
Sign-up

Required Documents

Please send the following documents on the basis of your company type to signup@apnapay.in

1. INDIVIDUAL/ SOLE PROPRIETORSHIP

- ✓ PAN Card
- ✓ Aadhaar Card/ Passport/ Voter's ID Card/ Driving License (any one)
- ✓ Cancelled Cheque
- ✓ Bank Statement
- ✓ Board Resolution signed by Authorised official
- ✓ One passport size photo
- ✓ MSA Form filled & signed
- ✓ Primary Contact number
- ✓ Email ID

2. PROPRIETORSHIP

- ✓ Business PAN Card
- ✓ PAN Card of proprietor
- ✓ Aadhaar Card/ Passport/ Voter's ID Card/ Driving License (any one)
- ✓ Cancelled Cheque of proprietor's current A/C
- ✓ Bank Statement
- ✓ One passport size photo
- ✓ MSA Form filled & signed
- ✓ Primary Contact number
- ✓ Email ID
- ✓ Board Resolution signed by Authorised official
- ✓ GST Certificate
(if not GST Certificate, provide Shop & Establishment Certificate/ Landline Telephone Bill)

3. PARTNERSHIP FIRM

- ✓ Business PAN Card
- ✓ Individual PAN Card (any two partners)
- ✓ Aadhaar Card/ Passport/ Voter's ID Card/ Driving License (any one of any two partners)
- ✓ Cancelled Cheque of current A/C
- ✓ Bank Statement
- ✓ One passport size photo (any two partners)
- ✓ MSA Form filled & signed
- ✓ Primary Contact number

- ✓ Email ID
- ✓ GST Certificate
(if not GST Certificate, provide Shop & Establishment Certificate/ Landline Telephone Bill)
- ✓ Board Resolution signed by Authorised official
- ✓ Partnership Deed & Registration Certificate

4. PRIVATE LIMITED COMPANY

- ✓ Company PAN Card
- ✓ Individual PAN Card (any two directors)
- ✓ Aadhaar Card/ Passport/ Voter's ID Card/ Driving License (any one of any two directors)
- ✓ Cancelled Cheque of current A/C
- ✓ Bank Statement
- ✓ One passport size photo of each director (1 each)
- ✓ Certificate of Incorporation
- ✓ MOA & AOA
- ✓ List of Directors and copy of Form 32
- ✓ Board Resolution signed by Authorised official
- ✓ GST Certificate
(if not GST Certificate, provide Shop & Establishment Certificate/ Landline Telephone Bill)
- ✓ Primary Contact number
- ✓ Email ID
- ✓ MSA Form filled & signed

5. TRUSTS/ FOUNDATIONS

- ✓ PAN Card
- ✓ Individual PAN Card (any two trustees)
- ✓ Aadhaar Card/ Passport/ Voter's ID Card/ Driving License (any one of any two trustees)
- ✓ Cancelled Cheque of current A/C
- ✓ Bank Statement
- ✓ PAN Card of Trustees
- ✓ Passport size photo of each trustee (1 each)
- ✓ Certificate of Registration
- ✓ Certificate of Incorporation
- ✓ MOA & AOA
- ✓ Trust / Foundation Agreement
- ✓ List of Trustees & Addresses
- ✓ Board Resolution signed by Authorised official
- ✓ Legal business address proof
- ✓ Primary Contact number
- ✓ Email ID
- ✓ MSA Form filled & signed

In case of any confusion, call us on +91-120-4568926