

List of Documents for Sole Proprietorship and Entity

1. List of acceptable KYC Documents as a Proof of identity & Address

1. Sole-Proprietorship Merchant – Owner / Authorised signatories documents
2. Entity (Partnership / Limited Company / Private Company / Trust / LLP / HUF) Merchant – Authorised signatory documents required for all authorised signatories.

	Documents in the Name of Owner / Authorized Signatory – <u>Any one Mandatory</u> (Front with Name & Photo + Back with Address)
•	Aadhaar card copy (Redacts or blacks out Copy)
•	Passport copy
•	Driver's Licence copy (Smart Card issued in the state of Maharashtra is accepted)
•	Voter's ID copy

2. List of acceptable Proof of Business documents

	Documents issued in the name of Entity / Firm / Company – <u>Any One Mandatory</u>
•	FSSAI Licence or FDA Certificate
•	Shop & Establishment Certificate
•	GST Certificate
•	License issued by Drug Controller Authority
•	Certificate issued by Gram Panchayat / Block Development Authorities. (The certificate must be duly stamped, stating the details of existence of the firm)
•	Certificate issued for Registration / Trade License by Local / State / Central Govt.
•	Certificate issued for Registration / Trade License by Govt. Agency / SEBI / IRDA / ICAI / ICSI / ICWAI in the name of the entity / firm
•	Registration Certificate issued by Excise / Customs department
•	Regional Transport Office Permit / Registration Certificate

•	VAT Certificate (only applicable for businesses with product types not covered under GST i.e., Petroleum products & Alcohol sellers) (Not applicable for Kirana / Departmental Stores / Supermarket / General Store etc.)
•	Registration Certificate issued by Professional Tax authorities
•	Importer Exporter Certificate (IEC)
•	Trademark Registration Certificate
•	Factory Registration Certificate in the name of the Entity
•	Permanent Small-Scale Industries (SSI) Certificate (not Provisional) Duly stamped and signed by issuing authority.
•	Udyam Aadhar / Udyam Registration Certificate (URC) issued by the Government
•	Shop and Establishment Intimation receipt along with Contact Point Verification

Note - Documents not acceptable - and Weight & Measurement certificate.

3. Settlement Bank Account Documents

	Documents issued by the bank – <u>Any one mandatory</u>
•	Cancelled Cheque
•	Bank Verification Letter (not older than 3 months old as on date of onboarding for physical merchants)
•	Passbook or Bank Statement (transaction entries not more than 3 months old as on date of onboarding; details should be pre-printed in bank statement)

4. Photo of the owner / authorised signatory, shop inside photo with stock &

shop outside photo with display name

1. Passport size photo of shop owner/authorised signatory is mandatory (for MAF/Paper on-boarding) for validation with the photo on POI/POA
2. The below are applicable for physical merchants on-boarded through DKYC
 - Two Clear Photos of shop to be provided as per business requirement are mandatory (physical merchants) Inside photo of shop with stock to identify the business conducted by the merchant and / OR Only Outside photo of shop with display name and stock visible to identify business category.
 - Live photo of shop owner/authorised signatory is mandatory for validation with the photo on POI/POA. The photo of shop owner/authorised signatory to have water mark of date and time stamp along with LAT/LONG as per product design.

5. Constitution Document for Entity Merchants – Partnership / Limited Company / Private Company / Trust / LLP / HUF

Document Type		Documents issued in the name of Entity / Firm / Company <u>Any one mandatory based on the constitution of entity</u>
Constitution Document (As per constitution)	•	For Partnership firm - Registered Partnership Deed
	•	For Private / Public Limited Company: a) Memorandum of Association AND Articles of Association as per business requirement or case in hand the first and last 5 pages would be collected for basic information. b) Board of Resolution (To be signed by min 1 directors or Company Secretary or MD). KYC/ Signature proof of personnel signing to be collected as per requirement. c) Certificate of Incorporation
	•	For Trust - Trust Deed as per business requirement or case in hand
	•	For LLP - Certificate of Incorporation & Partnership Deed
	•	For HUF - HUF deed
	•	Company PAN
Document Type		Additional Optional Documents of Business

Authorisation Letter	•	Only required in case entity/firm authorise one or more persons as authorised signatory. Letter of authorisation is required granted by the authorised partners/managing bodies
Financial Document – ANY ONE (Optional)	•	Audited Balance Sheet of Last Financial Year
	•	Last 3 (Three) months company Bank Account Statement
	•	Last 1 (One) Years GST Return / VAT / Income Tax Return

Note

- ✓ Merchant is not registered with GST and has provided PAN or Form 60.
- ✓ Since list of acceptable documents are dynamic and might need to undergo change considering business requirements and applicable compliance, legal, risk and regulatory requirements.