

AMEX Document Checklist

Mandatory Documents.



- Passport Size Photograph
- Business Card or Letter Head
- Partner Bank charge slip

Business License / Registration copy - (Any 1 of the following & 2 for sole Proprietorship & HUF) 1.0

- | | |
|---|--|
| <input type="checkbox"/> Central / State Sales Tax registration | <input type="checkbox"/> Municipal Corporation registration |
| <input type="checkbox"/> Certificate / license Issued by the Municipal authorities under Shops and Establishment Act. | <input type="checkbox"/> Certified IT Return/ Certified Advance Tax Challan / Certified Professional Tax return |
| <input type="checkbox"/> Application form for a Govt. License acknowledged by the authority containing merchant name and address and a Receipt of payment to authority. | <input type="checkbox"/> Documents showing relationship with any other acquirer of more than 12 months. Confirmed by the following two documents - one statement of greater than 12 months and other not earlier than the previous two months at the time of enrollment. |
| <input type="checkbox"/> For new establishment where CST / ST number is not available, 'applied for' documents will be acceptable. | |

For Sole Proprietorship and HUF (second entity proof can be from 1 of the following) - 1.1

- | | |
|--|--|
| <input type="checkbox"/> Letter from existing banker (scheduled commercial bank) verifying name, address & signature on bank's letterhead. | <input type="checkbox"/> Latest bank statement (with in 3-6 month) / bank transaction payment advice. |
| <input type="checkbox"/> Importer Exporter Code (IEC) Issued to the Proprietor concern by the office of DGFT | <input type="checkbox"/> The Complete Income Tax return in the name of the sole proprietor reflecting firm's Income (not just the acknowledgement) |
| <input type="checkbox"/> Utility Bill having name and address of the entity - latest with in 3 month | |
| <input type="checkbox"/> Business card or Letter head | |
| <input type="checkbox"/> Cancel CHEQUE Copy of Current account for NEFT - For all Entity / Merchant | |
| <input type="checkbox"/> Company PAN CARD - For all Entity | |

Public /Private Limited companies

- | | |
|--|---|
| <input type="checkbox"/> Any 1 Business License / Registration copy - 1.0 | <input type="checkbox"/> Certificate of incorporation and Memorandum & Articles of Association. |
| <input type="checkbox"/> Certified True Copy of the Resolutions passed by Board of Directors of the Company in its meeting authorizing the person to enter into any agreement on behalf of the Company. OR A certified True Copy of a specific resolution for signing up all documentation relating to opening of a merchant account with American Express Banking Corp. OR Certified Copy of a Power of Attorney granted to its managers, officers or employees to sign as authorised signatory for purposes of such agreement. (1st Page of Board Resolution format) | <input type="checkbox"/> Names of all members of Board of Directors of the Company. (2nd Page of Board Resolution format) |
| <input type="checkbox"/> A print from the website of Ministry of Corporate Affairs showing list of directors duly certified. | <input type="checkbox"/> FORM 32 for Joining and cessation of Director |

Partnership

- | | |
|---|---|
| <input type="checkbox"/> Any 1 Business License / Registration copy - 1.0 | <input type="checkbox"/> Registration certificate, if registered / Partnership deed with names of all the Partners. |
| <input type="checkbox"/> Copy of the Power of Attorney granted to a partner or an employee of the firm to transact business on its behalf if Partnership Deed does not specify the same. OR Partnership Authority Letter (In case Partnership deed does not authorise to execute on behalf of the firm) OR Certified Copy of a Power of Attorney granted to its managers, officers or employees to sign as authorised signatory for purposes of such agreement. | |

Sole Proprietorship

- | | |
|--|--|
| <input type="checkbox"/> Any two of the documents from Minimum Documents Required for Sourcing Merchants are required to be collected for address proof. | <input type="checkbox"/> Option 1 - Any TWO from 1.0 |
| <input type="checkbox"/> Option 2 - Any ONE - 1.0 & Any ONE - 1.1 | |

AMEX Document Checklist

Trust -Foundation & HUF

Trust -Foundation

- | | |
|---|---|
| <input type="checkbox"/> Any 1 Business License / Registration copy - 1.0 | <input type="checkbox"/> Certificate of registration, if registered. |
| <input type="checkbox"/> Power of Attorney granted to transact business on its behalf. | <input type="checkbox"/> Resolution of the managing body of the foundation/association. |
| <input type="checkbox"/> Any officially valid document to identify the trustees, settlers, beneficiaries and those holding Power of Attorney, founders/managers/ directors and their addresses. | <input type="checkbox"/> Address Proof of the Trust and Foundation. |
| <input type="checkbox"/> Photograph, Identification documents & Address Proof the authorized signatory. | |

Huf

- | | |
|---|--|
| <input type="checkbox"/> Declaration by the Karta of the HUF. | <input type="checkbox"/> All documents shall be signed by the "Karta" of the Business. |
| <input type="checkbox"/> Other requirement will remain same as per the Sole Proprietorship Merchants. | <input type="checkbox"/> Any two of the documents from Minimum Documents Required for Sourcing Merchants are required to be collected for address proof. |
| <input type="checkbox"/> Option 1 - Any Two from 1.0 | <input type="checkbox"/> Option 2 - Any One - 1.0 & Any One - 1.1 |

Identity & Address Proof Documents for Authorised Signer

Category A (Both ID and Address Proof) Obtain a copy of ANY ONE of the following:

- | | |
|---|--|
| <input type="checkbox"/> Passport copy | <input type="checkbox"/> Banker's verification ensure that Photo, Name, and current address details are issued by the bank |
| <input type="checkbox"/> Aadhar (UIDAI) | <input type="checkbox"/> Names of all members of Board of Directors of the Company. (2nd Page of Board Resolution format) |

Category B (Only ID Proof)-Separate Address Proof document required

- | | |
|---|--|
| <input type="checkbox"/> Photo credit card (separate proof of age is required) | <input type="checkbox"/> Any Government Issued Photo ID card (Having Name and DOB, else separate DOB proof required) |
| <input type="checkbox"/> PAN Card | |

Category C (Address Proof Document Only) Separate Proof of ID & Age Proof required

- | | |
|---|--|
| <input type="checkbox"/> Bank statement or Credit Card, or a statement issued by a Financial Institution or intermediary under the scope of Prevention of Money Laundering Act provided the account is live and the statement is not more than 3 months old | <input type="checkbox"/> Any two of the documents from Minimum Documents Required for Sourcing Merchants are required to be collected for address proof. |
| <input type="checkbox"/> Municipal tax/water bill less than 1 year old | <input type="checkbox"/> Income tax/wealth tax assessment order |
| <input type="checkbox"/> Any utility bill e.g. electricity bill/telephone bill/mobile telephone bill showing residential address (not more than 3 months old) | <input type="checkbox"/> Any document or communication issued by any authority of Central Government, State Government or local bodies showing residential address Registered Lease deed |