

DOCUMENT CHECKLIST FOR COMPANY TYPE OF CERTIFICATE

The following is a list of the supporting documents that you need to submit along with the Certificate Request Form.

Sl. No.	Particulars	Proof required / Checklist	Status
1	Any of the following details as proof of right to do business: <ul style="list-style-type: none"> • Certificate of Incorporation or • Articles of Incorporation or Memorandum of Association or • Partnership Papers, in case of a Registered Partnership or • Acts/ other valid business license document 	One Notarized copy (Please see Note 1)	
2	Company's PAN Number (Attested photo copy)	Attested photo copy of the company's PAN Card	
3	Company's Bank Details	Bank Details on the Company Letter Head	
		or Attested copy of the Bank Statement provided by the Bank	
4	Applicant Identification Document (Attested photo copy of any one of the three)	Passport	
		or Voter Id	
		or PAN Card	
5	Proof of permanent address of the Applicant <i>(needed only if PAN details are submitted for Applicant Identification)</i> (Attested photo copy)	Ration card	
		or Driver's License	
6	Certificate Request Form Duly filled in		
7	Letter of Authority Duly filled in		
<p>Note 1: If a company applies for more than one certificate, then one original notarized copy of the Proof of Registration Number and other attested photocopies of the original would be required.</p>			

The certificate Request Form and the Document Checklist along with all the supporting documents have to be forwarded to your DP.