



## DOCUMENTS CHECKLIST

### Important Note:

All **Company Documents** must have the Director's signature and the Director's stamp on each page.

*(Company/common stamp alone will not be accepted.)*

### Company Documents

1. **Company E-PAN (Coloured Copy)** – With Director's signature and Director's stamp.
2. **Address Proof (Any one):**
  - Rent Agreement, or
  - Electricity Bill (if own building).
3. **MOA (Memorandum of Association)** – Each page must be signed and stamped by the Director.
4. **AOA (Articles of Association)** – Each page must be signed and stamped by the Director.
5. **COI (Certificate of Incorporation)** – Coloured copy with Director's signature and stamp.
6. **GST Certificate** – Coloured copy with Director's signature and stamp.
7. **Business License** – Coloured copy with Director's signature and stamp.
8. **Office Inside Photo** – Must show proper branding and at least 4–5 working staff members.
9. **Office Outside Photo** – Must display a clear board with proper company branding.
10. **Bank Declaration** (Format will be provided by our side.) – On company letterhead.
  - The **letterhead address must exactly match** the GST certificate (including commas, dots, and symbols).
11. **Bank MA Declaration** (Format will be provided by our side.) – On company letterhead.

- The **letterhead address must exactly match** the GST certificate (including commas, dots, and symbols).

**12. Board Resolution (Format will be provided by our side.)** – On company letterhead.

- The **letterhead address must exactly match** the GST certificate (including commas, dots, and symbols).

**13. Cancelled Cheque (Coloured Copy)** – With company stamp and authorized signature.

- *OR* last 6 months' official bank statement.

**14. For Proprietorship:** MSME/Udyam Aadhaar (Coloured copy) with proper signature and stamp.

**15. If the Company is More Than 1 Year Old:** Provide ITR (Income Tax Return) proof for the last financial year.

**16. For Partnership Firm:** Partnership Deed (Coloured copy with signature and stamp).

#### **Personal KYC Documents (Director / Authorized Signatory)**

1. **Individual E-PAN (Coloured Copy)** – With proper signature.
2. **Individual Aadhaar (Coloured Copy)** – Full-page downloaded from the **official e-Aadhaar site** (unmasked version) with proper signature.
3. **Recent Passport-Size Photograph.**