

Document Checklist for Payment Gateways

For Private Limited/Public Limited/LLP:

- Proof for Business ID- Certificate of Incorporation
- Proof of Business Existence- Company PAN
- Proof of Business working- Current account statement for three months or whichever amount of time from the activation of the account.
- Proof of Identity of Business Owners and Authorized Signatory: Government approved Authorized Signatory identity proof (Like Aadhar card/Voter Card/DL/Passport etc.)

For Sole Proprietorship:

- Proof for Business ID- Any one of these -Sales Tax Registration OR VAT Registration OR Shops and Establishments Certificate OR Trade License, TIN.
- Proof of Business working- Current account statement for three months or whichever amount of time from the activation of the account.
- Proof of Identity of Business Owners-Income Tax Registration (PAN Card).
- Proof of address of Business Owners-Government approved Identity and address Proof of Proprietor (Like personal Aadhar card/Voter Card/DL/Passport.)

For Partnership:

- Proof of Business Identity- Any one of these Sales Tax Registration OR VAT /TIN Registration OR Shops and Establishments Certificate OR Trade License.
- Proof of Business Existence- Company PAN
- Proof of Business working- Current account statement for three months or whichever amount of time from the activation of the account.
- Proof of Identity of Business Owners and Authorized Signatory: Government approved Authorized Signatory identity proof (Like Aadhar card/Voter Card/DL/Passport etc.)

For Societies:

- Certificate of Registration, if registered.
- Notarized copy of the entire trust deed.
- 3 months bank account statements (Societies usually have a Savings Bank account, the statements should have society name, account number, address, ifsc. If statements do not have the above details, attach a cancelled cheque along with the statements.)
- PAN Card of the Authorized Signatory.
- PAN Card of the Society.
- Authorized Signatory Address Proof - Both sides of Aadhaar Card/ Passport)

NGO / Non-Profit

- Biz Reg Prf: Trust Reg Cert/Notarized copy of the Trust Deed.
- Biz PAN: PAN Card in the name of registered NGO.

- 3 months bank account statements in the name of registered business.
- Both sides of Passport/Aadhaar/Election Id Card/DL of the Authorized Signatory.
- Form 80G (Issued by the Income Tax Dept)
- FCRA registration certificate (If accepting foreign donations)

School/College

- Trust Registration Certificate(if the university is operated under a Trust)
- Affiliation certificate will work
- PAN Card of the university
- Cancelled Cheque
- address proof of authorised signatory of the university
- PAN of authorised signatory