

Thank you for choosing CCAvenue, India's complete E-Commerce solutions provider.

Please find the below necessary documents for your perusal and execution along with instructions.

GUIDELINES FOR EXECUTION OF SUB MERCHANT AGREEMENT AND KYC:

- ([Click Here for sub Merchant Agreement](#)). PLEASE DO NOT CHANGE ACTUAL FORMAT OF THE AGREEMENT. The agreement can be franked for the value of Rs 600/- in any Co-Operative Bank OR separately attach Non-Judicial stamp paper for the value of Rs 600/- with the following content written on it.

"This Non-Judicial Stamp Paper forms an integral part of the Avenues India Pvt Ltd. Internet Gateway Merchant Legal Agreement executed by _____ (Firm name) on _____(date)"

- AVENUES INDIA PVT LTD will not be liable for any errors or omissions on the part of the Merchant details filled in the Agreement.
- Corrections should be made by cancelling and re-writing, and such corrections should be counter signed by the applicant.
- The signature of the Authorized signatory should be same on the PAN Card and the Agreement .

Please note: Each and every proof submitted to Avenues must be self attested.

1	Photo Proof (Signing Authority)	<ul style="list-style-type: none"> • Pan card copy • Passport Copy OR Driving License Copy OR Election card (Self attested required sign & company stamp on it) <p>Note:</p> <ul style="list-style-type: none"> • Photo, signature, name should be clear on the pan card. • Passport / Driving License should not be expired.
2	Office Address Proof	<ul style="list-style-type: none"> • Own Property - Electricity bill • Rent Property - Rent Agreement copy & Electricity bill • Bank Account : Statement OR Passbook
3	Additional Documents :	<ul style="list-style-type: none"> • Individual (No additional documents required) • Sole Proprietor • Partnership / LLP Firm • Public limited / Private Limited • Others (NGO / Government / Education / Society)
4	Cancelled Cheque	For the bank account into which you will be receiving payments.
5	Financial Proof	Current Account statements for last 12 months with Bank seal and Bank Logo. OR Audited Balance Sheet with P & L Account statements for last 2 years.

Company proof:

Sole Proprietor:

Any 1 documents:

- a Registration certificate (in the case of a registered concern)
- b Certificate/license issued by the Municipal authorities under Shop & Establishment Act
- c Sales and income tax returns
- d CST/VAT certificate
- e Certificate/registration document issued under GST/Professional Tax authorities.

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Note :

1. All products desired to be sold online should be mentioned in the Registration Certificate.
2. Case of registration proof in regional language, required regional language confirmation letter (or) the same in English on proprietorship letter head.

Partnership / LLP Firm:

- a Certificate of registration (for registered partnership firms only)
- b Copy of partnership deed
- c Copy of Pan Card of Partnership Firm
- d Board resolution applicable in case of LLP only (on letter head of LLP) a resolution passed in favor of authorized signatory. Note: Date should be in printed format & also the date should be less than 60 days. [Click Here for Board Resolution](#)

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Note :

1. Partnership deed should include all partners names and sharing details.
2. All products desired to be sold online should be mentioned in the partnership deed

Public limited / Private Limited:

- a Memorandum / Articles of Association and Certificate of Incorporation. (1st and Last 3 Pages)
- b List of Directors details from MCAWebsite.
- c Company Pan Card.
- d Board Resolution [Click Here for Board Resolution](#) / [Click Here for OPC Board Resolution](#)

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Note :

1. MOA/ AOA: All products desired to be sold online should be mentioned in the MOA/AOA. If not, amendment of MOA to be provided.
2. Board Resolution: Has to be signed by minimum two directors/ company secretary. Whomever names are mentioned in the Board Resolution, shall provide copy of their PAN Card.

Others (NGO / Government / Education / Society):

- a Memorandum of Understanding / Certificate of registration (for registered trust only) & Copy of Trust deed or Society Deed / Government Certificate.
- b List of trustees / member/ authorized signatory certified.
- c Copy of Pan card of Trust.
- d Trust Resolution [Click Here for Trust Resolution](#)


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Please note:


- International **MasterCard Payment Option** through it's Partnering Bank only if the website completely Live and activation of the same is subjected to Bank approval.
- **ICICI / HDFC Net banking** can be assigned only when website is completely live and on receipt of the approval from respective bank. This may take 3 to 5 working days.

**Best Regards,
Business Development Team (Compliance)**

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