

Sl.No	Category (Form of organisation)	Documents to be obtained
1	Proprietorship Concern/ Individuals	(i) Passport (ii) PAN card (iii) Voter's Identity card (iv) Driving licence / Aadhar Card (v) Bank account statement (vi) GSTIN Note: Any two of the documents listed above, which provides client/ customer information to the satisfaction of the CHA will suffice.
2	Company	(i) Certificate of incorporation (ii) Memorandum of Association (iii) Articles of Association (iv) Power of Attorney granted to its managers, officers or employees to transact business on its behalf (v) Copy of PAN allotment letter (vi) Copy of telephone bill (vii) GSTIN
3	Partnership Firm / LLP	(i) GSTIN (ii) Partnership deed (iii) Power of Attorney granted to a partner or an employee of the firm to transact business on its behalf (iv) Valid ID proof (Partner/Power of Attorney holder) (v) Telephone bill in the name of firm
4	Trusts & Foundations	(i) GSTIN (ii) Power of Attorney granted to a person (iii) Resolution of managing body (iv) Valid ID proof (Trustees/Beneficiaries/Settlers) (v) Telephone bill in the name of Trust