

Rsv Dsc Solutions

Documents Checklist

For Indian Individual

1. Passport size Colour Photograph of the applicant.
2. PAN Card of the applicant.
3. Valid address proof of applicant (Aadhar Card, Passport, Driving License or Voter Id.)
4. Email Address & Mobile Number (Unique).

For Foreign Individual

1. Passport size Colour Photograph of the applicant.
2. Passport of the applicant.
3. Valid address proof of applicant (Driving License, Bank Statement, Electricity Bills & Water Bills).
4. Pan Card of the applicant (if have).
5. Email Address & Mobile Number with ISD Code (Unique).

For Proprietorship Firm

1. Passport size Colour Photograph of the applicant.
2. PAN Card of the applicant.
3. Valid address proof of applicant (Aadhar Card, Passport, Driving License or Voter Id.).
4. GST Certificate of Firm all pages.
5. Email Address & Mobile Number (Unique).

For Partnership Firm

1. Passport size Colour Photograph of the applicant.
2. PAN Card of the applicant.
3. Valid address proof of applicant (Aadhar Card, Passport, Driving License or Voter Id.).
4. Email Address & Mobile Number of applicant (Unique).
5. GST Certificate of Firm all pages.
6. Partnership Deed of firm.

7. Authorized Signatory Letter on Letter Head signed by another partner apart from applicant.
8. Passport size Colour Photograph of the authorized signatory.
9. PAN Card of the authorized signatory.
10. Valid address proof of authorized signatory (Aadhar Card, Passport, Driving License or Voter Id.).
11. Email Address & Mobile Number of authorized signatory (Unique).

For Limited & Pvt Ltd

1. Passport size Colour Photograph of the applicant.
2. PAN Card of the applicant.
3. Valid address proof of applicant (Aadhar Card, Passport, Driving License or Voter Id.).
4. Email Address & Mobile Number of applicant (Unique).
5. GST Certificate of Company all pages.
6. MCA List of Signatory.
7. Authorized Signatory Letter on Letter Head signed by authorized signatory.
8. Passport size Colour Photograph of the authorized signatory.
9. PAN Card of the authorized signatory.
10. Valid address proof of authorized signatory (Aadhar Card, Passport, Driving License or Voter Id.).
11. Email Address & Mobile Number of authorized signatory (Unique).

Note: In case of applicant is director please ignore Point 7,8,9,10,11.

For Government Organization

1. Passport size Colour Photograph of the applicant.
2. PAN Card of the applicant.
3. Valid address proof of applicant (Aadhar Card, Passport, Driving License or Voter Id.).
4. Government Id Card of the applicant.
5. Email Address & Mobile Number of applicant (Unique).
6. Authorized Signatory Letter on Letter Head signed by Head of Department.
7. Passport size Colour Photograph of the authorized signatory.

8. PAN Card of the authorized signatory.
9. Valid address proof of authorized signatory (Aadhar Card, Passport, Driving License or Voter Id.).
10. Government Id Card of the authorized signatory.
11. Email Address & Mobile Number of authorized signatory (Unique).

For Trust/NGO/Schools

1. Passport size Colour Photograph of the applicant.
2. PAN Card of the applicant.
3. Valid address proof of applicant (Aadhar Card, Passport, Driving License or Voter Id.).
4. Email Address & Mobile Number of applicant (Unique).
5. Authorized Signatory Letter on Letter Head signed by Head of Department/Trusty of Society.
6. Trust Deed/Society Registration/School Certificate.
7. Trust Pan Card/Society Pan Card/School Pan Card.
8. Bank Statement of Trust/Society/School not older than 2 months.
9. Passport size Colour Photograph of the authorized signatory.
10. PAN Card of the authorized signatory.
11. Valid address proof of authorized signatory (Aadhar Card, Passport, Driving License or Voter Id.).
12. Email Address & Mobile Number of authorized signatory (Unique).

For LLP

1. Passport size Colour Photograph of the applicant.
2. PAN Card of the applicant.
3. Valid address proof of applicant (Aadhar Card, Passport, Driving License or Voter Id.).
4. Email Address & Mobile Number of applicant (Unique).
5. GST Certificate of LLP all pages.
6. MCA List of Signatory.
7. Trust Deed of LLP
8. Authorized Signatory Letter on Letter Head signed by authorized signatory.
9. Passport size Colour Photograph of the authorized signatory.
10. PAN Card of the authorized signatory.

11. Valid address proof of authorized signatory (Aadhar Card, Passport, Driving License or Voter Id.).
12. Email Address & Mobile Number of authorized signatory (Unique).

Note: In case of applicant is director please ignore Point 7,8,9,10,11.

For HUF

1. Passport size Colour Photograph of the applicant.
2. PAN Card of the applicant.
3. Valid address proof of applicant (Aadhar Card, Passport, Driving License or Voter Id.).
4. GST Certificate of Firm all pages.
5. HUF Pan card.
6. Email Address & Mobile Number (Unique).

For Foreign Organization

1. Passport size Colour Photograph of the applicant.
2. Passport of the applicant.
3. Organisation ID Card or Id Proof Letter on letter head.
4. Registration/Incorporation Document of company.
5. Company Bank Statement or Bank letter signed by bank not older than 2 months.
6. Authorized Signatory Letter on Letter Head signed by Director.
7. Passport of Authorized Signatory.
8. Organisation ID Card or Id Proof Letter on letter head.
9. Email id and Mobile Number with ISD Code of applicant.

Note - documents in other language would be translate in English by professional translator or Notarized person with seal and signature.