

## LIST OF KYC DOCUMENTS FOR IRINN AFFILIATES

1. **Verify Identity of Affiliates - (Copy of One each documents required as applicable)**
  - a. **For Partnership Firms:**
    - i) Registered Partnership Deed
    - ii) Entity Pan Card OR GSTIN OR IEC Certificate OR Shop and Establishment License
  - b. **For Pvt Ltd Co./Ltd Co. and PSU Company:**
    - i) Certificate of Incorporation OR Certificate of Entity from associated Government agency.
    - ii) Company Pan Card OR GSTIN
  - c. **Sole Proprietorship:**
    - i) Udyam Certificate(For MSME Applicants Only)
    - ii) GSTIN OR IEC Certificate OR Shop and Establishment License
  - d. **For Schools, College establishments -**
    - i) Copy of establishment registration document will be taken.
    - ii) Pan Card OR GSTIN
  - e) **For Private and Nationalised Bank:**
    - i) License issued by RBI
    - ii) Pan Card OR GSTIN
2. **Business Address Proof (copy of one of the following documents is required)**
  - a. Utility Bills (Telephone, Electricity bill, Bank A/c statement not older than 3 months).
3. **Document Authorizing the Authorised Signatory(on Company Letter Head)**
  - i) Private/Public Limited Company.---- Board Resolution
  - ii) Partnership Firm-----Authority Letter
  - iii) Proprietorship firm---- Self Declaration of being Sole Proprietor
4. **Authorised Signatories - Signature Proof (copy of one of the following documents is required)**
  - a. Authorised Signatory PAN Copy.
  - b. Passport.
  - c. Driving License.
5. **For Billing Purpose: GST Certificate**

**NOTE: 1).KYC Point-1/2 should be in the name of the Applicant Entity irrespective of Nature of business.**

**2). Bank seal and sign is mandatory required on Bank A/c statement.**

**3). One Document will not be considered for multiple KYC Points.**

**4). Resource request with incomplete documents will not be processed.**