

iv) Pension or family Pension Payment Orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain the address;

v) Letter of allotment of accommodation from employer issued by State or Central Government departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies. Similarly, leave and license agreements with such employers allotting official accommodation; and

vi) Documents issued by Government departments of foreign jurisdictions or letter issued by Foreign Embassy or Mission in India.

Company

One certified copy of each of the following documents:

Certificate of incorporation.

Memorandum and Articles of Association.

A resolution from the Board of Directors and power of attorney granted to its managers, officers or employees to transact on its behalf.

Officially valid documents in respect of managers, officers or employees holding an attorney to transact on its behalf.

Partnership firm

One certified copy of each of the following documents:

Registration certificate.

Partnership deed.

Officially valid documents in respect of the person holding an attorney to transact on its behalf.

Trust

One certified copy of each of the following documents:

Registration certificate.

Trust deed.

Officially valid documents in respect of the person holding a power of attorney to transact on its behalf.

Unincorporated association or a body of individuals

One certified copy of each of the following documents:

resolution of the managing body of such association or body of individuals;

power of attorney granted to transact on its behalf;

Officially valid documents in respect of the person holding an attorney to transact on its behalf and

such information as may be required by the RE to collectively establish the legal existence of such an association or body of individuals.

Sole proprietary firm

Details of identity and address of the individual (proprietor)

Any two of the following documents as a proof of business/ activity in the name of the proprietary firm:

Registration certificate

Certificate/licence issued by the municipal authorities under Shop and Establishment Act.

Sales and income tax returns.

CST/VAT certificate.

Certificate/registration document issued by Sales Tax/Service Tax/Professional Tax authorities.

Licence/certificate of practice issued in the name of the proprietary concern by any professional body incorporated under a statute.

Complete Income Tax Return (not just the acknowledgement) in the name of the sole proprietor where the firm's income is reflected, duly authenticated/acknowledged by the Income Tax authorities.

Utility bills such as electricity, water, and landline telephone bills.