Documents required to upload for Organization eKYC Account

For Authorized Signatory

Supporting Documents for Organization Verification
With Online GST verification

Category	Documents Requirement
Individual / Proprietorship Firm	• Applicant Pan Card / Aadhar card which no. is mentioned in order.
Partnership Firm	• Applicant Pan Card / Aadhar card which no. is mentioned in order. • Authorization letter {Letter Format Link}. • Partnership Deed. • Authorizing Person Signature ID proof (Pan card or Driving License or Passport).
Corporate Entities	• Applicant Pan Card / Aadhar card which no. is mentioned in order. • Authorization letter {Letter Format Link} / Board Resolution {Letter Format Link} / Power Of Attorney. • MCA Signatory List. • Authorizing Person Signature ID proof (PAN card or Driving License or Passport).
Association of person (AOP)	• Applicant Pan Card / Aadhar card which no. is mentioned in order. • Authorization letter {Letter Format Link} • Copy of resolution from the Association/Society authorizing the signatory. • Authorizing Person Signature ID proof (Pan card or Driving License or Passport).
Limited Liability Partnership	• Applicant Pan Card / Aadhar card which no. is mentioned in order. • Authorization letter {Letter Format Link} / Board Resolution {Letter Format Link} / Power Of Attorney. • MCA Signatory List.

	• Authorizing Person Signature ID proof (PAN card or Driving License or Passport).
Non-Government Organisation /Trust	• Applicant Pan Card / Aadhar card which no. is mentioned in order. • Authorization letter {Letter Format Link} • Signatory List • Authorizing Person Signature ID proof (PAN card or Driving License or Passport).
Banking Organization	• Applicant Pan Card / Aadhar card which no. is mentioned in order. • Applicant Bank ID Proof • Authorization letter {Letter Format Link} • Authorized Person Organization ID Proof.
Public Sector Undertaking	• Applicant Pan Card / Aadhar card which no. is mentioned in order. • Organization ID Proof or Joining Letter or Salary Slip. • Authorization letter {Letter Format Link} • Authorized Person Organization ID Proof.

Supporting Documents for Organization Verification
Without Online GST verification

Category	Documents Requirement
Individual / Proprietorship Firm	• Applicant Pan Card / Aadhar card which no. is mentioned in order. • Business registration certificate containing the proprietor's name confirming the business ownership of the Authorized signatory (Proprietor). • Organization / Proprietor Bank Statement with latest 3 months Transaction, signed by the Bank.
Partnership Firm	• Applicant Pan Card / Aadhar card which no. is mentioned in order. • Authorization letter {Letter Format Link}. • Organization registration certificate. • Organization Bank Statement with latest 3 months Transaction, signed by the Bank. • Partnership Deed. • Authorizing Person Signature ID proof (PAN card or Driving License or Passport). • Copy of Organization PAN Card.
Corporate Entities	• Applicant Pan Card / Aadhar card which no. is mentioned in order. • Authorization letter {Letter Format Link} / Board Resolution {Letter Format Link}/ Power Of Attorney. • MCA Signatory List. • Certificate of Incorporation. • Organization Bank Statement with latest 3 months Transaction, signed by the Bank. • Authorizing Person Signature ID proof (PAN card or Driving License or Passport). • Copy of Organization PAN Card
Association of person (AOP)	• Applicant Pan Card / Aadhar card which no. is mentioned in order.

	• Authorization letter {Letter Format Link} • Organization registration certificate. • Organization Bank Statement with latest 3 months Transaction, signed by the Bank. • Copy of resolution from the Association/Society authorizing the signatory. • Authorizing Person Signature ID proof (PAN card or Driving License or Passport). • Copy of Organization PAN Card
Limited Liability Partnership	• Applicant Pan Card / Aadhar card which no. is mentioned in order. • Authorization letter {Letter Format Link} / Board Resolution {Letter Format Link}/ Power Of Attorney. • MCA Signatory List. • Certificate of Incorporation. • Organization Bank Statement with latest 3 months Transaction, signed by the Bank. • Authorizing Person Signature ID proof (PAN card or Driving License or Passport). • Copy of Organization PAN Card
Non-Government Organisation /Trust	• Applicant Pan Card / Aadhar card which no. is mentioned in order. • Authorization letter {Letter Format Link} • Signatory List • Organization registration certificate. • Organization Bank Statement with latest 3 months Transaction, signed by the Bank. • Copy of Organization PAN Card • Authorizing Person Signature ID proof (PAN card or Driving License or Passport).
Banking Organization	• Applicant Pan Card / Aadhar card which no. is mentioned in order. • Applicant Bank ID Proof • Authorization letter {Letter Format Link} • Copy of Bank PAN Card • Copy of Incorporation Certificate or Banking License Certificate • Authorizing Person Bank ID Proof.

Public Sector Undertaking	• Applicant Pan Card / Aadhar card which no. is mentioned in order. • Applicant Organization ID Proof. • Authorization letter {Letter Format Link} • Authorizing Person Organization ID Proof.

Supporting Documents for Organization Verification For Employee Based

1. Organization identification Card/ Salary Slip/ Joining letter/ letter identity proof from Organization (Letter Format Link). 2. Employee Pan Card/Aadhar Card.

Important Notes:

1. **Proprietorship:**
   - Only the owner of the organization can apply for an e-KYC account as an authorized signatory.

2. **PartnerShip:**
   - The applicant and the authorizing person must both be partners, and their names should be mentioned in the partnership deed.

3. **Private Limited Companies and LLPs:**
   - The company authorizes an employee to apply for an e-KYC as an authorized signatory, a board resolution must be passed in the applicant's name. An MCA-listed director or the company secretary must countersign the board resolution.
   - If a director applies for the e-KYC, an authorization letter is sufficient. This letter must be countersigned by any one of the signatories listed with the MCA Master Data.

4. **AOP/NGO/Trust:**
   - Resolution documents such as the trust deed or by-laws must be provided. These documents should detail the firm and include the name of the authorizing person.

5. **Banking and Public Sector Undertakings:**
   - If the applicant and the authorizing person do not have organizational ID proof, they can provide their joining letter or salary slip.
   - If the authorizing person's organizational ID document does not contain their signature, a separate signature ID proof must be provided for verification, such as a PAN card, driving license, or passport.