

List of Entity Documents (Documents issued in the name of Entity):

1. Registration Certificate issued by Government Authority

- APMC/Mandi License/Certificate
- Labour License/Certificate
- Trade Mark Registration Certificate
- Liquor License/Certificate
- Drug License
- Registration certificate issued by Excise and Customs Department.
- License/Certificate to Sell/Stock/Exhibit for Sale or Distribute Insecticide/Pesticide
- Registration Certificate issued under Weight and Measurement Act
- Certificate of Verification issued under Weight and Measurement Act–This document will not be considered if Registration Certificate issued under the same act has being taken as 1st entity proof document. (Will be considered as second entity proof.)
- Regional Transport Office Permit/Registration Certificate
- Consent to Operate document issued by State/Central Pollution Control Board
- Certificate Issued by SEZ (Special Economic Zone), STP (Software Technology Park), EHTP (Electronic Hardware Technology park), DTA (Domestic Tariff Area) and EPZ (Export Processing Zone) in the name of the entity mentioning the address allotted.
- Certificate/License issued by Indian Medical Council. (CMHO/DMHO issued registration certificate)
- License issued by Food and Drug Control Authorities
- Trade License in the name of entity.
- Factory Registration Certificate in the name of entity.
- License issued under Explosive Act in the name of Firm
- Registration of firm with Employee Provident Fund Organization.
- Registration of firm with Employee State Insurance Corporation.
- TAN certificate/Allotment letter issued by NSDL can be accepted as a Registration Certificate for the purpose of entity proof of a new firm which is not older than six months.
- Letter/certificate issued by Village Administrative officers/Panchayat Head/Mukhiya/Village Development Officer/Block Development Officer for customers in rural/village areas stating the details of existence of the firm (should be on letterhead and not more than 3 months old) Certificate to be used as entity proof for entities registered and operating from rural areas only alongwith Bank official's visit report.
- Udyog Aadhaar/District Industries Center (DIC)/Small Scale Industries (SSI) Certificate-Acknowledgement Part-II issued by DIC/SSI containing Entrepreneur's Memorandum Number. Duly stamped and signed by issuing authority.(Will be considered as second entity proof.)
- Any registration certificate/license issued favoring the proprietor as a proof of carrying out business issued by Central/State/Local government under an Act will be considered as an entity proof

2. Certificate/license issued by the Municipal Authorities under Shop and Establishment Act.

- Valid Shops and Establishment Certificate/Trade License/Certificate of Enlistment/license/Shop Allotment letter/Provisional Trade license issued by any Municipality/E-Seva Kendra's/Gram Panchayat.
- Letter or Certificate (should be on letterhead and not more than 3 months old) confirming existence of business issued by Chairman/President/CEO/Head of the Nagar

Panchayat/Parishad, and not by local councillors/corporator along with Bank official's visit report.

3. Sales and Income Tax Returns

- Complete Sales tax return in the name of the firm duly acknowledged. Note: The portion of the sales tax return showing the name of the firm should be duly acknowledged by the accepting authority.
- 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.

4. CST/VAT/GST certificate

- VAT Certificate
- CST Registration Certificate.
- GST certificate

5. Certificate/registration document issued by Sales Tax/Service Tax/Professional Tax authorities

- Sales Tax Registration Certificate/TIN Certificate
- Professional Tax Registration Certificate
- Service Tax certificate

6. IEC issued to proprietary concern by office of DGFT/License/certificate of practice issued in the name of the proprietary concern by any professional body incorporated under a statute

- License/certificate issued by SEBI/IRDA/ICAI/ICSI/ICWAI/Office of Registrar of Newspapers for India in the name of the firm.
- Importer-Exporter Code Certificate (mandatory for EEFC account opening).

7. Utility bills such as electricity, water and landline telephone bills. (Following documents can be accepted as 2nd Entity proof only)

- Latest copy of electricity bill/landline telephone bill in the name of the firm, not more than 3 months old.
- Water bill paid to Municipal Body/Corporations in the name of the firm, not more than 6 months old.
- True copy of gas connection book in the name of the entity along with latest gas receipt not more than 3 months old or Gas bill in case of pipe connection can be accepted as an entity proof.
- Property Tax bill should not be more than one calendar year old from the bill issuance date along with Tax receipts in name of firm for property tax paid to Municipal Body/Corporations

If the above list of documents does not contain communication/registered address the below documents can be accepted as communication or registered address (any one of the following)

- Certificate of Incorporation (if it has address), or any form mentioning address filed with any Government Authority along with Receipt for filing.

- Copy of Agreement for premises with last paid utility bill not more than two months old in name of owner of premises.
- Any Certificate/License issued by local Municipality/Government bodies mentioning address.
- Bank statement/passbook with address for a period of past three months denoting transactions.
- Letter from existing banker on the bank letterhead containing name and address of the entity bearing bank stamp, name and designation of bank authorized official along with branch name and signature of authorized official
- Latest Annual Report for Government entities and listed companies.
- Latest Income Tax Return Acknowledgement copy or latest Income Tax/Wealth tax assessment order.
- Address proof in the name of sister concern or group company along with consent letter to use premises on the letterhead of sister concern or group company (as per annexure 7).
- In case of a listed company, the registered address available on NSE/BSE website or MCA site. Print of the same to be kept with AOF. This will be considered as proof for registered address only.
- In case of non-listed company, MCA screenshot for registered address proof along with KYC visit report. This will be considered as proof for registered address only.
- IT Registration Certificate such as 12AA/80G certificate.