

### KYC Documents Requirement List

S. No.	Sole Proprietor Firms	Partnership Firms	Companies	Limited Liability Partnership
1	Two existence proofs in the name of firm	Registration Certificate if registered else other existence proof	Certificate of Incorporation(COI), MOA & AOA	Certificate of Incorporation(COI)
2	Address Proof in the name of firm if different from existence proof	Address Proof in the name of firm if different from existence proof	Address Proof in the name of firm if different from COI	Address Proof in the name of LLP if different from COI
3	PAN No. of Proprietor	PAN No. of partnership firm	PAN No. of company	PAN no. of LLP
4	Official Valid Documents of Proprietor	Official Valid Documents of Signatories	Official Valid Documents of Signatories	Official Valid Documents of Signatories
5	Address proof of Proprietor	ID and Address proof of Partners if firm is not registered	Board Resolution	LLP Agreement
6	Initial Funding Cheque	Partnership Deed	List of Directors	Form 3(if any changes in LLP agreement)
7	In case customer has only one existence proof, declaration to be obtained	Beneficial Ownership Declaration(for 15% and above)	Beneficial Ownership Declaration(for 25% and above)	Beneficially Ownership Declaration 15%
8	Funding Details	Initial Funding Cheque	Initial Funding Cheque	Initial Funding Cheque

<b>KYC DOCUMENTS(EXISTENCE/ADDRESS PROOF OF FIRM)</b>	
1	Shop's Establishment Certificate
2	Sales Tax/Excise/ Vat Registration Certificate
3	Profession Tax Certificate
4	Factory Registration License
5	Registration Certificate or Trade License issued by State/Central Government or Local/Statutory Bodies
6	IE Code Certificate issued by Director General of Foreign Trade
7	Valid Contractor License issued by a Government Department
8	Latest Income Tax Return/Assessment Order with computation having firm name along with acknowledgment from IT Dept
9	License /Certificate issued by any Registering Authority like Certificate of Practice issued by ICAI/ICWA/ICSI/Indian Medical Council/ Food and Drug control Authorities etc.
10	Latest utility bill(water/electricity/landline telephone) in the name of the firm(address proof can be used as existence proof for proprietor)
11	3 Months Bank Statement of scheduled commercial bank with I.P. Cheque from the same account.
12	Registered Lease & License Agreement (Rent Agreement) along with utility bill in the name of Landlord(Address proof)

<b>OFFICIAL VALID DOCUMENTS OF AUTHORISED SIGNATORIES</b>	
1	Passport
2	PAN Card
3	Driving License
4	Voter ID
5	Aadhar Card



<b>ADDRESS PROOF OF AUTHORISED SIGNATORIES</b>	
1	Ration Card/Household Card
2	Bank Passbook
3	Senior Citizen card
4	PIO/OCI Card
5	Arm License
6	Social Security Smart Card
7	Address Card issued by Indian Post
8	Utility Bill(Electricity, Water, Pipe, Gas, Mobile, Telephone)
9	Passport