

List of Documents for Entitles

S.No.	Entity wise list of documents to be furnished as Proof of Identity	
1	Company	a) Certificate of Incorporation b) Memorandum and Articles of Association c) Permanent Account Number of the company d) A resolution from the Board of Directors and power of attorney granted to its managers, officers or employees to transact on its behalf e) One copy of an officially valid document containing details of identity and address, one recent photograph and Permanent Account Numbers or Form No. 60 of the managers, officers or employees, as the case may be, holding an attorney to transact on the company's behalf
2	Partnership	a) Registration certificate b) Partnership deed c) Permanent Account Number of the Partnership firm and d) One copy of an officially valid document containing details of identity and address, one recent photograph and Permanent Account Numbers or Form No. 60 of the person holding an attorney to transact on its behalf
3	Trust	a) Registration certificate b) Trust deed c) Permanent Account Number or Form No.60 of the trust d) One copy of an officially valid document containing details of Identity and address, one recent photograph and Permanent Account Numbers or Form No. 60 of the person holding an attorney to transact on its behalf
4	Unincorporated association or a body of individuals including unregistered trusts I partnership firms	a) Resolution of the managing body of such association or body of individuals; b) Permanent Account Number or Form No.60 of the unincorporated association or a body of individuals c) Power of Attorney granted to him to transact on its behalf d) One copy of an officially valid document containing details of Identity and address, one recent photograph and Permanent Account Numbers or Form No. 60 of the person holding an attorney to transact on its behalf and e) Such information as may be required by the reporting entity to collectively establish the existence of such association or body of individuals
5	Sole Proprietary firms	Documents for proof of Business/Activity as prescribed by RBI a) Registration certificate b) Certificate/licence issued by the municipal authorities under Shop and Establishment Act c) Sales and income tax returns d) CST /VAT / GST certificate (provisional/final) e) Certificate/registration document issued by Sales Tax/Service Tax/ Professional Tax authorities f) IEC (Importer Exporter Code) issued to the proprietary concern by the office of DGFT/Licence/certificate of practice issued in the name of the proprietary concern by any professional body incorporated under a statute g) Complete Income Tax Return (not just the acknowledgement) in the name of the sole proprietor where the firm's income is reflected, duly authenticated/ acknowledged by the Income Tax authorities h) Utility bills such as electricity, water and landline telephone bills
6	Foreign Portfolio Investors	Documents as specified by the respective Regulator may be accepted
7	Juridical persons not specifically covered in the earlier part	One certified copy of the following documents shall be obtained: a) Document showing name of the person authorised to act on behalf of the entity; b) A certified copy of any OVD containing details of his identity and address, one recent photograph, the Permanent Account Number or Form No. 60 as defined in Income-Tax Rules. 1962 c) Such documents as may be required by the RE to establish the legal existence of such an entity/juridical person

Note: In case of entities which have Certificate of incorporation/ Registration certificate number, the same is to be provided as well, apart from the documents listed above.