

Please Concentrate On the Below Validation Guideline.

(Use Blue Ink/Ball Pen only for filling application form and for all signatures.)

1. Fill up the Complete Application Form. Provide Unique Email Id and Mobile No.
2. Paste Clear Pass port Size Photo and put applicant Sign cross over the Photo and application form.
3. Applicant will sign in the Section 3 of the Application Form.
4. Authorize Signatory will sign along with organization stamp in the Section 4 of the Application Form.
5. Applicant's PAN card copy and AADHAR card copy must be attested by Gazette Officer/Banker/Postmaster Put Gazette Officer or banker Mobile no. Or Land Line No. at the time of attestation, It's Compulsory.
6. All documents must be self-attested by applicant and sign by Authorize Signatory along with Company stamp.

Checklist of Documents for an Individual

S.N.	List of Documents to be submit	✓
1	Copy of PAN card of Applicant	
2	Copy of AADHAR card of Applicant	

Checklist of Documents for Proprietorship firm

S.N.	List of Documents to be submit	✓
1	Copy of PAN card of Applicant	
2	Copy of AADHAR card of Applicant	
3	Copy of GST certificate	
4	Copy of Statement of bank account (First two pages).	
5	Copy of ITR accompanied by computation of income/financial statement Front side page-1)	

Checklist of Documents for Partnership Firm

S.N.	List of Documents to be submit	✓
1	Copy of PAN card of Applicant	
2	Copy of AADHAR card of Applicant	
3	Copy of PAN card of Authorized Signatory (Second Partner)	
4	Copy of Company Pan Card	
5	Copy of partnership deed (Max of first three pages including list of partners and authorised signatories)	
6	Copy of statement of bank account (First two pages)	
7	Copy of ITR accompanied by computation of income/financial statement Front side page-1)	

Checklist of Documents for Private Limited/Limited Company

S.N.	List of Documents to be submit	✓
1	Copy of PAN card of Applicant	
2	Copy of AADHAR card of Applicant	
3	Copy of PAN card of Authorized Signatory (Second Director)	
4	Copy of Company Pan Card	
5	Copy of Certificate of incorporation(First Page)	
6	Copy of Article of association.	
7	Copy of Memorandum of association (First two pages).	
8	Copy of Statement of bank account (First two pages).	
9	Copy of Audit report along with the annual return pertaining to last financial year (First two pages).	
10	Copy of Board of resolution.	
11	Copy of ITR accompanied by computation of income/financial statement pertaining to last financial year (First and second page)	
12	Copy of GST certificate.	

Checklist of Documents for Government

S.N.	List of Documents to be submit	✓
1	Copy of PAN card of Applicant	
2	Copy of AADHAR card of Applicant	
3	Copy of Office ID card of Applicant	
4	Copy of PAN card of Authorized Signatory (Head of Department)	
5	Authorisation Letter from Department	