

Documents required for international remittance compliance

SI No.	Documents	Discription
1	Form 10(F)	Furnishing basic details like Firm's name, Address, Nationality, etc. alongside declaring the holding of residential certificate in the specific country.
2	No Permanent Establishment Declaration	This is a declaration from your firm confirming that the firm has no established entity in India. Kindly share with us the details on the letterhead of your firm confirming the same. However, if such an entity exists, kindly mention all the required details of the firm/s in that document. This process exists to comply with the taxation standards of India.
3	Complete bank remittance information	You can please type that out on a self-created form or send in a bank statement. This must include Bank Account Number, SWIFT Code, Account holder's name and other necessary details complying with the necessities for remittances.
4	Tax residency certificate	Country specific tax residency certificate. A fresh copy is required subject to expiry
5	WeWork India Vendor Form	This form contains vital fields including official name of the firm, DBA name (If it exists), bank details, etc. This is essential for accounting the invoice in WeWork's payout system
6	Fee Confirmation Letter	Confirming the entity to which WeWork India is liable to pay that has been approved and attested by both the ends the amount in the fee confirmation letter. This letter contains specific T&Cs on which the fee will be paid.
7	Invoice	An official invoice with the base amount matching the exact value in the fee confirmation letter denominated in INR with dated within 2 months from the date of fee confirmation letter.