

## Document Checklist for Seller

### Common for all

	Yes	No	N/A
1 Application Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Completed Account Opening Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Completed Signature Card with passport size photograph of each signatory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Copy of the PAN Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Attestation of all documents provided as a photocopy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Letter of Undertaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Debit authorization letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Master Supplier Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Public Ltd/Private Ltd Company

1 Certificate of Incorporation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Certificate of Commencement of Business for Public Limited Company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Memorandum and Articles of Association	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Board Resolution signed by the Directors/Company Secretary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Latest 3 years Annual Report for Public Limited Company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 List of Directors along with DIN numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Proof of Identity of the Company			
a. Pan allotment letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Registration under Shops & Establishment Act, Sales/Service Tax/ Excise Registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Proof of Address (any one of the following):			
a. Telephone/Mobile Bill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Water/Electricity Bill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Municipal Tax/Society Outgoing Bill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Lease Agreement/Rent receipt in the name of the company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Bank Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Certificate of Incorporation along with the address proof of the representative of the company (for companies not more than 3 month old).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 Proof of Individual Identity (Directors & M1 Portal Authorities).			
a. Passport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. PAN Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Aadhar Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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|--|---|--------------------------|--------------------------|--------------------------|
| 10   | Shareholding pattern of the company signed by the Directors/Company Secretary   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11   | Credit Rating Report  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b><u>Partnership Firm/Sole Proprietor</u></b> |   |                          |                          |                          |
| 1  | Certificate of Registration (if registered)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2  | Partnership Deed.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3  | Power of Attorney granted to a partner or any other person to transact business on behalf of the firm (signed by all the partners/sole proprietor)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4  | Proof of Identity of the Company (any one of the following documents for partnership firms and two for proprietorship firms)  |                          |                          |                          |
|  | a. PAN Allotment Letter,  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|  | b. Registration under Shops & Establishment Act,  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|  | c. Sales/Service Tax/ Excise Registration,  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|  | d. IT Returns of the company.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|  | e. License issued by the Registering authority like Certificate of Practice issued by Institute of Chartered Accountants of India, Institute of Cost Accountants of India, Institute of Company Secretaries of India, Indian Medical Council, Food and Drug Control Authorities, etc. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5  | Proof of Address for the Firm (any one of the following, not more than 3 months old)  |                          |                          |                          |
|  | a. Telephone/Mobile Bill, Water / Electricity Bill, Municipal Tax, Registered Lease Agreement Bank Account Statement  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|  | b. Proof of Address for the entire partners/sole proprietor (any one of the following, not more than 3 months old) Telephone/Mobile Bill, Water Electricity Bill, Municipal Tax/Society Outgoing Bill, Registered Lease Agreement/ Bank Account Statement.                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|  | c. Proof of Individual Identity (Partner/Sole Proprietor & M1 Portal Authorities).  |                          |                          |                          |
|  | Passport  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|  | PAN Card  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|  | Aadhar Card   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6  | <b><u>Documents for Compliance Check for Seller Company : (Mandatory</u></b>  |                          |                          |                          |
|  | 1.Aadhar Card (Attested +OSV-Director)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|  | 2.PAN Card ( Attested +OSV-Director)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|  | 3.TAN (Attested +OSV)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|  | 4.TIN (Attested +OSV)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|  | 5.CIN (Attested +OSV)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

7 **Any Others:**

- 1.
- 2.
- 3.

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**8. Any Deviation/Approval /Exceptions :**

Remarks (if any) :
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Received & Verified:  (ARM/RM) Name:-	Verified:  (Legal) Name:-
Received & Verified:  (Operations) Name:-	Ok for on-boarding  (COO/CEO)