

List of KYC documents required for Proprietorship Firm

Proprietorship entity documents		
Sl no	Details of the document	Requirement
1	Udyam Registration certificate	Not mandatory
2	PAN (with Company round seal, sign and signing date)	Mandatory
3	GST Certificate* (If the GST certificate is unavailable, please obtain any utility bill, such as an electricity, water, or telephone bill as address proof of the entity) (with Company Round seal, sign and signing date)	Mandatory
4	Any other registered/office address other than mentioned in point no 3 above (with Company round seal, sign and signing date)	Mandatory
5	Letter of authority /power of attorney (In case the proprietor assigns the authorisation to user)	Mandatory
Documents of Authorised signatory, Maker and checker		
6	PAN Card (with sign and signing date)	Mandatory
7	Address Proof (with sign and signing date)	Mandatory
8	Photograph (with sign and signing date)	Mandatory

**Review the GST certificate or other relevant documents to determine whether the principal place of business and the registered office are the same or different. If they differ, ensure that appropriate address proof for the principal place of business is obtained.*