _____

Mobile & Res. Tel. No. _____

Mobile _____ Resi. _____

Email id. _____

Rental Terms & Conditions

- Ø All Taxes are extra as applicable.
- Ø Proposal is valid for 10 days
- Ø Delivery will be made within 2-3 day after receiving the order.
- Ø Rental payment will be 100% in advance rest post dated cheque will be needed against PO.
- Ø A **Security Cheque** (Without Date) is required, amounting the total value of the equipments ordered.
- Ø Installation, Delivery and pickup charges will be extra.
- Ø PO & Payments to be made in favor of "Aerosys Infotech (P) Ltd"
- Ø Customer would be responsible for any damage caused to the computer or any equipment supplied due to fire, theft, burglary, etc
- Ø Aerosys Infotech will not be providing or responsible of any Software's License and Electric Wiring until and unless it's separate.
- Ø Aerosys is not responsible any loss of data due to any reason.
- Ø Customer will provide us information 30 days before returning the computers in case of long term contract..
- Ø Equipments should only be returned to authorize persons of Aerosys Infotech carrying proper identity card & Authorization letter.
- Ø You are requested to book your order as early as possible to avoid unavailability of material.

(please attach annexure list as above for additional ownership information if required)

Attachments: FOR THE BUSINESS ENTITY

- 1 For All - Copy of the PAN card of the organization.
- 2A For Proprietary concerns - Copy of proprietor's latest IT return with latest financials.
- 2B For Partnership concerns - Copy of firm's partnership deed with latest financials.
- 2C For Companies. - Copy of MOA & AOA, latest financials and form 32 ROC acknowledged copy.
- 3 For All - Copy of the GST, VAT and CST TIN certificates of the organization.

Attachments: FOR EACH OF THE OWNER INDIVIDUALS

- 4 For All - PAN Card copy of the individual.
- 5 For All - Either of (i) Residence Tel. bill copy OR (ii) Residence Elect. Bill copy OR (iii) Passport copy.

Documents required at the time of contract:

Documents

- Identity, residence Signature proof (PAN CARD, AADHAR CARD, PASSPORT)
- Last 6 months bank statements
- Business profile
- Last 3 years Income Tax Returns with computation of Income
- Last 3 years CA Certified / Audited Balance Sheet and Profit & Loss Account

I / we hereby confirm acceptance of the enclosed **Sales Terms and Conditions**. I / we hereby further confirm and certify that the information and attachments given herein are true and accurate, and that any subsequent changes would be duly communicated to Aerosys Infotech by submission of a fresh form alongwith attachments.

Name _____

Signature and Official Seal

Designation _____