

Sole Proprietorship

Identity Proof

Any one of the following in the name of Proprietor:

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

Any two of the following in the name Proprietorship firm :-

- 1) Registration certificate (in the case of a registered concern),
- 2) Certificate / license issued by the Municipal authorities under Shop & Establishment Act,
- 3) Sales and Income Tax returns,
- 4) CST / VAT certificate
- 5) License issued / Certificate of Practice issued by the Registering authority as under:-
 - Institute of Chartered Accountants of India
 - Institute of Cost Accountants of India
 - Institute of Company Secretaries of India
 - Indian Medical Council,
 - Food and Drug Control Authorities
- 6) Registration / Licensing documents issued in the name of proprietary concern by state Government or central Government.
- 7) IEC (Importer Exporter code) issued to proprietary concern by the office of D.G.F.T.
- 8) The complete Income Tax Return (not just the acknowledgement) in the name of sole proprietor where the firm's income is reflected, duly authenticated/acknowledged by the Income Tax Authorities
- 9) Utility bills such as electricity, water and landline telephone bills in the name of the proprietary concern.
- 10) List of registering authorities as listed in above **Serial No. 1 to 9** is only illustrative, hence any other documents viz license / certificate of practice issued in the name of the proprietary concern by any professional body incorporated under a statute can be

Address Proof

Any one of the following in the name of Proprietor:

- 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.

In the name Proprietorship firm :-

- 1) If address declared by Proprietor in the account opening form and address mentioned on any one of the documents in the name of Proprietorship Firm is same, then it can be accepted as firm's address proof.

accepted as a business activity proof of the proprietary concern.

11) In cases where the Customers are not in position to furnish two such documents, then they should approach Branch Manager for further guidance.