



Required Documents

GST (NGO UNDER SOCIETY ACT)

- ❖ *ADHAAR CARD ALL Director's (OTP WILL SHARED ON ACTIVE ADHAAR LINKED MOBILE No.)*
- ❖ *PAN ALL Director's*
- ❖ *E-MAIL ID ALL Director's*
- ❖ *LAST 3 MONTH BANK STATEMENT (NEW BANK A/C STATEMENT IS ALSO VALID) ALL Director's*
- ❖ *BANK PASSBOOK FRONT PAGE (CUSTOMER PHOTO WITH BANK SEAL MUST) ALL Director's*
- ❖ *OWN PROPERTY (ELECTRICITY BILL ON CUSTOMER OR FATHER NAME)*
- ❖ *RENTED PROPERTY (ELECTRICITY BILL RECENT MONTH)*
- ❖ *RENT AGREEMENT (IF BUSINESS PROPERTY ID RENTED)*
- ❖ *1 PASSPORT SIZE PHOTO ALL Director's*
- ❖ *AUTHORIZATION/NOC LETTER (WE WILL PREPARE CUSTOMER NEED TO SIGN)*
- ❖ *TRADE LICENSE*
- ❖ *MSME UDYAM CERTIFICATE*
- ❖ *ARTICLE OF ASSOCIATION (AOA)*



❖ *MEMORANDUM OF ASSOCIATION (MOA)*

❖ *PERMANENT ACCOUNT NUMBER (PAN)*

❖ *TAX COLLECTION & DEDUCTION ACCOUNT NUMBER (TAN)*

❖ *CERTIFICATE OF INCORPORATION (COI)*

❖ *DIRECTOR IDENTIFICATION NUMBER (DIN) both director's*

❖ *BUSINESS NAME & NATURE*

➤ *IF ANY DOCUMENT IS NOT AVAILABLE FROM CLIENT'S END NEED NOT TO WORRY WE WILL PREPARE THAT FOR NOMINAL COAST.*

