

Annexure 1:

Documents accepted as Entity proofs for Sole Proprietor / Partnership / Limited Liability Partnerships

Following documents can be accepted as a first / second entity proof:

1. Registration certificate (in the case of a registered concern)
2. Certificate / Licence issued by the Municipal authorities under Shop & Establishment Act:
 - a) Valid Shops & Establishment Certificate/ Trade License.
 - b) Certificate of enlistment/license/shop allotment letter issued by Municipal Corporation.
 - c) Shops & Establishment Certificate issued by E-Seva Kendra's (Andhra Pradesh). Receipt issued only by Municipal Corporation of Hyderabad (MCH) to be accepted along with Shops & Establishment Certificate.
 - d) Valid shops and establishments certificate issued by the Municipal corporations in West Bengal.
3. CST / VAT / GST certificate
 - a) Sales Tax Registration Certificate/ TIN Certificate/ VAT Certificate/ Service Tax certificate/ TAN certificate/ Allotment letter for new firms not older than six months
 - b) Certificate/registration document issued by Sales Tax/Service Tax/Professional Tax authorities
 - c) Professional Tax Registration Certificate
 - d) GST registration certificate
4. Licence 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, registration/licensing document issued in the name of the proprietary concern by the Central Government or State Government Authority/Department, etc. IEC (Importer Exporter Code) issued to the proprietary concern by the office of DGFT
 - a) APMC/ Mandi License/ Certificate
 - b) Labour License/Certificate
 - c) Trade Mark Registration Certificate
 - d) Liquor License/ Registration Certificate
 - e) Drug License
 - f) Registration Certificate issued by Excise & Customs Department.
 - g) License/ Certificate to Sell/ Stock/ Exhibit for Sale or Distribute Insecticide/Pesticide

- h) Police Department Permission/License/Certificate
- i) Regional Transport Office Permit/Registration Certificate
- j) Consent to Operate document issued by State/Central Pollution Control Board
- k) Certificate Issued by SEZ, STP, EHTP, DTA and EPZ in the name of the entity mentioning the address allotted.
- l) Importer-Exporter Code (IEC)
- m) Trade License in the name of entity.
- o) Factory Registration Certificate in the name of entity.
- p) SEBI Registration Certificate in the name of the entity.

Following documents can be accepted only as a second entity proof:

1. Utility bills such as electricity, water, and landline telephone bills in the name of the proprietary concern.
 - a) Latest copy of Electricity Bill, not more than 2 months old.
 - b) Latest copy of Landline Telephone Bill from Telecom operator, not more than 2 months old.
 - c) Water Tax bill paid to Municipal Body/ Corporations, not more than 2 months old along with the Tax receipt should stand in the name of the firm.
 - d) Property Tax bill not more than 12 months from the bill issuance date along with Tax payment receipts in the name of the firm.
2. Sales and income tax returns
 - a) Complete Sales tax return in the name of the firm duly acknowledged and accepted.
 - b) The complete Income Tax return (not just the acknowledgement) in the name of the firm where the firm's income is reflected, duly authenticated/ acknowledged by the Income Tax Authorities.
 - c) Last available Income/ Wealth Tax Assessment order in the name of firm.
3. District Industries Center (DIC)/ Small Scale Industries (SSI)/ Micro, Small and Medium (MSME) Certificate - Acknowledgment Part -II issued by DIC/ SSI/ Development Commissioner MSME containing Entrepreneur's Memorandum Number, Udyog Aadhaar, provided first entity proof confirms satisfactory KYC details , existence of the firm alongwith business activity and address etc. **(Udyog Aadhaar not acceptable for Partnership, LLP and Companies).**

4. Certificate issued by Municipal Corporation/ Local Self Government Bodies confirming address of the firm.

5. Registration Certificate issued under Weight & Measurement Act along with Certificate of Verification issued under Weight & Measurement Act.