LIST OF DOCUMENTS

1. **Individual – Salaried**
   a. Id Proof/Pan card
   b. Address Proof
   c. One Photo
   d. Latest Salary Slip -3 months
   e. Latest Bank Statement – 6 months
   f. Form 16 and ITR + Computation last 2 years.
   g. Employee ID Card
   h. Property Proof of self owned property or Blood relation, Papers copy, or TAX Receipt.

2. **Individual – Professional**
   a. Id Proof/Pan card
   b. Address Proof
   c. One Photo
   d. Latest Bank Statement – 6 Months
   e. Income tax returns + Computation of last 2 years.
   f. Property Proof of self owned property or Blood relation, Papers copy, or TAX Receipt.

3. **Individual – Business, Agriculturist, Trader**
   a. Id Proof/Pan card
   b. Address Proof
   c. One Photo
   d. TIN (tax payers Identification no) Copy
   e. Income tax returns + Computation of last 2 years. (If available)
   f. Latest Bank Statement – 6 Months
   g. Property Proof of self owned property or Blood relation, Papers copy, or TAX Receipt.

4. **Partnership Concern**
   a. Id Proof/Pan Card
   b. Address Proof
   c. One Photo
   d. Latest Bank Statement – 6 Month
   e. Board Resolution
   f. Memorandum of Association
   g. Articles of Association
   h. Partnership deed in case of partnership firm
   i. Company Name Pan Card
   j. Form 60/61 declaration if PAN not available

    k.   Property Proof of self owned property or Blood relation, Papers copy, or TAX Receipt.

    l.   IT/Balance Sheet

5. **Public/Private Company**
   a. Id Proof/Pan Card
   b. Address Proof
   c. One Photo
   d. Latest Bank Statement – 6 Month
   e. IT/Balance Sheet
   f. Tin Copy
   g. Board Resolution
   h. Memorandum of Association
   i. Articles of Association
   j. Property Proof of self owned property or Blood relation, Papers copy, or TAX Receipt.

6. **Schools & Educational Institution**
   a. Id Proof
   b. Address Proof
   c. One Photo
   d. Latest Bank Statement – 6 Month
   e. Board Resolution
   f. Trust Deed, Society Memorandum, Bye laws.
   g. School Strength
   h. IT/Balance Sheet
   i. Property Proof of self owned property or Blood relation, Papers copy, or TAX Receipt.