

ACCOUNTS OF INDIVIDUALS

For identity proof (any one)

- Passport
- PAN card
- Voter's Identity Card
- Driving licence

Proof of Address (any one)

- Telephone bill
- Bank account statement
- Electricity bill
- Ration card

In addition to the above, latest photograph of the individual/s should also be obtained

ACCOUNTS OF PVT LTD CO.

(All Documents Required)

- Certificate of incorporation and Memorandum & Articles of Association
- Resolution of the Board of Directors to open an account and identification of those who have authority to operate the account
- Power of Attorney granted to its

managers, officers or employees to transact business on its behalf

- Copy of PAN allotment letter in the name of Company and Directors & Signatories

- Copy of the telephone bill

In addition to the above, latest photograph of the Directors & Signatories should also be obtained

ACCOUNTS OF PARTNERSHIP FIRMS (All Documents Required)

- Registration certificate, if registered
- Partnership deed
- Power of Attorney granted to a partner or an employee of the firm to transact business on its behalf

- Telephone bill in the name of firm / partners

In addition to the above, latest photograph of the Partners should also be obtained

ACCOUNTS OF TRUSTS, SOCIETIES, CLUBS & ASSOCIATIONS (All Documents Required)

- Certificate of registration, if registered
- Power of Attorney granted to transact business on its behalf
- Resolution of the managing body of the foundation / association
- Telephone bill
- Copy of the bye laws adopted by the Trusts / Societies / Clubs / Association

In addition to the above, latest photograph of the Office Bearers should also be obtained.

ACCOUNTS OF PROPRIETORSHIP CONCERNS (All Documents Required)

- Registration certificate (in the case of a registered concern)
- Certificate / licence issued by the Municipal authorities under Shop & Establishment Act,
- Sales and income tax returns
- CST / VAT certificate

- Certificate / registration document issued by Sales Tax / Service Tax / Professional Tax authorities

- Registration / licensing document issued in the name of the proprietary concern by the Central Government or State Government Authority / Department.

- Licence 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. (Any two of the above documents would suffice. These documents should be in the name of the proprietary concern)

In addition to the above, latest photograph of the Proprietor should also be obtained.

Verified by _____ Authorised by _____