

<p>Individual</p>	<p>1. PAN or Form No. 60 as defied in Income-Tax Rules, 1962</p> <p>2. Officially Valid Documents - OVD (ANY 1):</p> <ol style="list-style-type: none"> a. Valid Passport b. Voter Identity Card c. Driving License plastic card only d. NREGA Card (National Rural Employment Guarantee Act) (exception cases) e. Aadhaar Card f. Passport <p>where the OVD furnished by the customer does not have updated address, the following documents shall be deemed to be OVDs for the limited purpose of proof of address:</p> <ol style="list-style-type: none"> a. utility bill which is not more than three months old of any service provider with service provider stamp and sign (electricity, telephone, post-paid mobile phone, piped gas, water bill); b. property or Municipal tax receipt; c. pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain the address; d. letter of allotment of accommodation from employer issued by State Government or Central Government Departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies and leave and license agreements with such employers allotting official accommodation; <p>The customer shall submit OVD with the current address within a period of three months of submitting the documents as specified in point 2 above.</p>	
<p>Private / Public Limited Company:</p>	<ol style="list-style-type: none"> 1. Certificate of incorporation 2. Memorandum and Articles of Association 3. Permanent Account Number of the company (PAN) 4. Certificate / registration document issued under GST / Professional Tax or any other authorities 5. Copy of the telephone bill / Copy of PAN allotment letter for address proof not more than three months old. 6. Certificate / license issued by the Municipal authorities under Shop & Establishment Act 7. Documents of the managers, officers or employees, as the case may be, holding an attorney to transact on the company's behalf (Authorized Person): <ul style="list-style-type: none"> • PAN • Officially Valid Document (As Specified above for individual) 	

<p>Partner Ship Firm / LLP :</p>	<ol style="list-style-type: none"> 8. Registration certificate, if registered 9. Updated and Latest Partnership deed 10. Permanent Account Number of the Partnership firm 11. Telephone bill in the name of firm not more than three months old. 12. Certificate / registration document issued under GST / Professional Tax or any other authorities 13. Certificate / license issued by the Municipal authorities under Shop & Establishment Act 14. Documents of Authorised person holding an attorney to transact on its behalf: <ul style="list-style-type: none"> • PAN • Officially Valid Document (As Specified above for individual) 	
<p>Trust / Foundat ions:</p>	<ol style="list-style-type: none"> 1. Certificate of registration, if registered 2. Permanent Account Number 3. Updated and Latest Copy of Trust Deed /Bye Laws 4. Telephone bill 5. Documents of Authorised person holding an attorney to transact on its behalf: <ul style="list-style-type: none"> • PAN • Officially Valid Document (As Specified above for individual) 	
<p>Sole Proprietary Firm:</p>	<ol style="list-style-type: none"> 1. Documents of Sole Proprietor <ul style="list-style-type: none"> • PAN • Officially Valid Document (As Specified above for individual) 2. Proof of business/activity in the name of proprietor (Any Two): <ol style="list-style-type: none"> a. Registration certificate b. Certificate/license issued by the municipal authorities under Shop and Establishment Act. c. GST certificate. d. Certificate/registration document issued by Sales Tax/Service Tax/ Professional Tax authorities. e. Complete Income Tax Return (not just the acknowledgement) in the name of the sole proprietor where the firm's income is reflected, duly authenticated/ acknowledged by the Income Tax authorities. f. Utility bills such as electricity, water, and landline telephone bills not more than three months old. 	