



Acceptable list of documents for Proprietorship, Partnership, HUF and Companies (Any one of these)	
Mandatory Documents: Partnership: Partnership Deed and Supplemental deeds for any changes (Mandatory for partnership firms) HUF: HUF Declaration (only for HUF) For all: Pan Card of the entity Address Proof for Entity for Registered, operating and mailing address (if not there in the entity documents listed on the right side): Utility bill (Electricity, land line telephones, water) in the name of the firm	Entity Documents: 1: Certificate/registration document issued by Goods and Service Tax authority/ Professional Tax certificate 2: Certificate/license issued by Municipal authorities under Shop & Establishment Act/ Factory Registration Certificate/ SEBI Registration certificate 3: Importer/Exporter code certificate issued by the office of DGFT 4: Certificate Issued by a govt or quasi-govt body 5: An IT returns in the name of the Proprietor where income from the firm is reflected. (IT4)
Note-For Proprietorship entities any 2 documents from the above are required (One should be a registration certificate)	
Additional Documents for Pvt Ltd / Limited Companies	
Annual Returns with ROC receipt	Certificate of Incorporation , Memorandum of Association & Articles of Association
Pan Number	Proof for registration operating and mailing address
List of Mandatory Documents for Trust (All docs listed below)	
Trust Deed and supplemental deeds	Registration certification of Trust with the Charity Commissioner/Registrar of Trusts (Mandatory for public Trusts) / Proof of registration with the Registrar of Assurance
Certificate of IT Exemption u/s 11/12/12A of IT Act (Mandatory for Savings accounts)	PAN Card / PAN intimation (mandatory for private trust)
Registered, operating and mailing address proof in the entity name	
List of Mandatory Documents for Clubs & Societies (All docs listed below)	
Society Bye laws	List of all office bearers
Certificate of IT Exemption u/s 11/12/12A of IT Act (Mandatory for SB accounts)	Registration certificate of the Society with the Registrar of Societies
Registered, operating and mailing address proof in the entity name	Pan card/number of the entity
In case there is a change in information with respect to Proprietors/Partners/ Directors/Authorized signatories/beneficial owners Guarantors/Mandate/POA Holders as listed below	
Photograph (mandatory for all account operating signatories and beneficial owners)	List of acceptable documents for Identity and Address proof: 1: Driving License 2: Passport 3: Aadhaar Card 4: Election Id card 5: Job card issued by NREGA duly signed by an officer of the State Government



Important Points to note	
Registration Documents should be valid on current date.	Each copy should be self attested
Attach a document for each holder to the account, clearly indicating the name and account number.	