



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

Document List	Documents for all Owners, Directors, Authorised signatories, and beneficial owners (Mandatory for all Onboarding) PAN Card (mandatory) <b>(Any one of the following):</b> 1. Aadhar Card 2. Passport 3. Voter ID 4. Driving License	<b>For Pvt Ltd &amp; Public Ltd</b> 1. Company Pan Card 2. Certificate of Incorporation 3. Photograph of Authorised Signatory/Signatories/Directors 4. Business Address Proof (Municipal Registration OR Electricity Bill or Rent Agreement if different from Registered Office) 5. Personalised Cancelled Cheque of Account OR Bank Branch Authorised Letter of Account OR Bank Statement
	<b>Partnership Firm</b> 1. Pan Card of Partnership Firm 2. Photograph of Authorised Partners 3. Registration Certificate of Partnership Firm or Registered Partnership Deed 4. Resolution letter on letterhead making a partner as Auth Signatory company if not explicitly covered in the partnership deed 5. Business Address Proof (Municipal Registration OR Electricity Bill or Rent Agreement) Branch Authorised Letter of Account OR Bank GST -	<b>Limited Liability Partnership Company (LLP)</b> 1. Pan Card of Partnership Firm 2. Photograph of Authorised Signatory/Signatories/Directors 3. Certificate of Incorporation for LLP 4. LLP Deed / MOA and AOA 5. Resolution letter on letterhead making a partner as Auth Signatory company. 6. Business Address Proof (Municipal Registration OR Electricity Bill or Rent Agreement if different from Registered Office)
	<b>Sole Proprietorship</b> 1. Photograph of the Owner 2. "Proof Of Business Registration & 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> 3. Personalised Cancelled Cheque of Account OR Bank Branch Authorised Letter of Account 4. GST - Optional to be provided if opted by the	<b>Trust</b> 1. Trust Pan Card 2. Registration Certificate of Trust 3. Trust Deed 4. Photograph of Authorised Signatory/Signatories/Trustees 5. Business Address Proof (Municipal Registration OR Electricity Bill or Rent Agreement if different from Registered Office) 6. Personalised Cancelled Cheque of Account OR Bank Branch Authorised Letter of Account
	<b>Society</b> 1. Society Pan Card 2. Registration Certificate of Society 3. Photograph of Office Bearers 4. Society By-Laws 5. Business Address Proof (Municipal Registration OR Electricity Bill or Rent Agreement) 6. Personalised Cancelled Cheque of Account OR Bank Branch Authorised Letter of Account 7. Board Resolution with Society stamp & authorized person sign on Society letterhead	