

Document Readiness Checklist

Prepare these before you begin your business registration

Having these documents ready before you start means registration takes under 10 minutes. Mismatches between your documents and your registration form are the most common reason applications are paused or returned for revision.

REQUIRED DOCUMENTS

☐ 1. Government-Issued ID

- A valid passport, national identity card, or driver's licence
- Must clearly show: full legal name, date of birth, country of residence, and photograph
- The name on your ID must match the name you enter on the registration form exactly

☐ 2. Business Certificate

- An official business registration document issued by a government or regulatory authority
- Must show your registered business name and registration number
- Must be current and unexpired at the time of submission
- The business name on your certificate must match the name you enter during registration exactly

BEFORE YOU SUBMIT

- ☐ Both documents are legible, clear, and not cropped
- ☐ Both documents are in colour where the original is in colour
- ☐ File format is PDF, JPG, or PNG
- ☐ Each file is under 10 MB
- ☐ The name on your ID matches your registration form exactly
- ☐ Your Business Certificate name matches your business name on the form exactly
- ☐ Your Business Certificate is current and not expired

Not sure which Business Certificate applies to your country?

See the full guide and country-specific document list on Assist:

[Recruiters: Prepare Your Documents Before You Register on ApplyBoard](#)