

List of Officially Valid Documents (OVD) acceptable as identity and address proof is given below:

OVDs	ID Proof	Address Proof
Valid Passport	Yes	Yes
Valid Driving License	Yes	Yes
PAN card	Yes	No
Proof of Possession of Aadhaar card	Yes	Yes
Voters identity card	Yes	Yes
The letter issued by the National Population Register containing details of name, address, etc.	Yes	Yes
Job card issued by NREGA duly signed by an officer of the State Government	Yes	Yes
Any other document as notified by the Central Government in consultation with the Regulator	Yes	Yes

List of documents to be submitted by individual and non-individual customers:

I. Individuals:

A	Any one OVD and
B	Permanent Account Number (PAN)/ Form no. 60 or equivalent e-document as defined in Income Tax Rules, 1962; and
C	Such other documents including in respect of nature of business and financial position or the equivalent e-documents
D	Recent coloured photograph

II. Non-individuals:

Particulars	Identity Proof and address proof
Insurance contracts with Company registered with ROC	Certified copies of: <ol style="list-style-type: none"> Certificate of Incorporation Memorandum and Articles of Association PAN of the company Resolution from Board of Directors and power of attorney granted to its manager/officers/employees to transact on its behalf. Any one OVD, PAN/Form 60, Recent coloured Photograph of the managers, officers or employees, as the case may be, holding an attorney to transact on the company's behalf. (OVD's, PAN/Form60 and

	recent coloured photograph required of authorised signatory or equivalent e-documents to the extent available)
Insurance contracts with Partnership Firm	<p>Certified copies of:</p> <ol style="list-style-type: none"> a. Registration Certificate b. Partnership Deed c. PAN of the partnership firm d. Any one OVD, PAN/Form 60, Recent coloured Photograph of the person holding an attorney to transact on its behalf. (OVD's, PAN/Form60 and recent coloured photograph required of authorised signatory or equivalent e-documents to the extent available)
Insurance contracts with Trust	<p>Certified copies of:</p> <ol style="list-style-type: none"> a. Registration Certificate b. Trust Deed c. PAN/Form 60 of the trust d. Any one OVD, PAN/Form 60, Recent coloured Photograph of the person holding an attorney to transact on its behalf. (OVD's, PAN/Form60 and recent coloured photograph required of authorised signatory or equivalent e-documents to the extent available)
Insurance contracts with Unincorporated associate or a body of individuals	<p>Certified copies of:</p> <ol style="list-style-type: none"> a. Resolution of the managing body b. PAN/Form 60 of the unincorporated association or a body of individuals c. Power of attorney granted to him to transact on its behalf. d. Any one OVD for ID and Address Proof, PAN/Form 60, Recent coloured Photograph of the person holding an attorney to transact on its behalf. (OVD's, PAN/Form 60 and recent coloured photograph required of authorised signatory or equivalent e-documents to the extent available) e. Such information as may be required to collectively establish the existence of such association or body of individuals.