



ID and Address Proof Documents.

KYC - ID/Constitution Proof			
Individuals (Category 1)	Sole proprietorship Firm	Partnership Firm	Company
<p>A. PAN or Form 60; and</p> <p>B. One Certified copy of an Officially Valid Document (OVD).List of OVDs as below :-</p> <ul style="list-style-type: none"> - Passport - Driving License - Voter's Identity Card - Aadhaar Card Copy - Job card issued by NREGA - Letter issued by the National Population Register containing details of name, address <p>(both A and B as above are must)</p>	<p>In addition to the documents as stated in category 1 (individuals) for the proprietor, Any Two of below in name of the proprietary firm:-</p> <ul style="list-style-type: none"> - Registration certificate (Including Udyam Registration Certificate) - Certificate/license issued under Shop and Establishment Act. - Sales and income tax returns. - CST/VAT/ GST certificate certificate). - Certificate/registration document issued by Sales Tax/ Professional Tax authorities. - IEC (Importer Exporter Code) issued to the proprietary. - License/ certificate of practice issued in the name of the proprietary concern by any professional body incorporated under a statute. - Complete Income Tax Return in the name of the sole proprietor. - Utility bills such as electricity, water, and landline telephone. 	<ul style="list-style-type: none"> - Registration certificate under Indian Partnership Act/ Limited Liability Partnership Act; - Certified copy of Partnership deed; - Certified copy of PAN of firm ; - Documents as mentioned in category 1 for Authorised Signatory on its behalf. 	<ul style="list-style-type: none"> - Certified copy of Certificate of incorporation; - Certified copy of Memorandum and Articles of Association; - Certified copy of PAN of company; - Certified copy of resolution from the Board of Directors and power of attorney granted to its managers, officers or employees to transact on its behalf and - Documents as mentioned in category 1 for Authorised Signatory on its behalf 

Address Document

Individuals	Non-Individuals Business entities
<p>Any of OVD as above with Current address.</p> <p style="text-align: center;">Or</p> <p>Where the OVD does not have updated current address , any of following deemed OVDs as below for the limited purpose of proof of address :-</p> <ul style="list-style-type: none"> - Utility bill (not more than two months old) of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill) ; - Property or Municipal tax receipt (with address and name) ; - Pension or Family Pension payment orders issued to retired employees, by Government Departments or Public Sector Undertakings, if they contain the address; - Letter of allotment of accommodation to its employees issued by Sate / Central Govt. Departments , Statutory or Regulatory bodies , Public Sector undertakings, Scheduled commercial Banks, Financial institutions and listed companies allotting official accommodation; <p>An undertaking from customer to submit updated OVD with current address within 1 month to be collected and same to be tracked as PDD and completed in time .</p>	<ul style="list-style-type: none"> - Shops & Establishment Certificate Trade License Certificate - SSI Registration Certificate - GST Registration Certificate - Partnership Deed (for firms)/Memorandum of Association (MOA) for companies / - Export-Import Code Certificate / Factory Registration Certificate / Utility Bill (electricity, landline telephone or other) in the name of firm /entity within latest 2 months . <div style="text-align: center;">  </div>