

## **Documents required for Sole Proprietorship / Individual Firm**

- PAN card, Aadhaar card, and a photograph of the sole proprietor
- Bank account details- a copy of cancelled cheque or bank statement
- Mobile no and Email id
- **Address proof of office:-**

Own office – Copy of electricity bill/landline bill/water bill/municipal khata copy/ property tax receipt

Rented office – Rent agreement and & Electricity Copy/ Property Legal Document



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### **Documents required for HUF FIRM**

- PAN card of HUF
- Photograph, Pan Card and aadhar card of Karta ,
- Mobile no and Email id
- Bank details- a copy of cancelled cheque or bank statement

- **Address proof of Principal place of business and additional place of business :**

Own office – Copy of electricity bill/landline bill/ water bill/ municipal khata copy/ property tax receipt

Rented office – Rent agreement and & Electricity Copy/ Property Legal Document

## **Documents required for Partnership FIRM /LLP**

- Partnership Deed/LLP Agreement Copy With Firm PAN CARD
- PAN card, Photograph and aadhar card of all partners
- Bank details- a copy of cancelled cheque or bank statement
- Mobile no and Email id
- Address proof of Principal place of business and additional place of business :
  - Own office – Copy of electricity bill/landline bill/ water bill/ municipal khata copy/ property tax receipt
  - Rented office – Rent agreement and & Electricity bill Copy/ Property Legal Document
- In case of LLP- Copy of board resolution, Registration Certificate of the LLP and Partner Agreement Copy (With Digital Signature & Director Identification number ,DIN)  
Proof of appointment of authorized signatory- letter of authorization



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**Documents required for Private limited / Public limited / One person company**

- PAN card of the company
- Registration Certificate of the company
- Mobile no and Email id
- Memorandum of Association (MOA) /Articles of Association (AOA)
- PAN card, photograph and aadhar card of all Directors with DSC & DIN
- Bank details- a copy of cancelled cheque or bank statement
- **Address proof of Principal place of business and additional place of business:-**
  - Own office – Copy of electricity bill/landline bill/ water bill/ municipal khata copy/ property tax receipt
  - Rented office – Rent agreement and & Electricity bill Copy/ Property Legal Document
- Proof of appointment of authorized signatory- letter of authorization/ board resolution copy for authorized of signatory



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**Documents required for Society or Trust or Club**

- Pan Card of society/Trust/Club
- Registration Certificated
- Mobile no and Email id
- Photo and PAN Card of Promotor/ Partners
- Bank details- a copy of cancelled cheque or bank statement
- Address proof of registered office :
  - Own office – Copy of electricity bill/landline bill/ water bill/ municipal khata copy/ property tax receipt
  - Rented office – Rent agreement and & Electricity bill Copy/ Property Legal Document
- Proof of appointment of authorized signatory- letter of authorizati