

List of Documents Required

➤ Limited Company

1. Merchant Agreement on Non Judicial Stamp paper of value Rs 300/- OR Franking should be of Rs 300/-)
2. MOA & AOA-Certificate of Incorporation
3. Board Resolution (On Company Letterhead)
4. Last 12 months Bank statement or ITR for 2 years
5. ID Proof of director's (Valid passport/driving license/voter's ID/pan card)
6. Company PAN Card/Form 60
7. Director's Residence proof (Bill of latest electricity, water or fixed phone)
8. Company address proof (Bill of latest electricity, water or fixed phone)

❖ Note : All above documents should acknowledge with sign and stamp by the Merchant.

➤ Partnership Company

1. Merchant Agreement on Non Judicial Stamp paper of value Rs 300/- OR Franking should be of Rs 300/-)
2. Company registration certificate
3. Partnership Deed
4. Last 12 months Bank statement or ITR for 2 years
5. All partner's ID proof (Valid passport/driving license/voter's ID/pan card)
6. Company PAN Card/Form 60
7. Partner's Residence proof (Bill of latest electricity, water or fixed phone)
8. Company Address proof (Bill of latest electricity, water or fixed phone)

❖ Note : All above documents should acknowledge with sign and stamp by the Merchant.

PTO



➤ **Proprietorship Firm**

1. Merchant Agreement on Non Judicial Stamp paper of value Rs 300/- OR Franking should be of Rs 300/-)
2. Firm registration certificate
3. Last 12 months Bank statement or ITR for 2 years
4. Proprietor's ID proof (Valid passport/driving license/voter's ID/pan card)
5. Proprietor's Residence proof (Bill of latest electricity, water or fixed phone)
6. Business Address proof (Bill of latest electricity, water or fixed phone)
7. PAN card

❖ Note: All above documents should acknowledge with sign and stamp by the Merchant.

➤ **Trusts**

1. Merchant Agreement on Non Judicial Stamp paper of value Rs 300/- OR Franking should be of Rs 300/-)
2. Trust Deed
3. Trust/Board Resolution (on Letterhead of Trust)
4. Last 12 months Bank statement or ITR for 2 years
5. ID Proof of Trustees (Valid passport/driving license/voter's ID/pan card)
6. Trust PAN Card
7. Trustees Residence proof (Bill of latest electricity, water or fixed phone)
8. Trust Address proof (Bill of latest electricity, water or fixed phone)

❖ Note : All above documents should acknowledge with sign and stamp by the Merchant.

Website Review :

1. About Us
2. Contact Us (Required to be update Merchant Address & should match with Enablement form Address)
3. Privacy Policy
4. Terms & condition
5. Refund & Cancellation Policy
6. Product Prices & services
7. Login Window (Should be update Customer Name, Address, Phone No, Email ID)

