



कुमारी बैंक लिमिटेड
KUMARI BANK LIMITED
सर्वेका लागि, सर्वेका लागि

(नेपाल राष्ट्र बैकबाट "क" वर्गको ईजाजत पत्र प्राप्त संस्था)

ANNEX - 2

DOCUMENT CHECKLIST

S.No	Details	Verification
1	Verification of Signature on the recommendation List submitted by related Zonal Association i.e. Nepal Gold Silver Association/Nepal Gems and Jewellery Association/Nepal Sun Chandi Tatha Kala Association/ Nepal Hastakala Association with the Signature copy forwarded by Nepal Bankers Association (NBA) from time to time.	
2	Verification of Gold Applicant's Company Name, Pan Number and any other detail mentioned on the recommendation List obtained from related Zonal Association i.e. Nepal Gold Silver Association/Nepal Gems and Jewellery Association/Nepal Sun Chandi Tatha Kala association/ Nepal Hastakala Association with the documents submitted by the gold applicant.	
3	Verification of signature on the individual recommendation letter advised to Kumari Bank Limited issued by related Zonal association i.e. Nepal Gold Silver Association/Nepal Gems and Jewellery Association/Nepal Sun Chandi Tatha Kala association/ Nepal Hastakala Association with the Signature copy forwarded by Nepal Bankers Association (NBA) from time to time.	
4	Obtain original individual recommendation letter advised to Kumari Bank Limited issued by related Zonal association i.e. Nepal Gold Silver Association/Nepal Gems and Jewellery Association/Nepal Sun Chandi Tatha Kala association/ Nepal Hastakala Association for purchase of Gold.	
5	Obtained complete Bank Gold Application form and signature verified	
6	Obtained photocopy of Valid Pan Registration	
7	Obtained photocopy of Valid Company Registration document of related Zone	
8	Obtained photocopy of Tax Clearance certificate or latest Tax Paid Bank Voucher or Tax clearance extension letter approved by Tax authority	
9	Obtained photocopy of valid related Zonal Association Certificate i.e. Nepal Gold Silver Association/Nepal Gems and Jewellery Association/Nepal Sun Chandi Tatha Kala association/ Nepal Hastakala Association	
Application received date:		
Applicant's Firm Name:		
Account Number with Kumari Bank:		
Available Balance In Account:		
Gold Requested Qty:		
Verified by: Name:		Signature: