

Companies

Identity Proof

Any one of the following in the name of Authorized Signatories :

- 1) Permanent Account Number (Pan Card) in the name of Authorized Signatories
- 2) Passport in the name Authorized Signatories
- 3) Voters Identity Card issued by election commission of India in the name Authorized Signatories
- 4) Driving License in the name Authorized Signatories
- 5) The letter issued by Unique Identification Authority of India (Aadhaar Card) containing details of name, address and Aadhaar Number in the name Authorized Signatories
- 6) Job Card issued by NREGA duly signed by an officer of State Government.

In the name of Company :-

- 1) PAN Card in the name of Company
- 2) Certificate of Incorporation.
- 3) Certificate of Commencement of Business, in case of Public Limited Company.**
- 4) Memorandum and Articles of Association.
- 5) Form No. 32/Dir-12, in case of any change in the Director/s along with receipt issued by Registrar of Companies evidencing payment of their charges.
- 6) Certified copies of Board Resolution authorizing the account opening and operation of the account signed by the Chairman of the meeting of Board of Directors of the Company which passed the said resolution and counter signed by an another authorized official.
- 7) Power of Attorney granted to its Managers, Officers or employees in case authority given to them to operate the account
- 8) List of Directors on company letter head duly signed by Chairman of the company or Company Secretary or any two Directors.

Address Proof

Any one of the following in the name of Authorized Signatories :

- 1) Passport
- 2) Driving Licence
- 3) Voters Identity Card issued by election commission of India
- 4) The letter issued by Unique Identification Authority of India (Aadhaar Card) containing details of name, address and Aadhaar Number.
- 5) Job Card issued by NREGA duly signed by an officer of State Government.**

Any one of the following in the name of Company

- 1) Registered Lease and Licence Agreement / Ownership Shop /in the name of Director/s / Company where actual business is carried out should be considered as an address proof.
- 2) Utility bills such as electricity, water and landline telephone bills in the name of the company.
- 3) Address mentioned on certificate of registration and where actual business is carried out is same then same should be considered as an address proof