

Documents for establishing proof of entity:

1. Registration certificate/license issued by Municipal authorities such as Shop & Establishment Certificate/Trade License .
2. CST/VAT/Service Tax Certificate or Letter Of Registration for CST/VAT/Service Tax .
3. License issued by the registering authority in the name of practicing firm like Certificate of Practice issued by Institute of Chartered Accountants of India, Institute of Cost Accountants of India and Institute of Company Secretaries of India.
4. License issued by Food and Drug Control Authorities .
5. Valid Business License or Certificate Of Registration issued by State/Central Government authority (validity would include the grace period for renewal as mentioned in the certificate)
6. Permission Issued by respective government authority for units in SEZ, STP, EOU, EHTP, DTA and EPZ in the name of the entity mentioning the address allotted .
7. Import - Export certificate (IEC Code) issued by the Director General of Foreign Trade.
8. RBI/SEBI Registration Certificate.
9. Inspection / Verification certificates issued under Weights & Measures Act, 1976.
10. Complete Income Tax return(ITR 4) duly acknowledged by Income Tax authorities . The name of the firm would appear on 2nd page of ITR 4
11. Utility bill (Electricity, fixed landline, Water bill) in the name of the firm .
12. Certificate of registration under any specific Statute / Act of the government.
13. Registration certificate of recognized Provident Fund with PF commissioner.
14. Registration Certificate (EM Part II Acknowledgement) issued by District Industries Center for firm registered as SSI/Micro/Medium Unit .

B. Documents for establishing address of the firm:

1. Lease/ Leave & license agreement / Rent agreement copy duly stamped along with the utility bill in the name of the landlord .
2. PAN intimation letter issued by IT authority. It must bear name and address of the entity / proprietor.
3. Landline telephone bill/electricity bill of public & approved private operators in the state. In the name of Firm (Bills not to be older than 3 months .)
4. Property Ownership Deed i.e. title deeds of the property in the name of the firm duly stamped and registered
5. TAN Allotment Letter issued in the name of the firm .
6. Latest property tax or water tax paid receipt/bill raised in the name of the firm
7. Existing bank account statement or passbook of a PSU/Private sector/Foreign bank. (Statement not older than 4 months .)
8. Any documents taken as a proof of entity provided it contains the address .

C. Documents for establishing proof of identity of the Proprietor:

1. Valid Passport .
2. PAN card .
3. E-Aadhaar letter downloaded from UIDAI site.
4. Aadhaar card issued by government of India.
5. Valid Permanent Driving license .
6. Election Card / Voter's ID card .
7. Job card issued by NREGA duly signed by an officer of the State Government .
8. Identity card issued to employees by Central/State Government .
9. Identity card issued to employees by Public sector undertaking .
10. Identity card issued to employees by Scheduled Commercial Bank .
11. Identity card issued to employees by any Public Financial Institution .

D. Valid List of Documents for Address Proof

Please **Submit any one** of the below mentioned documents

- Valid Passport
- Voter ID card
- Valid Permanent Driving license
- Aadhaar Card / E-Aadhaar letter issued by government of India.
- Job card issued by NREGA duly signed by an officer of the State Government
- Identity card issued by Central/State Government, Public sector undertaking, any Scheduled Commercial Bank, or any Public Financial Institution for their employees is also acceptable.