

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.