

## Standard List of Documents

### Proof of Identity of Organization

1. For a Pvt Ltd / Public Ltd company: Copy of Certificate of Incorporation issued by the registrar of companies. 2. For Registered Partnership Firm: Copy of certificate of registration issued by Registrar of firms.

3. For Education Trusts / Societies / Charity Trusts/NGOs : Copy of Registered Education Trust Deed OR Society registration certificate OR Copy of certificate of registration number issued by Charity Commissioner. 4. For Sole proprietorship Firms: Shop Establishment Certificate issues by registrar of firms (in case the name of the proprietorship is different from the owner.) OR Copy of certificate of registration issued by Registrar of firms.

5. For Foreign Missions / Embassies : Self attested copy of authority of Foreign mission/embassy in favour of authorised signatory on letter head with Embassy stamp and sign of official on the letter.

6. Government Bodies: Identity Proof not required for central / state government offices. Self-Certification on letter head with coordination officer's name and organisation stamp will suffice.

\*\*Certificate of Incorporation and registration certificates of organizations are available online, however Government & Courts have not yet accepted online downloaded copies as an evidence of proof thus copy of original COI issued by ROCs is MUST.

### Proof of address of Organization

If the address on the certificate of Incorporation/Registration certificate is not matching with address in CAF then address proof is required for the company's registered office. (Detailed List of documents acceptable as per DOT Document List of 9th Aug 2012).

For all other local offices across various circles, list of local addresses on a company letter head will suffice.

In NHQ locations where companies do not have their own local offices/users working from home, the authorised signatory can issue a letter on company letter head mentioning the same and providing the user details for these locations. The verification is done for HQ locations only and Individual user verification is not required.

### Authorized Signatory – Proof of Identification

Sr No	Document
1	Aadhar Card
2	Passport
3	Driving License
4	Arms License

5	Election Commission Card
6	Ration card with photo (except Mumbai & Maharashtra)
7	Certificate of address with photo, issued by MP, MLA, Group A Gazette Officer on letterhead
8	Certificate of address with photo from Govt recognized educational institutions (for students only)
9	Certificate of photo identity issued by Village Panchayat Head or its equivalent authority (for rural areas only)
10	Income Tax PAN Card
11	Photo Credit Card
12	Address card with photo issued by Dept of Posts, Govt of India
13	Smart card issued by CSD, Defense, Paramilitary forces
14	Current passbook with photo, of any Post office or Scheduled Bank
15	Photo ID card of Central/State Govt or PSUs
16	Caste & Domicile certificate with photo issued by State Govt like Assam and other states
17	Pensioner card with photo
18	Freedom fighter card with photo
19	Kisan passbook with photo