

Pre-Login Documents

Customer Type	Documents Required
Individuals	<ul style="list-style-type: none"> • PAN/ Form 60 • OVD (Aadhaar/ Voter ID/ Driving License/ Passport/ Job card issued by NREGA duly signed by an officer of the State Government/ letter issued by the National Population Register containing details of name and address • Recent photograph • Bank statement • Property paper copies
Sole Proprietorship	<p>Any two of the following:</p> <ul style="list-style-type: none"> • Registration certificate including Udyam Registration Certificate (URC) issued by the Government • Certificate/ license issued by the municipal authorities under Shop and Establishment Act • Sales and income tax returns • CST/ VAT/ GST certificate • Certificate/ registration document issued by Sales Tax/ Service Tax/ Professional Tax authorities • IEC (Importer Exporter Code) issued to the proprietary concern by the office of DGFT or license/ certificate of practice issued in the name of the proprietary concern by any professional body incorporated under a statute • 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 • Utility bills such as electricity, water, landline telephone bills, etc.
Company	<ul style="list-style-type: none"> • Certificate of Incorporation • Memorandum & Articles of Association • Company PAN • Resolution from Board of Directors • Property paper copies • Bank statement (if available)
Partnership Firm	<ul style="list-style-type: none"> • Registration Certificate, if registered • Partnership Deed • Firm PAN • Property paper copies • Bank statement (if available)

Trust	<ul style="list-style-type: none"> • Registration Certificate • Trust Deed • PAN/ Form 60 of the trust • Property paper copies • Bank statement (if available)
AOP/ BOI/ Society	<ul style="list-style-type: none"> • Registration Certificate • Bye-laws • PAN/ Form 60 of AOP/ BO/ Society • Resolution of managing body • Property paper copies • Bank statement (if available)

Approval

Department	Approval Authority	Last Review Date	Version
Compliance	Board	Dec 2025	1.0

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