

IEC application check-list

(RA's office would process IEC applications, as per the following check list):

Sl.No	Nature of check	Details of the check	YES	NO
1.	<u>Applicant entity's details</u> ↴	<u>Proprietorship Firm</u>		
	(i) Check applicant entity's details	Whether the <i>details of Proprietor (name), as filled in the application form, match with the name as in the copy of PAN uploaded</i> ?		
	(ii) Verify the uploaded PAN details	Whether the <i>details, as in the uploaded copy of PAN, match with the information available on the website of Income Tax Deptt</i> ?*		
	<u>Applicant entity's details</u> ↴	<u>Partnership firm</u>		
	(i) Check applicant entity's details	Whether the following <i>details, as filled in the application form, match with the details mentioned in the uploaded copy of PAN?</i>		
		a) <u>Name of the entity</u>		
		b) <u>Date of Incorporation</u>		
		c) <u>PAN</u>		
	(ii) Verify the uploaded PAN details	Whether the <i>details, as in the uploaded copy of PAN, match with the information available on the website of Income Tax Deptt</i> ?*		
	(iii) Cross-check Partners' PAN details	Whether the <i>Partner details, as filled in the application form, match with the details available on the website of Income Tax Deptt</i> ? *		
	<u>Applicant entity's details</u> ↴	<u>LLP/ Private/ Public/Govt. Undertaking / Section 25 Company</u>		
	(A) (i) Check applicant entity's details	Whether the following <i>details, as filled in the application form, match with the uploaded copy of PAN?</i>		
		a) <u>Applicant Entity's name</u>		
		b) <u>Date of Incorporation</u>		
		c) <u>Permanent Account Number</u>		
	(ii) Verify the uploaded PAN details	Whether the <i>details, as in the uploaded copy of PAN, match with the information available on the website of Income Tax Deptt</i> ? *		
	(B) (i) Verify DIN of Partner/ Director	Whether the <i>Partner/Director's details, as filled in the application form, match with the DIN on the Ministry of Corporate Affairs website</i> ?**		
	(ii) Cross check PAN details of Partner/ Director	Whether the <i>Partner/Director's PAN details, as filled in the application form, match with details available on the website of Income Tax Deptt?</i> *		
	(C) Verify Company details with LLPIN/CIN	Whether the <i>Registration Number, Date of Incorporation and Company Name, matches information on the website of Min. of Corporate Affairs?</i> ***		
	<u>Applicant entity's details</u> ↴	<u>Registered Society/Trust</u>		
	(i) Check applicant entity's	Whether the following <i>details, as filled in the application form, match with the uploaded copy of PAN</i> ?		

	details	a) <u>Applicant Entity's name</u>		
		b) <u>Date of Incorporation</u>		
		c) <u>Permanent Account Number</u>		
	(ii) Verify the uploaded PAN details	Whether the <i>details, as in the uploaded copy of PAN, match with the information available on the website of Income Tax Deptt ?*</i>		
	(iii) Cross-check PAN details of the applicant	Whether <i>applicant's name and PAN, as filled in the application form, matches the name and PAN available on the website of Income Tax Deptt?*</i>		
	<u>Applicant entity's details</u> <input type="checkbox"/>	<u>HUF Firm</u>		
	(i) Check applicant entity's detail	Whether the following <i>details filled in the application, match with details available on the website of Income Tax Deptt ?*</i>		
		a) <u>Applicant/ Entity's name</u>		
		b) <u>Date of Birth/Incorporation</u>		
		c) <u>Permanent Account Number</u>		
	ii) Verify the uploaded PAN details	Whether the <i>details, as in the uploaded copy of PAN, match with the information available on the website of Income Tax Deptt ?*:</i>		
	iii) Cross-check name of the applicant	Whether <i>Managing Trustee's/ Karta's name and PAN, as filled in the application form, matches name and PAN available on the website of Income Tax Deptt?*</i>		
2.	Check Bank details of the applicant entity	Whether the following <i>details, as filled by the applicant entity, match with the uploaded cancelled cheque bearing entity's pre-printed name?</i>		
		<u>Name of the Account Holder</u>		
		<u>Account number</u>		
		<u>Bank's name</u>		
		<u>Bank Branch</u>		
		<u>IFS code of the Bank</u>		
3.	Other Remarks, if any			

* PAN details of the applicant/entity /partner should be verified from the website of Income Tax Department by clicking on "Know your PAN" by filling in Date of Birth/Date of Incorporation and name of the applicant/entity /partner (<https://incometaxindiaefiling.gov.in/e-Filing/Services/KnowYourPanLink.html>)

**Partner/Director details, should be verified from Ministry of Corporate Affairs website by clicking on "View Company Master Data" and accessing the "Verify DIN-Pan Details of the Director" by entering DIN as indicated in the application. (http://www.mca.gov.in/MCA21/Master_data.html)

*** CIN; Company Name; Registration Number/Date of Incorporation should be verified from Ministry of Corporate Affairs Website by clicking on "View Company Master Data" and entering LLPIN/CIN as indicated in the application (http://www.mca.gov.in/MCA21/Master_data.html)

i) Application forms with all "Yes" ticked would lead to an e-IEC being generated and emailed to the applicant. Applicant would also be informed of successful generation of IEC on his account through system-generated sms.

ii) Applicant cant print his e-IEC.

iii) Application forms with one or more “No” ticked would lead to rejection of the application and a rejection letter (with reasons) would be emailed to the applicant.

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