

KYC AND SUPPORTING DOCUMENTS

Instructions for applicants: Select the bidder category that applies to you and upload (i) the documents listed for that category and (ii) the common auction documents below. The applicant is the person or entity in whose name the plot or shop is to be allotted. The person using the Digital Signature Certificate (DSC) must be the applicant or an authorised signatory of the applicant.

Bidder category	KYC and supporting documents to upload	Applicability
Individual / Sole Proprietor	Individual: own PAN and Aadhaar or another valid photo identity proof. Sole proprietor: proprietor's PAN and identity proof; name of proprietorship and its supporting registration, GSTIN or Udyam proof, where available/applicable. For both: current address proof, photograph, own/firm bank-account proof (cancelled cheque or bank statement), and signed declaration. If anyone else operates the DSC, provide written authorisation and that person's photo ID.	Required if applying as an individual or sole proprietor
Partnership Firm	Firm PAN; partnership deed; registration certificate; list of partners; identity/PAN details of partners as required; authorisation or power of attorney for the partner/person using the DSC; that person's PAN and photo ID; firm address proof; firm bank-account proof; GSTIN/Udyam, where applicable.	Required if applying as a partnership firm
Limited Liability Partnership (LLP)	LLP PAN and LLPIN; certificate of incorporation and LLP agreement; list of designated partners; resolution/authorisation identifying the person who will apply and use the DSC; that person's PAN and photo ID; registered-office address proof; LLP bank-account proof; GSTIN/Udyam, where applicable.	Required if applying as an LLP
Company	Company PAN and CIN; certificate of incorporation; Memorandum and Articles of Association; Board resolution authorising the application, bidding, payments and signing/execution, naming the person using the DSC; that person's PAN and photo ID; list of directors and promoter shareholding; registered-office proof; company bank-account proof; GSTIN/Udyam, where applicable.	Required if applying as a company

AUCTION SPECIFIC DOCUMENTS TO BE UPLOADED BY ALL BIDDERS

- Self-attested, clear and readable scanned copies of all applicable KYC documents. The authorised signatory must sign documents for a firm, LLP or company.
- Proof of payment of the prescribed Earnest Money Deposit (EMD) for each plot or shop applied for: NEFT/RTGS receipt or transaction slip showing the UTR/reference number, amount, payment date, Auction ID and property/lot number.
- Proof of participation fee payment, where prescribed in the Notice Inviting e-Auction (NIA).
- Completed and signed Bidder Declaration-cum-Undertaking (Section 4 of the main e-Auction document).
- Completed Brief Project / Commercial Activity Profile (Annexure II of the main e-Auction document), as applicable to the property.
- Valid mobile number and email address matching the NIC portal registration, plus bidder bank account details and cancelled cheque/bank proof for any EMD refund.
- Existing HPSIDC allottee NOC by HPSIDC Baddi.
- Any other affidavit, eligibility certificate or document expressly required in the NIA or on the NIC portal. Solvency certificate / additional EMD is required only if expressly specified for this auction.

DESIGNATED BANK ACCOUNT FOR AUCTION PAYMENTS

Account holder	Himachal Pradesh State Industrial Development Corporation Limited
Bank and branch	UCO Bank, HPMIDC Shimla
Account number	15550200010741
IFSC	UCBA0001555
Payment reference	Auction ID + Property/Lot No. + Bidder Name + UTR

Important: Enter all details in the name of the actual bidder. For a firm, LLP or company, do not apply in the personal name of its representative. DSC use and authorization must match the uploaded documents. Applicants should verify the approved NIA and NIC portal requirements before final submission.

The above-mentioned annexures form part of the e-Auction document available on the HPSIDC website, www.hpsidc.org, under the e-Auction section.