

## DOCUMENT CHECKLIST (For Reference and Submission Purposes):

Document List	<p><b>Documents for all Owners, Directors, Authorised signatories, and beneficial owners (Mandatory for all Onboarding)</b>  PAN Card (mandatory)  <b>(Any one of the following):</b></p> <ol style="list-style-type: none"> <li>1. Aadhar Card</li> <li>2. Passport</li> <li>3. Voter ID</li> <li>4. Driving License</li> </ol>	<p><b>For Pvt Ltd &amp; Public Ltd</b></p> <ol style="list-style-type: none"> <li>1. Company Pan Card</li> <li>2. Certificate of Incorporation</li> <li>3. Photograph of Authorised Signatory/Signatories/Directors</li> <li>4. Business Address Proof (Municipal Registration OR Electricity Bill or Rent Agreement if different from Registered Office)</li> <li>5. Personalised Cancelled Cheque of Account OR Bank Branch Authorised Letter of Account OR Bank Statement</li> </ol>
	<p><b>Partnership Firm</b></p> <ol style="list-style-type: none"> <li>1. Pan Card of Partnership Firm</li> <li>2. Photograph of Authorised Partners</li> <li>3. Registration Certificate of Partnership Firm or Registered Partnership Deed</li> <li>4. Resolution letter on letterhead making a partner as Auth Signatory company if not explicitly covered in the partnership deed</li> <li>5. Business Address Proof (Municipal Registration OR Electricity Bill or Rent Agreement)</li> </ol> <p>Branch Authorised Letter of Account OR Bank GST -</p>	<p><b>Limited Liability Partnership Company (LLP)</b></p> <ol style="list-style-type: none"> <li>1. Pan Card of Partnership Firm</li> <li>2. Photograph of Authorised Signatory/Signatories/Directors</li> <li>3. Certificate of Incorporation for LLP</li> <li>4. LLP Deed / MOA and AOA</li> <li>5. Resolution letter on letterhead making a partner as Auth Signatory company.</li> <li>6. Business Address Proof (Municipal Registration OR Electricity Bill or Rent Agreement if different from Registered Office)</li> </ol>
	<p><b>Sole Proprietorship</b></p> <ol style="list-style-type: none"> <li>1. Photograph of the Owner</li> <li>2. "Proof Of Business Registration &amp; Address (any one) <ul style="list-style-type: none"> <li>• Shops and Establishment document issued by Local Authority</li> <li>• FSSAI/FDA Licence</li> <li>• Udyam Certificate</li> <li>• GST</li> </ul> </li> <li>3. Personalised Cancelled Cheque of Account OR Bank Branch Authorised Letter of Account</li> <li>4. GST - Optional to be provided if opted by the</li> </ol>	<p><b>Trust</b></p> <ol style="list-style-type: none"> <li>1. Trust Pan Card</li> <li>2. Registration Certificate of Trust</li> <li>3. Trust Deed</li> <li>4. Photograph of Authorised Signatory/Signatories/Trustees</li> <li>5. Business Address Proof (Municipal Registration OR Electricity Bill or Rent Agreement if different from Registered Office)</li> <li>6. Personalised Cancelled Cheque of Account OR Bank Branch Authorised Letter of Account</li> </ol>
	<p><b>Society</b></p> <ol style="list-style-type: none"> <li>1. Society Pan Card</li> <li>2. Registration Certificate of Society</li> <li>3. Photograph of Office Bearers</li> <li>4. Society By-Laws</li> <li>5. Business Address Proof (Municipal Registration OR Electricity Bill or Rent Agreement)</li> <li>6. Personalised Cancelled Cheque of Account OR Bank Branch Authorised Letter of Account</li> <li>7. Board Resolution with Society stamp &amp; authorized person sign on Society letterhead</li> </ol>	