**CHECKLIST TO OBTAIN IEC**

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| |  | | --- | | **Tick and upload the requisite documents as detailed below:** | | | |
| |  | | --- | | **A** | | |  | | --- | | **Proprietorship** | | |  | | --- | | **• Digital Photograph (3x3cms) of the Proprietor.**  **• Copy of PAN card of the Proprietor.**  **• Copy of Passport (first & last page)/Voter’s I-Card/ Driving Licence/UID (Aadhar card) (any one of these).**  **• Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity /telephone bill.**  **• Bank Certificate as per ANF 2A(I)/ Cancelled Cheque bearing pre-printed name of applicant and A/C No.** | |
| **B** | |  | | --- | | **Partnership firm** | | |  | | --- | |   **• Digital Photograph (3x3cms) of the Managing Partner.**  **• Copy of PAN card of the applicant entity.**  **• Copy of Passport (first & last page)/Voter’s I-Card /UID (Aadhar Card) /Driving Licence/PAN (any one of these) of the Managing Partner signing the application.**  **• Copy of Partnership Deed.**  **• Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity /telephone bill.**  **• Bank Certificate as per ANF 2A (I)/Cancelled Cheque bearing pre-printed name of the applicant entity and A/C No.** | |
| **C** | |  |  | | --- | --- | | |  | | --- | | **LLP firm** |   **/Government Undertaking/** | | **Public Limited Company/**  **Private Limited Company/**  **Section 25 Company** | | |  | | --- | | **• Digital Photograph (3x3cms) of the Designated Partner/Director of the Company signing the application.**  **• Copy of PAN card of the applicant entity.**  **• Copy of Passport (first & last page)/Voter’s I-Card /UID (Aadhar Card) /Driving Licence/ PAN (any one of these) of the Managing Partner/Director signing the application.**  **• Certificate of incorporation as issued by the RoC**  **• Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity /telephone bill.**  **• Bank Certificate as per ANF 2 A(I)/Cancelled Cheque bearing pre-printed name of the company and A/C No .** | |
| **D** | **Trust/**  **Registered Society** | **• Digital Photograph (3x3cms) of the signatory applicant/Secretary or Chief Executive.**  **• Copy of PAN card of the applicant entity.**  **• Copy of Passport (first & last page)/Voter’s I-Card /UID (Aadhar Card) /Driving Licence/ PAN (any one of these) of the Secretary or Chief Executive/ Managing Trustee signing the application.**  **• Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity /telephone bill.**  **• Registration Certificate of the Society / Copy of the Trust Deed**  **• Bank Certificate as per ANF 2A(I)/Cancelled Cheque bearing pre-printed name of the Registered Society or Trust and A/C No.** |
| **E** | **HUF** | **• Digital Photograph (3x3cms) of the Karta.**  **• Copy of PAN card of the Karta.**  **• Copy of Passport (first & last page)/Voter’s I-Card/ UID (Aadhar card)/ Driving Licence (any one of these) of the Karta.**  **• Sale deed in case business premise is self-owned or Rental/Lease Agreement, in case office is rented/ leased or latest electricity /telephone bill.**  **• Bank Certificate as per ANF 2A(I)/ Cancelled Cheque bearing pre-printed name of applicant and A/C No.** |

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