

# I.S.F Analytical Laboratory Moga Punbab

## KNOW YOUR CUSTOMER FORM(KYC)

Customer Num | \_\_\_\_\_

NAME OF CLIENT RAISING WORK ORDER : \_\_\_\_\_

SITE Address : \_\_\_\_\_

Contact Person | \_\_\_\_\_ | Email : \_\_\_\_\_

Telephone No.s | \_\_\_\_\_ | Email : \_\_\_\_\_

Designation | \_\_\_\_\_ | Email : \_\_\_\_\_

REGISTERED OFF | \_\_\_\_\_

CORPORATE OFFICE: \_\_\_\_\_

BILLING NAME & ADDRESS : \_\_\_\_\_

REPORTS TO BE ISSUED IN THE NAME OF : \_\_\_\_\_

ADDRESS FOR DESPATCHING REPORTS \_\_\_\_\_

Payment terms	Standing Instructions	Remarks
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1. New Customers	Only cash/ DD	
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2. Regular Customers	RTGS/Cash<20k, RTGS/Chq>20K	
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3. Govt. Deprt/ VIP Customer	No bar	subject to all above data being filled
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### CONTACT DETAILS OF PARTY MAKING PAYMENT

Person	Designation	Phone	Mobile Number	email

### ADDITIONAL DETAILS OF CLIENT MAKING PAYMENT

Legal Entity	Public Ltd. Company	Pvt. Ltd. Company	Partnership	Proprietorship	Govt.
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Permanent Account Number (PAN) \_\_\_\_\_ Service Tax no. \_\_\_\_\_

Any Other information \_\_\_\_\_  
\_\_\_\_\_

Signature :

For Office Use

**APPROVAL FOR CREDIT LIMIT / PERIOD**

Customer Approved  YES  NO Approved as  Regular Vendor  One time vendor

Credit days and amount recommended :  days  Limit [Rs.]

**APPROVED BY SENIOR CUSTOMER RELATIONSHIP OFFICER-**

**CUSTOMER MASTER UPDATION**

Customer Master updated c

Updated by \_\_\_\_\_