

## REQUIREMENTS FOR FIRM'S ACCOUNTS

**a) Address Proof -**

1. Passport
2. Ration Card \*
3. Electricity / Telephone Bill
4. Aadhar Card

**b) Photo-Identity -**

1. PAN Card
2. Voter ID Card
3. Driving License
4. Aadhar Card

**c) Proof of the Name, Address & Activity of the concern**

1. Registration Certificate (in the case of Regd. Concern)
2. Certificate / Licence issue by Municipal Authorities under Shop & Establishment Act
3. Sales & Income-tax returns
4. CST/VAT certificate
5. Licence issued by Registering Authority like Certificate of practice issued by Institute of Chartered Accountants of India, Institute of cost Accountants of India, Institute of Company Secretaries of India, Indian Medical Council, Food & Drug Control Authorities, etc
6. Certificate / Registration document issued by Sales Tax / Service Tax / Professional Tax authorities
7. Partnership Deed (**For Partnership Firm**)
8. Articles of Association, Memorandum of Association, Copy of Board resolution for opening accounts (**For Private Limited Cos.**)

From (1) to (6) –  
Any 2 of these  
documents.  
These documents  
should be in the  
name of the  
Proprietary concern.

**\* Ration Card was accepted as Address Proof in the process of compliance of KYC which is now discontinued.**

**Wherever Ration Card has formed the basis for Address Proof, the same should not be taken as address proof verification having been completed. Instead, address given in the Photo Identity like Voter ID Card / Driving Licence / Aadhar Card may now be taken for address verification or else Other address proof admissible like Passport / Electricity / Telephone Bill / Aadhar Card may be used for address verification.**

## REQUIREMENTS FOR INDIVIDUAL'S ACCOUNTS

- a) Address Proof -
  - 1. Passport
  - 2. Ration Card \*
  - 3. Electricity / Telephone Bill
  - 4. Aadhar Card
  
- b) Photo-Identity -
  - 1. PAN Card
  - 2. Voter ID Card
  - 3. Driving License
  - 4. Aadhar Card

**\* Ration Card was accepted as address proof in the process of compliance of KYC which is now discontinued. Wherever Ration Card has formed the basis for Address Proof, the same should not be taken as address proof verification having been completed. Instead, address given in the Photo Identity like Voter ID Card / Driving Licence / Aadhar Card may now be taken for address verification or else Other address proof admissible like Passport / Electricity / Telephone Bill / Aadhar Card may be used for address verification.**