



File Name: Required documents

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1. Basic documents required for ITR of an Individual

In case you are filing the ITR as an **individual**,

Firstly let us look at all the **general documents/details** that would be required to proceed with the task of filing the returns:-

- i. PAN Number
- ii. Aadhaar Number
- iii. All the bank account details of the assessee;
- iv. TDS certificates (Form 16, Form 16A, Form 26AS, etc.);
- v. Tax Payment Challans
- vi. Investment Proofs (Investments and deductions that can be claimed under section 80C, 80D, 80E, 80TTA, etc.)

ITR Filing Requirements for **Salaried People**

Depending on deductions, investments and more, salaried people have to acquire a different set of documents, such as:

- i. Form 16 from the employer
- ii. Overdue salary (if available) and filing Form 10E
- iii. The final statement in case of a job change
- iv. Foreign salary slips (if applicable) for an ordinary resident of India
- v. Foreign tax returns (if applicable) and filing Form 67
- vi. Rent receipts and agreement for those who wish to claim HRA Exemption
- vii. Travel bills (in case the employer doesn't consider them)
- viii. Details of the withdrawn PF (if available)

ITR Filing Documents Required for **Tax Saving Investments**

Irrespective of the type of investment that you have, there is a certain set of documents needed to File ITR against your tax-saving investments. The list includes:

- i. ELSS to claim up to Rs. 1.5 lakhs under Section 80C; or
- ii. Medical/Life Insurance (if available) to claim the exemptions or deductions;
- iii. Details of PPF and passbook; or
- iv. Repayment certificate for education or housing loan to claim deductions on your income; or
- v. Receipts of Senior Citizen Saving Scheme; or
- vi. Tax saving FD to claim up to Rs. 1.5 lakhs under section 80C; or
- vii. Receipts of donation along with your name, address, and PAN details; or
- viii. Receipts of additional investments;

Documents Required for Filing ITR for **Business** In case you are a businessman,

- i. you would require the following documents to file your Income Tax Return:
- ii. The Balance Sheet of the financial year Records of audit (if applicable)
- iii. Certificates of the tax deduction on the source (TDS)
- iv. Challan copy of income tax payment (advance tax, self-assessment tax)

Documents Required for File **Capital Gains** For the ones who have capital gains, ITR required documents are:

- i. Purchase or sale deed of the property, including stamp valuation;
- ii. Receipts of any improvements made;
- iii. Information of sale, purchase or improvement cost of other capital assets;
- iv. Expenses incurred on transfer of any capital asset (ex. Commission, brokerage, transfer fees, etc.);
- v. Demat account statement for the sale of securities.



2. Documents Required for GST Registration

Individual / Proprietorship

- i. PAN card of individual
- ii. ID proof and address proof of Individual
- iii. Passport size Photograph of applicant
- iv. Bank Details - Copy of cancelled cheque or first page of Pass Book or first page of recent bank statement
- v. Registered Office Documents- Copy of ELECTRICITY BILL/LANDLINE BILL, WATER BILL etc in the name of applicant
- vi. Registered Office Ownership Document- In case of rented premises RENT AGREEMENT is required otherwise NOC.
- vii. Any other license obtained from other department (PT, IEC, shop & establishment etc)
- viii. Firm's Name & List of goods or services in which dealings.

Partnership / LLP

- i. Partnership/LLP Pan card
- ii. List of goods or services in which dealings.
- iii. Incorporation Certificate of the company (COI)
- iv. Bank Details - Copy of cancelled cheque or first page of Pass Book or first page of recent bank statement
- v. Copy of resolution passed by Partners
- vi. Registered Office Documents- Copy of electricity bill/landline bill, water Bill in the name of company/LLP etc. or in case the premises is rented, Rent agreement is required.
- vii. PAN and ID proof of Partners
- viii. Passport size Photographs of Partners & AR
- ix. Any other license obtained from other department (PT, IEC, shop & establishment etc)
- x. Digital Signature of applicant partner/AR

Company

- i. Company's Pan card
- ii. List of goods or services in which dealings.
- iii. Incorporation Certificate of the company (COI)
- iv. Bank Details - Copy of cancelled cheque or first page of Pass Book or first page of recent bank statement
- v. Copy of resolution passed by Board of directors
- vi. Registered Office Documents- Copy of electricity bill/landline bill, water Bill in the name of company etc. or in case the premises is rented, Rent agreement is required.
- vii. PAN and ID proof of directors
- viii. Passport size Photographs of directors & AR
- ix. Any other license obtained from other department (PT, IEC, shop & establishment etc)
- x. Digital Signature of applicant director/AR

3. Documents Required for MSME Registration

For Individual / Proprietorship

- i. PAN card ID proof and address proof of Individual
- ii. Date of Commencement of Business
- iii. Name of Business
- iv. Bank Details - Copy of cancelled cheque or first page of Pass Book or first page of recent bank statement with latest transaction summary.
- v. Registered Office Documents- Copy of electricity bill/landline bill, water Bill etc in the name of applicant or in case the premises is rented, Rent Agreement.
- vi. List of goods or services in which dealings
- vii. Aadhar number should be linked with mobile number to get OTP

For the Company/ LLP

- i. PAN of Business Entity
- ii. Scanned copy of Notarised Rental Agreement in English
- iii. PAN of all the directors/Designated Partners
- iv. Date of Commencement of Business
- v. Date of Commencement of Business
- vi. Bank account proof i.e first page of company's current account statement
- vii. E-mail/ Mobile No.
- viii. Commodities and services in which dealing
- ix. Aadhar number should be linked with mobile number to get OTP
- x. MOA/ AOA (optional)
- xi. Proof of place of business
 - In case of rented/leased premise- copy of rent agreement and electricity bill in the name of owner
 - In case of owned premise- Electricity bill

4. Documents & Information Required for Shops & Establishment Act Registration

- i.** Name of the establishment(In case of Individual)
- ii.** Individual's or Firm's or Company's copy of PAN Card
- iii.** Individual's voter id or Aadhar card or passport copy
- iv.** Individual's or company's or firm's cancel cheque copy of current bank account
- v.** Copy of Rent Agreement or Electricity Bill Copy of the premise
- vi.** Number of employee
- vii.** Details of employee
- viii.** Authorization letter (In case of Company/ Partnership)
- ix.** Passport size photograph of applicant
- x.** Photo of the shop along with the owner



5. Documents Required for ISO Certificate

- i. **Proof that the business is registered. This can be done through**
 - Certificate of Incorporation
 - GST Certificate
 - MSME Certificate
- ii. A letterhead or visiting card of the business.
- iii. The details of an invoice that includes:
 - 2 Sale Invoice
 - 2 Purchase Invoice



6. Documents Required for Import Export Code

- i.** Individual's or Firm's or Company's copy of PAN Card
- ii.** Individual's voter id or Aadhar card or passport copy
- iii.** Individual's or company's or firm's cancel cheque copy of current bank account
- iv.** Copy of Rent Agreement or Electricity Bill Copy of the premise
- v.** Digital Signature of Class-2 of Authorised Representatives



7. Documents required for Form 15CA and 15CB

Details of Remitter

- i. Name of the Remitter
- ii. Address of the Remitter
- iii. PAN of the Remitter
- iv. Principal Place of Business of the Remitter
- v. E-Mail Address and Phone No. Of Remitter
- vi. Status of the Remitter (Firm/Company/Other)

Details of Remittee

- i. Name and Status of the Remittee
- ii. Address of the Remittee
- iii. Country of the Remittee (Country to Which Remittance Is Made)
- iv. Principal Place of the Business of the Remittee

Details of the Remittance

- i. Country to Which Remittance Is Made
- ii. Currency in Which Remittance Is Made
- iii. Amount of Remittance in Indian Currency
- iv. Proposed Date of Remittance
- v. Nature of Remittance as Per Agreement (Invoice Copy, If any)

Bank Details of the Remitter

- i. Name of Bank of the Remitter
- ii. Name of Branch of the Bank
- iii. BSR Code of the Bank

Others

- i. Father's Name of the Signing Person
- ii. Designation Of The Signing Person

8. Documents Required for Proprietorship Registration

- i. ID and Address Proof as Passport/Voter ID/Aadhar Card/Driving License Copy of the Proprietor.
- ii. One Business Place Address proof :-
 - If Property on Rented :- Need Rent Agreement and NOC from Landlord.
 - If Property is own :- Need Electricity Bills or any other Address Proof.

Note : Proprietor Business place and home place can be same.
- iii. PAN Card of the Sole Proprietor
- iv. Bank Account in the name of your Sole Proprietorship business (please contact your Bank for more details on how to open a bank account in the name of sole proprietorship)



9. Documents Required for Partnership Registration

- i. Form No. 1 (Application for registration under Partnership Act)
- ii. Original copy of Partnership Deed, signed by all partners
- iii. Affidavit declaring intention to become partner
- iv. Rental or lease agreement of the property/campus on which the business is set



10. Documents Required for OPC Registration

To be submitted by Director

- i. Scanned copy of PAN Card or Passport (Foreign Nationals & NRIs)
- ii. Scanned copy of Voter's ID/Passport/Driver's License
- iii. Scanned copy of Latest Bank Statement/Telephone or Mobile Bill/Electricity or Gas Bill
- iv. Scanned passport-sized photograph
- v. Specimen signature (blank document with signature)

For the Registered Office

- i. Scanned copy of Latest Bank Statement/Telephone or Mobile Bill/Electricity or Gas Bill
- ii. Scanned copy of Notarised Rental Agreement in English
- iii. Scanned copy of No-objection Certificate from property owner
- iv. Scanned copy of Sale Deed/Property Deed in English (in case of owned property)



11. Documents Required for LLP Registration

To be submitted by Partners

- i. Scanned copy of PAN Card or Passport (Foreign Nationals & NRIs)
- ii. Scanned copy of Voter's ID/Passport/Driver's License
- iii. Scanned copy of Latest Bank Statement/Telephone or Mobile Bill/Electricity or Gas Bill
- iv. Scanned passport-sized photograph
- v. Specimen signature (blank document with signature [partners only])

For the Registered Office

- i. Scanned copy of Latest Bank Statement/Telephone or Mobile Bill/Electricity or Gas Bill
- ii. Scanned copy of Notarised Rental Agreement in English
- iii. Scanned copy of No-objection Certificate from property owner
- iv. Scanned copy of Sale Deed/Property Deed in English (in case of owned property)



12. Documents Required for Company Registration

To be submitted by Directors & Shareholders

- i. Scanned copy of PAN Card or Passport (Foreign Nationals & NRIs)
- ii. Scanned copy of Voter's ID/Passport/Driver's License
- iii. Scanned copy of Latest Bank Statement/Telephone or Mobile Bill/Electricity or Gas Bill
- iv. Scanned passport-sized photograph
- v. Specimen signature (blank document with signature [directors only])

For the Registered Office

- i. Scanned copy of Latest Bank Statement/Telephone or Mobile Bill/Electricity or Gas Bill
- ii. Scanned copy of Notarised Rental Agreement in English
- iii. Scanned copy of No-objection Certificate from property owner
- iv. Scanned copy of Sale Deed/Property Deed in English (in case of owned property)



13. Documents Required for Public Limited Company Registration

To be submitted by Director & Shareholders

- i. PAN Card
- ii. Identity Proof (Election ID / Aadhar Card / Passport / Driving License)
- iii. Passport Photo
- iv. DSC Form Download Format
- v. Address Proof (Bank Statement / Mobile Bill / Telephone)

For the Registered Office

- i. PAN Card
- ii. Identity Proof (Election ID / Aadhar Card / Passport / Driving License)
- iii. Passport Photo
- iv. DSC Form Download Format
- v. Address Proof (Bank Statement / Mobile Bill / Telephone)



14. Documents Required for Nidhi Company Registration

To be submitted by all Directors

- i. Self-attested copy of PAN Card
- ii. Self-attested copy of Driver's License/ Voter ID/ Aadhaar Card/Passport
- iii. Self-attested copy of Bank Statement/ Telephone Bill/Mobile Bill/ Electricity Bill
- iv. Passport-size Photograph
- v. Specimen Signature Certificate



15. Documents Required for Section 8 Company Registration

- i. ID proof for members
- ii. Address Proof
- iii. Passport size Photographs
- iv. Copy of Rent agreement (If rented property)
- v. Electricity/ Water bill (Business Place)
- vi. Copy of Property papers (If owned property)
- vii. Landlord NOC
- viii. Director's Directorship details (in other Companies/LLPs, if any)



16. Documents required for Trademark Registration

Individuals & Sole Proprietorship

- i. Copy of the logo, preferably in black & white (Optional). In case the logo is not provided, the trademark application can be filed for the word.
- ii. Signed Form-48. Form-48 is an authorization from the applicant to a Trademark Attorney for filing the trademark application on his/her behalf.
- iii. Identity Proof of the individual or Proprietor.
- iv. Address Proof of the individual or Proprietor.



17. Documents Required or PF Registration

Based on the type of entity seeking PF registration, the list of documents required for PF registration would vary as under:

For Proprietorships

- i. Name of the applicant
- ii. Pan card of proprietor
- iii. Id proof of the proprietor like Driving license/Passport/Election Card
- iv. Address proof of proprietor.
- v. Address proof for the premises.
- vi. Complete details of the applicant with their residential address and telephone number

For Partnership Firms / LLP / Company

- i. Name of the partnership firm or LLP or Company
- ii. Certificate of Registration Firms in case of Partnership firm. Incorporation Certificate in case of LLP or Company.
- iii. Partnership deed in case of partnership firms or LLP.
- iv. Id proof of Partners –Pan card /Election Card / Passport/Driving license in case of Partnership Firm or LLP. ID proof of Directors in case of company.
- v. List of all partners with telephone number and address proof of all partners in case of Partnership Firm or LLP. List of all Directors with contact details in case of Company.

Society/Trust

- i. In case of Society, Trust etc, Registration of the organization needs to be done with concerned authority.
- ii. Certificate of incorporation of society/trust.
- iii. Moa and Bye Laws of society and trust.
- iv. Id proof of president and all members of society
- v. Complete details of president and all members with their complete address and telephone number.
- vi. Pan card of society/trust

Common Documents Required for All Entities

- i. First sale bill.
- ii. First purchase bill of raw material and machinery.
- iii. GST Registration Certificate, if registered under GST.
- iv. Name of the bankers, address of the bank.
- v. Record of a monthly strength of the number of employees.
- vi. Register of salary and wages, all vouchers, all balance sheets from day one to current date of provisional coverage.
- vii. Date of joining of employees, fathers name and date of birth.
- viii. Salary and PF Statement.
- ix. Cross cancelled cheque.

18. Documents Required for FSSAI Registration

FSSAI registration is mostly applicable for petty food retailers, and the procedure for obtaining FSSAI registration is very simple. The documents required for FSSAI registration are:

- i. Photo of Food Business Operator.
- ii. Document for Identity Proof like Ration Card, Voter ID Card, PAN Card, Driving License, Passport, Aadhar Card, Senior Citizen Card, Department Issued ID.
- iii. Supporting Documents (if any):- NOC by Municipality or Panchayat, Health NOC.



19. Documents Required for FSSAI State License

The following are the documents required for the FSSAI state license:

- i. Form-B duly completed and signed (in duplicate) by the proprietor, partner or the authorised signatory.
- ii. Blueprint or layout plan of the processing unit showing the dimensions in metres or square metres and operation-wise area allocation (mandatory for manufacturing and processing units only).
- iii. List of directors, partners, executive members of society or trust with full address and contact details (mandatory for companies only)
- iv. Name and list of equipment and machinery along with the number, installed capacity and horsepower used (mandatory for manufacturing and processing units only)
- v. Identity and address proof issued by Government authorities for proprietor, partner, director(s) or authorised signatory
- vi. List of food category desired to be manufactured. (In case of manufacturers)
- vii. Authority letter with name and address, the responsible person, nominated by the manufacturer along with alternative responsible person indicating the powers vested with them viz assisting the officers in inspections, collection of samples, packing & dispatch (for manufacturers or processors)
- viii. Analysis report (Chemical & Bacteriological) of water to be used as an ingredient in food from a recognized or public health laboratory to confirm the portability (mandatory only for manufacturing and processing units)
- ix. Proof of possession of premises. (sale deed, rent agreement or electricity bill, etc.)
- x. Partnership deed, affidavit of proprietorship or Memorandum and Articles of Association towards the constitution of the firm. (optional)
 - FSSAI Self-declaration for proprietorships
- xi. A copy of the certificate obtained under Coop – 1861 or Multi-State Coop Act – 2002 in case of cooperatives
- xii. NOC and copy of the license from the manufacturer (mandatory for relabellers and repackers only)
 - Declaration and undertaking by Food Business Operator
- xiii. Food Safety Management System Plan or certificate.
- xiv. Source of milk or procurement plan for milk including the location of milk collection centres (in case of Milk and Milk Products processing).
- xv. Sources of raw material for meat and meat processing plants.
- xvi. Pesticide residues report of water in case of units manufacturing packaged drinking water, packaged mineral water or carbonated water from a recognized public health laboratory.
- xvii. Recall plan wherever applicable.
- xviii. NOC from a municipality or local body.
- xix. Form IX: Nomination of persons by a company along with the board resolution
- xx. Certificate provided by the Ministry of Tourism.
- xxi. For transporters – Self-declaration of the number of vehicles.
- xxii. Declaration form – For Delhi or Himachal Pradesh.

20. Documents Required for IE Code Application

Proprietorship	<ul style="list-style-type: none"> i. Digital Photograph (3x3cms) of the Proprietor. ii. Copy of PAN card of the Proprietor. iii. Copy of Passport (first & last page)/Voter's I-Card/ Driving Licence/UID (Aadhar card) (any one of these). iv. Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity /telephone bill. v. Bank Certificate as per ANF 2A(I)/ Cancelled Cheque bearing preprinted name of applicant and A/C No.
Partnership firm	<ul style="list-style-type: none"> i. Digital Photograph (3x3cms) of the Managing Partner. ii. Copy of PAN card of the applicant entity. iii. Copy of Passport (first & last page)/Voter's I-Card /UID (Aadhar Card) /Driving Licence/PAN (any one of these) of the Managing Partner signing the application. iv. Copy of Partnership Deed. v. Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity /telephone bill. vi. Bank Certificate as per ANF 2A (I)/Cancelled Cheque bearing preprinted name of the applicant entity and A/C No.
LLP or Private Limited Company or Section 8 Company	<ul style="list-style-type: none"> i. Digital Photograph (3x3cms) of the Designated Partner/Director of the Company signing the application. ii. Copy of PAN card of the applicant entity. iii. Copy of Passport (first & last page)/Voter's I-Card /UID (Aadhar Card) /Driving Licence/ PAN (any one of these) of the Managing Partner/Director signing the application. iv. Certificate of incorporation as issued by the RoC v. Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity or telephone bill. vi. Bank Certificate as per ANF 2 A(I)/Cancelled Cheque bearing preprinted name of the company and A/C No.
Society or Trust	<ul style="list-style-type: none"> i. Digital Photograph (3x3cms) of the signatory applicant/Secretary or Chief Executive. ii. Copy of PAN card of the applicant entity. iii. Copy of Passport (first & last page)/Voter's I-Card /UID (Aadhar Card) /Driving Licence/ PAN (any one of these) of the Secretary or Chief Executive/ Managing Trustee signing the application. iv. Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity /telephone bill. v. Registration Certificate of the Society / Copy of the Trust Deed vi. Bank Certificate as per ANF 2A(I)/Cancelled Cheque bearing preprinted name of the Registered Society or Trust and A/C No.
HUF	<ul style="list-style-type: none"> i. Digital Photograph (3x3cms) of the Karta. ii. Copy of PAN card of the Karta. iii. Copy of Passport (first & last page)/Voter's I-Card/ UID (Aadhar card)/ Driving Licence (any one of these) of the Karta. iv. Sale deed in case business premise is self-owned or Rental/Lease Agreement, in case office is rented/ leased or latest electricity /telephone bill. v. Bank Certificate as per ANF 2A(I)/ Cancelled Cheque bearing preprinted name of applicant and A/C No.

21. Documents to be furnished along with Form 10A for registration u/s 12A

- i.** Self-certified copy of Trust Deed or Instrument, where the trust is created under an instrument.
- ii.** Self-certified copy of the document evidencing the creation of the trust, where the trust is created, otherwise than under an instrument.
- iii.** Self-certified copy of registration with Registrar of Companies (RoC) or Registrar of Firms and Societies or Registrar of Public Trusts.
- iv.** Self-certified copy of the documents evidencing adoption or modification of the objects, if any;
- v.** Where the trust has been in existence for during any year or years prior to the financial year in which the application for registration is made, self-certified copies of the annual accounts of the trust relating to such prior year or years (but not more than 3 years immediately preceding the year).
- vi.** Note on the activities of the trust or institution.
- vii.** Self-certified copy of the existing order granting registration under section 12A or section 12AA, if any.
- viii.** Self-certified copy of the order of rejection of an application for grant of registration under section 12A or section 12AA, if any.



22. Documents for Trust Deed registration with the Registrar under the Indian Trusts Act, 1882

- i.** Schedule (application for registration along with Court Fee INR 100 affixed to it)
- ii.** Trust Deed on stamp paper of the requisite value
- iii.** Consent Letter signed by all the trustees
- iv.** Affidavit/Declaration signed by the settlor (it is to be handed over on the day of the Hearing, with INR 10/- court stamp fee)
- v.** One passport size photo & ID proof copy of the three settlor
- vi.** One passport size photograph & ID proof copy of each of the two witnesses
- vii.** Electricity, Utility bill of the registered address
- viii.** No Objection Certificate (NOC) from the property's owner (trustor) that is proposed as the Registered Address for the Trust
- ix.** Signature of the three settlor on each page of the Trust Deed
- x.** During registration, two witnesses and the three settlor must be personally present. Also, they should carry their original identity proofs.



23. Documents required for the Society Registration in India

- i. **PAN Card** of all the members of the proposed society has to be submitted along with the application.
- ii. The **Residence Proof** of all the members of the society also has to be submitted. The following can be used as a valid residence proof:
 - Bank Statement
 - Aadhaar Card
 - Utility Bill
 - Driving License
 - Passport
- iii. **Memorandum of Association** has to be prepared which will contain the following clauses and information:
 - The work and the objectives of the society for which it is being established
 - The details of the members forming the society
 - It will contain the address of the registered office of the society
- iv. **Articles of Association** also have to be prepared which will contain the following information:
 - Rules and regulations by which the working of the society will be governed and the maintenance of day to day activities
 - It will contain the rules for taking the membership of the society
 - The details about the meetings of the society and the frequency with which they are going to be held also to be mentioned
 - Information about the Auditors
 - Forms of Arbitration in case of any dispute between the members of the society
 - Ways for the dissolution of the society will also be mentioned

Once the rules have been formed, they can be changed but the new set of rules will be signed by the President, Chairman, Vice President and the Secretary of the Society.
- v. A **covering letter** mentioning the objective or the purpose for which the society is being formed will be annexed to the beginning of the application. It will be signed by all the founding members of the society.
- vi. A copy of the **proof of address** where the registered office of the society will be located along with an NOC from the landlord if any has to be attached.
- vii. A **list of all the members** of the governing body has to be given along with their signatures.
- viii. A **declaration** has to be given by the president of the proposed society that he is willing and competent to hold the said post.

All the above documents have to be submitted to the Registrar of Societies along with the requisite fees in 2 copies. On receiving the application, the registrar will sign the first copy as acknowledgment and return it while keeping the second copy for approval. On proper vetting of the documents, the registrar will issue an Incorporation Certificate by allotting a registration number to it.

24. Documents required DSC

List of accepted documents - **Indian Individual**

IDENTITY PROOF (ANY ONE OF BELOW)	ADDRESS PROOF (ANY ONE OF BELOW)
<ul style="list-style-type: none"> • Passport • PAN Card of the Applicant • Driving Licence • Post Office ID Card • Bank Account Passbook containing the photograph and signed by an individual with attestation by the concerned Bank official • Photo ID card issued by the Ministry of Home Affairs of Centre/State Governments • Any Government issued photo ID card bearing the signatures of the individual 	<ul style="list-style-type: none"> • AADHAAR Card • Voter ID Card • Driving Licence (DL)/Registration Certificate (RC) • Water Bill (Not older than 3 Months). • Electricity Bill (Not older than 3 Months) • Latest Bank Statements signed by the bank (Not older than 3 Months) • Service Tax/VAT Tax/Sales Tax registration certificate • Property Tax/ Corporation/ Municipal Corporation Receipt

List of accepted documents - **Indian Organization**

DOCUMENT NAME	COMPAN Y	PARTNERSHI P	PROPRIETORSHIP	AOP/BOI	LLP	NGO/TRUST
Copy of Organizational PAN Card, If GST No. not provided	✓	✓		✓	✓	✓
Copy of Recent Bank Statement / Bank Certificate, If GST No. not provided	✓	✓	✓	✓	✓	✓
Copy of Incorporation, If GST No. not provided	✓			✓	✓	✓
Copy of Business Registration Certificate (S&E / etc)			✓			
Copy of Partnership deed containing list of Partners / Authorization Letter		✓				

Proof of Authorized Signatory (List of Directors / Board Resolution / Resolution)	✓			✓	✓	✓
Authorized Signatory ID Proof (Organizational ID Card / PAN Card / etc)	✓	✓	✓If applicant is not a proprietor)	✓	✓	✓
Copy of Applicant PAN Card	✓	✓	✓	✓	✓	✓

List of accepted documents - **Foreign Individual**

IDENTITY PROOF (ALL ARE MANDATORY)	ADDRESS PROOF (ALL ARE MANDATORY)
<ul style="list-style-type: none"> Attested copy of Applicant Passport Attested copy of VISA (If applicant is out of native country). Attested copy of Resident Permit 	<ul style="list-style-type: none"> Attested copy of Applicant Passport Attested copy of any other Government issued Address Proof

List of accepted documents - **Foreign Organization**

IDENTITY PROOF (ALL ARE MANDATORY)	ADDRESS PROOF (ALL ARE MANDATORY)
<ul style="list-style-type: none"> Attested copy of Applicant Passport Attested copy of VISA (If applicant is out of native country). Attested copy of Resident Permit certificate (If applicant is in India) 	<ul style="list-style-type: none"> Attested copy of Applicant Passport Attested copy of any other Government issued Address Proof

Foreign Attestation procedure

Authorization letter with company seal and signature

FOREIGN ATTESTATION PROCEDURE

- i. Embassy of Native Country (If applicant is out of native country)
- ii. Apostilized by Native Country, after Public Notary (if country is in Hague Convention)
- iii. Consularized by Native Country, after Public Notary (if country is not in Hague Convention)

25. Trade License

- i. Ration Card (Photo copy)
- ii. Aadhar Card (Photo copy)
- iii. Tax Challan (Photo copy)
- iv. Passport size Photo 2
- v. Photo of Shop and Firm 1
- vi. Affidavit (Photo copy)
- vii. Mobile No.
- viii. Online Registration (if any)
- ix. Gumasta licence (Photo copy)



26. Banks will generally demand the following documents for loan & Finance

- i.** Company Profile
- ii.** Management Profile
- iii.** Last Three Years' Audited Financial Statements
- iv.** Certificate of Incorporation of the Company
- v.** Copies of MOA & AOA
- vi.** Copy of Business Bank Statement
- vii.** Detail of Existing Loans from Other Banks
- viii.** Project Feasibility Report
- ix.** Project Cash Flow Report
- x.** Agreements Related to Project
- xi.** Pay-Back Plan and Income Sources
- xii.** Detail of Assets available for Collateral



27. Documents required for Project finance

Promoters

- i. PAN card/Voter ID/ Driving license/ Ration card/Passport
- ii. Copy Light/telephone bill of office/Residence of last month
- iii. Details of legal heirs with age, relationship, Occupation & Present address
- iv. Photo copies Income tax return of promoter along with personal balance for last 3 years
- v. Photo copies of immovable properties owned by promoter with four boundaries
- vi. Details regarding investment in shares & debenture/life insurance with supporting
- vii. Photo copies of FDR if any
- viii. Repayment schedule & track of various loan availed in past /Bank statements showing the repayment of various loan
- ix. installments(For last 6 months)
- x. Saving banks account statement for last 6 months & year of opening the account
- xi. Passport size photograph –one each

Sister/Family /Existing concern

- i. PAN card
- ii. ITR for last 3 years
- iii. Balance sheet & profit loss account since last 3 years duly audited by chartered account if required(Provisional Balance
- iv. &Profit and loss account for recent period if B/S is more then 6 months old)
- v. Name & address of bankers with account number
- vi. Repayment schedule & track of various loan availed in past / bank statement showing repayment of loan installment(for last12 Months)

Land

- i. For lease hold land : Allotment letter/ Lease deed/sale deed/Transfer letter
- ii. For converted land: sale deed ,Mutation entry in revenue record, Trace map of patwari ,conversion order /lease deed &
- iii. document regarding proper approach road at site
- iv. Free hold land: Patta/ sale deed with title of all chain documents for last 30 years.
- v. Registered rent deed in prescribed format in case of rented premises
- vi. Documentary proof regarding DLC rate and market rate of land in question
- vii. Site plan of land showing four boundaries and complete dimensions.

Building

- i. Approved Building map from competent authority

Plant & Machinery

- i. Original quotation of complete P&M from three different reputed suppliers with following details
Complete technical section which play major role in deciding cost of machine, Capacity of each machine, power requirement of each machine, Validity of quotation, Delivery period, Mode of supply, Nature of advance and TIN of supplier(From three different supplier for price comparison)
- ii. Catalogue & Price list of all the P&M from original manufacturer
- iii. Dealership certificate in case the supplier is authorized dealer of original manufacturer
- iv. Complete name and addresses of units to whom the proposed supplier has already supplied similar P&M in past.
- v. Performance certificate of similar P&M supplied by proposed supplier to other units from users(from any 2 users)

Partnership Concern

- i. Copy of partnership/ supplementary partnership deed as per prescribed Performa
- ii. Copy of firm registration certificate along with form E & entry U/S 60 of partnership act for change if any

Company cases

- i. Certificate of incorporation & Memorandum and Articles of Association of the Company
- ii. Prospects(in case of Public Ltd. company offering Share / Debenture to public)
- iii. Share holding pattern
- iv. Form No. 32 for incoming & outgoing directors, if any
- v. Certificate of commencement of business in case of public Ltd. Company
- vi. Search report regarding Registration/Modification and satisfaction of charge over company's fixed assets and details regarding present directors of the company.

Society/Trust

- i. Vidhan of the society/Trust (MOA)
- ii. Project
- iii. SSI/Renewed certificate/SIA certificate for medium scale units
- iv. NOC from Rajasthan state prevention & control of air/ water pollution board
- v. Plant layout chart