

Annexure – Officially Valid Documents (ID & Address Proof Documents)

(All Applicant to submit PAN Card Copy or Form 60, as applicable)

List of Official Valid Documents : INDIVIDUAL	
Resident	Non-Resident
Passport	Copy of Passport, Visa and Overseas proof duly certified by any one of the following (in original) : - Authorized officials of overseas branches of Scheduled Commercial Company registered in India - Branches of overseas banks with whom Indian banks have relationships - Indian Embassy/Consulate General in the country where NRI resides - Documents issued by government departments of foreign jurisdictions - Notary Public abroad / Court Magistrate/ Judge
Voter's Identity Card	
Valid Driving License	
Aadhaar Card	
Job Card Issued by NAREGA, signed by State Government Officer	
Letter issued by National Population Register containing details of Name and Address	

List of Official Valid Documents : NON-INDIVIDUAL	
Type of Entity	Officially Valid Document
1. Proprietorship Concern (Certified copy of any two documents is mandatory) Note : Applicable in case proprietorship concern is applicant to the loan)	- Registration certificate (in the case of a registered concern) - Certificate/License issued by the Municipal authorities under Shop & Establishment Act. - Sales / Service / Income Tax Return CST/VAT/GST Certificate (Provisional/Final). - 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/Licence/Certificate of practice issued in the name of the proprietary concern by any professional body incorporated under a statute. - Utility bills such as Electricity, Water and Landline Telephone bills.
2. Hindu Undivided Family (HUF) (Certified copy of each document is mandatory)	- HUF Pan Card - HUF Address proof
3.Trust/Society (Certified copy of each document is mandatory)	- PAN Card of Trust/Society - Trust Deed/ Society Bylaw - Registration Certificate - Power of Attorney granted to transact on its behalf. - Resolution of the managing body of such association or body of individuals. - Official Valid Document containing details of identity and address, one recent photograph and PAN details or Form 60 of the managers, officers or

List of Official Valid Documents : NON-INDIVIDUAL

Type of Entity	Officially Valid Document
	<p>employees, as the case may be, holding an attorney to transact on its behalf.</p> <ul style="list-style-type: none"> - Official valid document containing details of identity and address, one recent photograph and PAN details or Form 60 of Beneficiary Owners of the firm not joined on loan as Co-Applicant, having more than 15% of the property or capital or profits of the unregistered partnership firm/trust.
<p>4. Partnership Firm (Certified copy of each document is mandatory or equivalent e-document thereof is to be obtained)</p>	<ul style="list-style-type: none"> - PAN Card of the partnership firm. - Registration certificate - Partnership deed - Official Valid Document containing details of identity and address, one recent photograph and PAN details or Form 60 of the managers, officers or employees, as the case may be, holding an attorney to transact on its behalf. - Official valid document containing details of identity and address, one recent photograph and PAN details or Form 60 of Beneficiary Owners of the firm not joined on loan as Co-Applicant, having more than 15% of capital or profits of the partnership firm.
<p>5. Companies (Certified copy of each document is mandatory)</p>	<ul style="list-style-type: none"> - PAN Card of the Company. - Certificate of Incorporation - Memorandum & Article of Association. - A resolution from the Board of Directors and/or power of attorney granted to its managers, officers or employees to transact on its behalf. - Official Valid Document containing details of identity and address, one recent photograph and Permanent Account Numbers or Form 60 of the Managers, Officers or Employees, as the case may be, holding an attorney to transact on its behalf. - Official Valid Document containing details of identity and address, one recent photograph and Permanent Account Numbers or Form 60 of Beneficiary owner of the company not joined on Loan as Co – applicant, having more than 25% of the share or capital or profits of the company.
<p>6. UNINCORPORATED ASSOCIATION OR BODY OF INDIVIDUALS (One certified copy of each of the following documents shall be obtained)</p>	<ul style="list-style-type: none"> - PAN of entity - Address proof of entity - Resolution of managing body of such associations or body of individuals - Power of Attorney granted to transact on its behalf - -Such information as may be required by the Company to collectively establish the legal

List of Official Valid Documents : NON-INDIVIDUAL

Type of Entity	Officially Valid Document
	<p>existence of such an association or body of individuals</p> <ul style="list-style-type: none">- Official Valid Document containing details of identity and address, one recent photograph and PAN details or Form 60 of the managers, officers or employees, as the case may be, holding an attorney to transact on its behalf.- Official valid document containing details of identity and address, one recent photograph and PAN details or Form 60 of Beneficiary Owners of the firm not joined on loan as Co-Applicant, having more than 15% of capital or profits of the partnership firm