

## Documentation Checklist

Constitution	Document type
<b>Common for all</b>	<ul style="list-style-type: none"> <li>Completed Account Opening Form.</li> <li>Completed Signature Card with passport size photograph of each signatory.</li> <li>Copy of the PAN Card.</li> <li>Attestation of all documents provided as a photocopy.</li> </ul>
<b>Private/Public Limited Company</b>	<ul style="list-style-type: none"> <li>Certificate of Incorporation.</li> <li>Certificate of Commencement of Business for Public Limited Company.</li> <li>Memorandum and Articles of Association.</li> <li>Board Resolution signed by the Directors/Company Secretary.</li> <li>Latest Annual Report for Public Limited Company.</li> <li>List of Directors along with DIN numbers.</li> <li>Proof of Identity of the Company (any one of the following) PAN Allotment Letter, Registration under Shops &amp; Establishment Act, Sales/Service Tax/ Excise Registration.</li> <li>Proof of Address for the Company (any one of the following) Telephone/Mobile Bill, Water /Electricity Bill, Municipal Tax/Society Outgoing Bill, Lease Agreement/Rent receipt in the name of the company, Bank Statement, Certificate of Incorporation along with the address proof of the representative of the company(for companies not more than 3 month old).</li> <li>Proof of Individual Identity for any two directors-including the Managing Director, all authorized signatories and principal shareholders (any one of the following) Passport, Voter's ID, PAN Card, Driving License.</li> <li>Shareholding pattern of the company signed by the Directors/Company Secretary.</li> </ul>
<b>Partnership Firm/Sole Proprietor</b>	<ul style="list-style-type: none"> <li>Certificate of Registration (if registered)</li> <li>Partnership Deed.</li> <li>Power of Attorney granted to a partner or any other person to transact business on behalf of the firm (signed by all the partners/sole proprietor)</li> <li>Proof of Identity of the Company (any one of the following documents for partnership firms and two for proprietorship firms) PAN Allotment Letter, Registration under Shops &amp; Establishment Act, Sales/Service Tax/ Excise Registration, IT Returns of the company. License issued by the Registering authority like Certificate of Practice issued by Institute of Chartered Accountants of India, Institute of Cost Accountants of India, Institute of Company Secretaries of India, Indian Medical Council, Food and Drug Control Authorities, etc.</li> <li>Proof of Address for the Firm (any one of the following, not more than 3 months old) Telephone/Mobile Bill, Water / Electricity Bill, Municipal Tax, Registered Lease Agreement /Bank Account Statement.</li> <li>Proof of Individual Identity for the partners/sole proprietor (any one of the following) Passport, Voter's ID, PAN Card, Driving License.</li> <li>Proof of Address for the entire partners/sole proprietor (any one of the following, not more than 3 months old) Telephone/Mobile Bill, Water Electricity Bill, Municipal Tax/Society Outgoing Bill, Registered Lease Agreement/ Bank Account Statement.</li> </ul>
<b>Limited Liability Partnership</b>	<ul style="list-style-type: none"> <li>Certificate of Incorporation.</li> <li>Partnership Deed.</li> <li>Proof of Address for the Firm (any one of the following, not more than 3 months old) Telephone/Mobile Bill, Water/Electricity Bill, Municipal Tax/Society Outgoing Bill, Lease Agreement/Rent receipt in the name of the company, Bank Statement</li> <li>List of Partners along with the DPIN number on the company letterhead. Proof of Individual Identity for the partners/sole proprietor (any one of the following) Passport, Voter's ID, PAN Card, Driving License.</li> <li>Proof of Address for the all the partners (any one of the following, not more than 3 months old) Telephone/Mobile Bill, Water Electricity Bill, Municipal Tax/Society Outgoing Bill, Registered Lease Agreement/ Bank Account Statement.</li> </ul>
<b>Club/Society/Association/Trusts &amp; Foundation</b>	<ul style="list-style-type: none"> <li>Certificate of Registration</li> <li>Resolution of the Managing Body/Trust Deed/Bye Laws</li> <li>Memorandum and Articles of Association for companies registered under Section 25.</li> <li>Power of Attorney granted to transact business on its behalf</li> <li>List of directors/founders/trustees/settlers/committee members/signatories certified by the chairman or secretary</li> <li>Proof of Individual Identity for all signatories(any one of the following) Passport, Voter's ID, PAN card, Driving License</li> <li>Proof of Address for all signatories (any one of the following, not more than 3 months old) Telephone/Mobile Bill, Water Electricity Bill, Municipal Tax/Society Outgoing Bill, Registered Lease Agreement /Bank Account Statement.</li> </ul>
<b>HUF</b>	<ul style="list-style-type: none"> <li>Declaration from the Karta</li> <li>Prescribed Joint Hindu Family Letter signed by all the coparceners.</li> <li>Proof of Individual Identity for all signatories(any one of the following) Passport, Voter's ID, PAN card, Driving License</li> <li>Proof of Address for all signatories (any one of the following, not more than 3 months old) Telephone/Mobile Bill, Water Electricity Bill, Municipal Tax/Society Outgoing Bill, Registered Lease Agreement/ Bank Account Statement.</li> </ul>