**CHECKLIST TO OBTAIN IEC**

|  |  |
| --- | --- |
|

|  |
| --- |
|  **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.** |

****