| Upload **requisite documents in digital format (GIF/JPG)** as detailed below | | |
|---|---|---|
| **A** | **Documents for Proprietorship firms** | • Digital Photograph (3x3cms) of the Proprietor.<br>• Copy of PAN card of the Proprietor.<br>• Copy of Passport (first & last page)/Voter's I-Card/ Driving Licence/UID (Aadhar card) (any one of these).<br>• Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity /telephone bill.<br>• Bank Certificate as per ANF 2A(I)/ Cancelled Cheque bearing pre-printed name of applicant and A/C No. |
| **B** | **Documents for Partnership firm** | • Digital Photograph (3x3cms) of the Managing Partner.<br>• Copy of PAN card of the applicant entity.<br>• Copy of Passport (first & last page)/Voter's I-Card /UID (Aadhar Card) /Driving Licence/PAN (any one of these) of the Managing Partner signing the application.<br>• Copy of Partnership Deed.<br>• Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity /telephone bill.<br>• Bank Certificate as per ANF 2A (I)/Cancelled Cheque bearing pre-printed name of the applicant entity and A/C No. |
| **C** | **Documents for LLP firm/ Government Undertaking/ Public Limited Company/ Private Limited Company/ Section 25 Company** | • Digital Photograph (3x3cms) of the Designated Partner/Director of the Company signing the application.<br>• Copy of PAN card of the applicant entity.<br>• Copy of Passport (first & last page)/Voter's I-Card /UID (Aadhar Card) /Driving Licence/ PAN (any one of these) of the Managing Partner/Director signing the application.<br>• Certificate of incorporation as issued by the RoC<br>• Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity /telephone bill.<br>• Bank Certificate as per ANF 2 A(I)/Cancelled Cheque bearing pre-printed name of the company and A/C No . |
| **D** | **Documents for Registered Society/** | • Digital Photograph (3x3cms) of the signatory applicant/Secretary or Chief Executive. |

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| | **Trust** | • Copy of PAN card of the applicant entity.<br>• Copy of Passport (first & last page)/Voter's I-Card /UID (Aadhar Card) /Driving Licence/ PAN (any one of these) of the Secretary or Chief Executive/ Managing Trustee signing the application.<br>• Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity /telephone bill.<br>• Registration Certificate of the Society / Copy of the Trust Deed<br>• Bank Certificate as per ANF 2A(I)/Cancelled Cheque bearing pre-printed name of the Registered Society or Trust and A/C No. |
| **E** | **Documents for HUF firms** | • Digital Photograph (3x3cms) of the Karta.<br>• Copy of PAN card of the Karta.<br>• Copy of Passport (first & last page)/Voter's I-Card/ UID (Aadhar card)/ Driving Licence (any one of these) of the Karta.<br>• Sale deed in case business premise is self-owned or Rental/Lease Agreement, in case office is rented/ leased or latest electricity /telephone bill.<br>• Bank Certificate as per ANF 2A(I)/ Cancelled Cheque bearing pre-printed name of applicant and A/C No. |

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