

LIST OF DOCUMENTS TO BE SUBMITTED

COMMON DOCUMENTS (To be submitted by all firms)	CHECKLIST
APPLICATION	<input type="checkbox"/>
PROOF OF ADDRESS (FOR ALL OFFICES/GODOWNS ETC)	<input type="checkbox"/>
PAN CARD COPY	<input type="checkbox"/>
VAT REGN COPY	<input type="checkbox"/>
CST REGN COPY	<input type="checkbox"/>
MUNICIPAL REGN COPY (UNDER SHOPS & EST ACT)	<input type="checkbox"/>
GJEPC/FIEO REGN COPY, IF ANY	<input type="checkbox"/>
IMPORTER-EXPORTER CODE COPY, IF ANY	<input type="checkbox"/>
CANCELLED CHEQUE LEAVES OF ALL BANKS	<input type="checkbox"/>
LAST AUDITED FINANCIAL STATEMENT	<input type="checkbox"/>
FORWARDING LETTER	<input type="checkbox"/>

ADDITIONAL DOCUMENTS (To be submitted as applicable for a firm)

PROPRIETORSHIP FIRM	CHECKLIST
PAN CARD COPY OF PROPRIETOR	<input type="checkbox"/>
PASSPORT/VOTER I-CARD COPY OF PROPRIETOR	<input type="checkbox"/>
PROOF OF ADDRESS OF PROPRIETOR	<input type="checkbox"/>
DETAILS OF SOLE PROPRIETOR (ANNEXURE- A)	<input type="checkbox"/>
DECLARATION OF SOLE PROPRIETOR (ANNEXURE-B)	<input type="checkbox"/>

HUF FIRMS	CHECKLIST
PAN CARD COPY OF KARTA	<input type="checkbox"/>
PASSPORT/VOTER I-CARD COPY OF KARTA	<input type="checkbox"/>
PROOF OF ADDRESS OF KARTA	<input type="checkbox"/>
DETAILS OF KARTA (ANNEXURE-C)	<input type="checkbox"/>
DECLARATION OF KARTA (ANNEXURE-D)	<input type="checkbox"/>

PARTNERSHIP FIRMS	CHECKLIST
PARTNERSHIP DEED COPY	<input type="checkbox"/>
PARTNERSHIP REGN CERTIFICATE COPY	<input type="checkbox"/>
DETAILS OF PARTNERS (ANNEXURE -E)	<input type="checkbox"/>
PARTNERSHIP LETTER (ANNEXURE- F)	<input type="checkbox"/>
LIST OF AUTHORISED SIGNATORIES (ANNEXURE-G)	<input type="checkbox"/>
PAN CARD COPIES OF ALL PARTNERS	<input type="checkbox"/>
PASSPORT/VOTER I-CARD COPIES OF ALL PARTNERS	<input type="checkbox"/>

CORPORATES	CHECKLIST
MEMORANDUM & ARTICLES OF ASSOCIATION	<input type="checkbox"/>
CERTIFICATE OF INCORPORATION	<input type="checkbox"/>
CERTIFICATE OF COMMENCEMENT OF BUSINESS(FOR PUBLIC LTD CO)	<input type="checkbox"/>
FORM 32	<input type="checkbox"/>
DETAILS OF DIRECTORS (ANNEXURE- H)	<input type="checkbox"/>
BOARD RESOLUTION (ANNEXURE- I)	<input type="checkbox"/>
LIST OF AUTHORISED SIGNATORIES (ANNEXURE- J)	<input type="checkbox"/>
PANCARD COPIES OF ALL DIRECTORS	<input type="checkbox"/>
PASSPORT/VOTER I-CARD COPIES OF ALL DIRECTORS	<input type="checkbox"/>
PROOF OF ADDRESSES OF ALL DIRECTORS	<input type="checkbox"/>

NOTE:

- (I) ALL DOCUMENTS SHOULD BE CLEARLY LEGIBLE
- (II) ALL DOCUMENTS TO BE COUNTERSIGNED BY AN AUTHORISED SIGNATORY WITH RUBBER STAMP
- (III) DOCUMENTS FOR PROOF OF ADDRESS ARE: ELECTRICITY BILL/WATER BILL/ TELEPHONE BILL (CURRENT WITHIN LAST 3 MONTHS)