

**Kunal Jain & Associates**  
(Chartered Accountant)

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**CHECK LIST FOR SALARIED PERSON**

<b>Sr. No</b>	<b>Particulars</b>
1	Pan Card
2	Id Proof(Voters Card, Driving License, )
3	Residential Proof (Light Bill, Telephone Bill)
4	Job Appointment Letter
5	Three Latest Salary Slip
6	Latest Six Month Bank Statement
7	Company Id Card
8	All Running Loan Welcome Letters
9	Official E-Mail Id
10	Office Land Line Numbers