**Author/ Composer Documents**: -

1. Identity Proof (Pan Card).
2. Bank Proof (Passbook front page /Bank Statement/ Copy of Cancelled Cheque).
3. Permanent Address Proof (Passport, Driving License, Voter ID, electricity Bill, Telephone Bill, Mobile Bill, letter from Owner, Aadhar card).
4. Present Address Proof (Passport, Driving License, Voter ID, Registered Leave License Copy, electricity Bill, Telephone Bill, Mobile Bill, letter from Owner, Aadhar card).
5. GST Registration Certificate. (Optional)
6. Work Notification details along with a valid proof (Inlay card / any digital platform screenshot where the name of the applicant appears).
7. Nominee Pan Card and Address proof.
8. Passport size Photo applicant.
9. If an applicant is a member of another society,” then the applicant needs to provide a copy of the NOC from that society. (Optional)

**Owner Publisher**

**Proprietorship Publisher Documents**: -

1. Identity Proof (Pan Card).
2. Trade License/ MSME Certificate. (Optional)
3. Bank Proof (Passbook front page /Bank Statement/ Copy of Cancelled Cheque).
4. Permanent Address Proof (Passport, Driving License, Voter ID, electricity Bill, Telephone Bill, Mobile Bill, letter from Owner, Aadhar card).
5. Present Address Proof (Passport, Driving License, Voter ID, Registered Leave License Copy, electricity Bill, Telephone Bill, Mobile Bill, letter from Owner, Aadhar card).
6. If an applicant is a member of another society, then the applicant needs to provide a copy of the NOC from that society. (Optional)
7. GST Registration Certificate (Optional)
8. Letter from the bank certifying the bank account in the name of Firm with the details as Date of opening of account, Name of the Proprietor.
9. Work Notification details along with a valid proof (Inlay card / any digital platform screenshot where the name of the applicant appears).
10. ~~Representative Photo or company logo.~~ NOT REQUIRED by VIBISHAN SIR

**Partnership Publisher Documents**: -

1. Identity Proof (Company Pan Card).
2. Bank Proof (Copy of Cancelled Cheque / Passbook front page / Bank Statement, In the name of company)
3. Permanent Address Proof (Electricity Bill /Telephone Bill /MSME Certificate / GST certificate / Rent Agreement. In the name of company)
4. Present Address (Electricity Bill /Telephone Bill /MSME Certificate / GST certificate / Rent Agreement. In the name of company)
5. If an applicant is a member of another society, then the applicant needs to provide a copy of the NOC from that society. (Optional)
6. GST Registration Certificate (Optional)
7. Copy of Partnership deed.
8. Authority Letter (on the letter head of company) signed by all the Partners specifying the name of each Partner and authorizing one of them who would be signing the Application Form, representing the Firm at IPRS.
9. Last Audited balance sheet / letter from the CA on audited balance sheet.
10. Trade License/Udyog Adhar. (Optional)
11. Work Notification details along with a valid proof (Inlay card / any digital platform screenshot where the name of the applicant appears).
12. Company logo Or representative Photo.

**Limited Publisher Documents**: -

1. Identity Proof (Company Pan Card)
2. Bank Proof (Copy of Cancelled Cheque / Passbook front page / Bank Statement, In the name of company)
3. Permanent Address Proof (Electricity Bill /Telephone Bill /MSME Certificate / GST certificate / Rent Agreement. In the name of company)
4. Present Address (Electricity Bill /Telephone Bill /MSME Certificate / GST certificate / Rent Agreement. In the name of company)
5. If an applicant is a member of another society, then the applicant needs to provide a copy of the NOC from that society. (Optional)
6. GST Registration Certificate (Optional)
7. Memorandum and Articles of Association, Incorporation Certificate of the company
8. Extract Copy of Board Resolution (on the Company letter head) signed by all the Directors specifying the name of the Director / Authorized Person who would be signing the Application Form, the Assignment Deed and all such documents on behalf of the Company.
9. Last Audited balance sheet / letter from the CA on audited balance sheet.
10. Company Logo or representative photo.
11. Work Notification de
12. tails along with a valid proof (Inlay card / any digital platform screenshot where the name of the applicant appears).

**Foreign National**

**Foreign National / NRI:** -

1. Identity Proof (Passport).
2. Address Proof of the place where the individual is a resident.
3. Tax Residence Certificate where the applicant resides.
4. Tax Identification Number with Certificate.
5. Social Security No.
6. Bank Proof (Passbook front page /Bank Statement/ Copy of Cancelled Cheque).
7. Passport size Photo applicant.
8. Work Notification details along with a valid proof (Inlay card / any digital platform screenshot where the name of the applicant appears).
9. Form 10F (Enclosed blank format of Form 10F and a sample copy attached).
10. Nominee Identity Proof and Address proof.

**Foreign National Company:**

1. Address of the place where the entity is incorporated.
2. Tax Residency Certificate where the entity is incorporated.
3. Tax Identification Number with Certificate.
4. Social Security No.
5. Bank Proof (Passbook front page /Bank Statement/ Copy of Cancelled Cheque).
6. Work Notification details along with a valid proof (Inlay card / any digital platform screenshot where the name of the applicant appears).
7. Permanent Establishment Certificate (for corporates).
8. Company logo or representative Photo.
9. Company documents (MOA, Incorporation Certificate, Board Resolution copy, Trade License, Letter from Bank) – (for corporates)
10. Form 10F (Enclosed blank format of Form 10F and a sample copy attached).

**Legal Heir**

**Documents for Legal Heir Members**: -

1. Identity Proof (Pan Card).
2. Bank Proof (Passbook front page /Bank Statement/ Copy of Cancelled Cheque).
3. Permanent Address Proof (Passport, Driving License, Voter ID, electricity Bill, Telephone Bill, Mobile Bill, letter from Owner, Aadhar card).
4. Present Address Proof (Passport, Driving License, Voter ID, Registered Leave License Copy, electricity Bill, Telephone Bill, Mobile Bill, letter from Owner, Aadhar card).
5. GST Registration Certificate (Optional).
6. Copy of Member’s Death Certificate.
7. Passport size Photo of applicant.
8. Copy of Probated Will or Succession Certificate issued by competent Court. **OR** If the applicant makes an application for Probated Will or Succession Certificate before the Court, the member needs to submit an Indemnity Bond, Joint Affidavit and Affidavit each on Rs.500 stamp paper (sample copy of Indemnity, joint affidavit and affidavit will be provided by IPRS) and provide the copy of the Succession Certificate / Probated Will within 4 years of signing the indemnity.
9. NOC from other Legal Heirs member if one successor wants to apply in case where there are multiple successors (applicable only in case of Succession Certificate / Probated Will).
10. ~~Bank Verification of the Applicant (Legal Heir/s) Signature from the bank.~~ (not required)
11. Nominee Pan Card and Address proof.

**Documents of Legal Heir of Non-Member**: -

1. Identity Proof (Pan Card)
2. Bank Proof (Passbook front page /Bank Statement/ Copy of Cancelled Cheque).
3. Permanent Address Proof (Passport, Driving License, Voter ID, electricity Bill, Telephone Bill, Mobile Bill, letter from Owner, Aadhar card).
4. Present Address Proof (Passport, Driving License, Voter ID, Registered Leave License Copy, electricity Bill, Telephone Bill, Mobile Bill, letter from Owner, Aadhar card).
5. GST Registration Certificate (Optional)
6. Copy of Member’s Death Certificate
7. Copy of Probated Will or Succession Certificate issued by competent Court
8. ~~Bank Verification of the Applicant (Legal Heir/s) Signature from the bank~~ (not required)
9. Passport size Photo applicant.
10. NOC from other Legal Heirs member if one successor wants to apply in case where there are multiple successors.
11. Passport size Photo of applicant.
12. Work Notification details along with a valid proof.
13. Nominee identity Card and Address proof