

Annexure – I

Individual	<p>PROOF OF IDENTITY:-</p> <ol style="list-style-type: none">1. Aadhaar Card2. Valid Passport3. Pan Card4. Voter Card5. Driving License6. NREGA Card (National Rural Employment Guarantee Act) <p><u>*Under Simplified Measures</u></p> <ol style="list-style-type: none">1. Defence ID Card2. Central & State Government ID Card3. Letter from a recognised public authority or public servant verifying the identity and residence of the customer to the satisfaction of the company (should be a photo ID)
Individual	<p>PROOF OF RESIDENCE:-</p> <ol style="list-style-type: none">1. Valid Passport2. Aadhar Card3. Voter's ID card4. Driving License <p><u>*Under Simplified Measures</u></p> <ol style="list-style-type: none">1. Tax Paid Receipt2. Bank Account Statement / Passbook3. Letter from any recognized public authority.4. Telephone bill / Electricity bill / Water Bill not more than 3 months old5. Ration Card (except Maharashtra)6. Letter from employer (Subject to the satisfaction of the Company)7. Copy of agreement to sale / sale deed8. Allotment letter issued by any government department9. Any one of the following documents which provides customer information to the satisfaction of the Company will suffice.10. Leave & License Agreement or Rent Agreement having the validity as on the date of entering into a relationship with the company along with copy of ownership proof of lessor.11. Piped Gas Connection Bill/Post Paid Mobile Bill (carrying the present address of the customer, provided that the said bills are not older than 3 months)12. A person not having an address proof in his/her own name may provide an address proof (as accepted by the company) of any close relative (eg. Spouse, son, daughter, parents) supported by a document establishing their relationship (eg. Pan Card, Passport, Birth Certificate) supported with a declaration that the said customer is residing with the relative whose address proof is being provided to the company.13. Identity/Address Proof issued by the village Panchayat Officer/ Telsildar / Block Development Officer.14. Pan card intimation/ allotment letter15. For students residing in a Hostel, Hostel room allotment letter/letter from college office
	<p>SIGNATURE PROOF</p> <ol style="list-style-type: none">1. Banker's signature verification/authentication2. Passport Copy3. PAN Card4. Driving license with photograph and signature

Individual	<ol style="list-style-type: none"> 5. Clearance of processing fees cheque –concerned officer has to verify signature on application form with processing fees cheque. Photocopy of the processing fee cheque to be maintained in the file. 6. Notarised affidavit (exceptional case, subject to satisfaction of the company)
Private / Public Limited Company:	<ol style="list-style-type: none"> 1. Certificate of incorporation 2. Memorandum & Articles of Association 3. Copy of PAN card 4. Certificate / registration document issued under GST / Professional Tax or any other authorities 5. Copy of the telephone bill / Copy of PAN allotment letter for address proof 6. IEC (Importer Exporter Code) issued by the office of DGFT 7. Certificate / licence issued by the Municipal authorities under Shop & Establishment Act
Partner Ship Firm / LLP :	<ol style="list-style-type: none"> 1. Registration certificate, if registered 2. Updated and Latest Partnership deed 3. Telephone bill in the name of firm 4. Certificate / registration document issued under GST / Professional Tax or any other authorities 5. IEC (Importer Exporter Code) issued by the office of DGFT 6. Certificate / licence issued by the Municipal authorities under Shop & Establishment Act
Trust / Foundations:	<ol style="list-style-type: none"> 1. Certificate of registration, if registered 2. Copy of PAN card 3. Updated and Latest Copy of Trust Deed /Bye Laws 4. Telephone bill
Proprietor Ship Firm:	<ol style="list-style-type: none"> 1. Registration certificate (in the case of a registered concern) 2. Shop & Establishment Certificate 3. Certificate / registration document issued by GST / Professional Tax authorities 4. Registration / licensing document issued in the name of the proprietary concern by the Central Government or State Government Authority / Department. 5. IEC (Importer Exporter Code) issued by the office of DGFT 6. Licence issued by the Registering authority like Certificate of Practice issued by Institute of Chartered Accountants of India (ICAI), Institute of Cost Accountants of India (ICWAI), Institute of Company Secretaries of India (ICSI), Indian (IMC) Medical Council, Food and Drug Control Authorities (FDCA), etc. 7. Any two of the above documents would suffice. These documents should be in the name of the Proprietary concern.