

## **LIST OF KYC DOCUMENTS FOR IRINN AFFILIATES**

- 1. Verify Identity of Affiliates - As applicable (Copy of one of the following documents is required)**
  - a. Partnership firms: Signed and valid Partnership Deed.
  - b. Trust: Signed and valid trust deed.
  - c. Society: Signed and valid bye-laws of the society.
  - d. Sole Proprietorship:
    - I. Registration with any Government authority.
    - II. Declaration from Sole Proprietor.
  - e. Private Limited Company: Copy of MOA/AOA/Certificate of Incorporation.
  - f. Public Limited Company: Copy of MOA/AOA/Certificate of Incorporation.
  - g. Government: Documents to prove that it is a Government Company.
- 2. Proof-of-Existence (copy of one of the following documents is required)**
  - a. Establishment's PAN.
  - b. Central Sales Tax Registration Number or Regional Sales Tax Number where applicable.
  - c. Government issued business license - Trade/ Municipal License.
  - d. Government registration authorizing the merchant to run the business,
  - e. For Schools, College establishments - Copy of establishment registration document will be taken.
  - f. Excise Registration Number.
  - g. Shop & Establishment License Number.
  - h. Importer Exporter Code.
  - i. Registration Number issued by Registrar of Firms.
  - j. Service Tax registration certificate.
- 3. Business Address Proof (copy of one of the following documents is required)**
  - a. Utility Bills (Telephone, Electricity bill not older than 3 months).
  - b. Bank Account Statement.
  - c. Any other Government document clearly showing the address of the company.
- 4. Board Resolution authorizing the Authorised Signatory if applicable.**
- 5. Authorised Signatories - Signature Proof (copy of one of the following documents is required)**
  - a. Authorised Signatory PAN Copy.
  - b. Passport.
  - c. Driving License.
- 6. Authorised Signatories- Identity/Address proof (Copy of one of the following documents is required)**
  - a. Passport (with Address Page).
  - b. Bank Account Statement.
  - c. Utility Bills (Telephone, Electricity bill not older than 3 months).
  - d. Rental agreement copy along with utility bill not older than 3 months in the name of the landlord.
  - e. Aadhar Card.