

## Registrations

### 1) VAT Registration

#### a) Company

- 1) Certified Copy of MOA and AOA along with registration certificate.
- 2) Certified Copy of Rent agreement along with KEB Bill of Business premises
- 3) Certified copy of PAN card of Company.
- 4) Bank Account details of the company
  - a) Name and address of the Branch
  - b) Account Number
  - c) Type of Account
- 5) List of Commodities Traded / Manufactured
- 6) Certified copy of Permanent Address Proof of all the Directors
- 7) Certified Copy of address of Proof of the Directors.
- 8) Certified Copy of PAN Card of all the Directors.
- 9) Certified Copy a). Pass port b). Voter ID card c). Aadhar Card d). In case of own house Tax paid receipt of all the Directors.
- 10) 4 PP Photographs of all the Directors.
- 11) Domicile Certificate of all Directors
- 12) Authorization Letter as format enclosed

#### b) Individual

- 1) Certified Copy of Rent agreement along with KEB Bill of Business premises

- 2) Certifies copy of PAN card of the Proprietor
- 3) Bank Account details of the Proprietor
  - a) Name and address of the Branch
  - b) Account Number
  - c) Type of Account
- 5) List of Commodities Traded / Manufactured
- 6] Certified copy of Permanent Address Proof of the Proprietor
- 7] Certified Copy of address of Proof of the Proprietor
- 9] Certified Copy a). Pass port b). Voter ID card c). Aadhar Card d).  
In case of own house Tax paid receipt the Proprietor
- 10] 4 PP Photographs of the Proprietor.
- 11) Domicile Certificate of the Proprietor
- 12) Authorization Letter as format enclosed

c) Firm

- 1) Partnership Deed.
- 2) Certified Copy of Rent agreement along with KEB Bill of Business premises
- 3) Certifies copy of PAN card of Firm.
- 4) Bank Account details of the Firm
  - a) Name and address of the Branch
  - b) Account Number
  - c) Type of Account
- 5) List of Commodities Traded / Manufactured

- 6] Certified copy of Permanent Address Proof of all the Partners
- 7] Certified Copy of address of Proof of the Partners.
- 8] Certified Copy of PAN Card of all the Partners.
- 9] Certified Copy a). Pass port b). Voter ID card c). Aadhar Card d). In case of own house Tax paid receipt of all the Partners.
- 10] 4 PP Photographs of all the Partners.
- 11) Domicile Certificate of all Partners
- 12) Authorization Letter as format enclosed

## **2) Firm Registration**

- a) Partnership Deed
- b) Identity proof of the Partners-Self Attested
- c) Address Proof of the Partners - Self Attested
- d) for Seal of the Firm
- e) Address Seal of the Firm

## **3) Company Incorporation**

PAN CARD OF THE PROMOTERS

ID PROOF- PASSPORT / ELECTION ID / ADHAAR CARD / DRIVING LICENSE

ADDRESS PROOF - GAS UTILITY BILL / TELEPHONE BILL / MOBILE BILL/ ELECTRICITY BILL / BANK PASSBOOK ATTESTED BY THE BANKER (LATESR BY 2 MONTHS)

PASSPORTSIZE PHOTO - 4 NOS

OFFCE ADDRESS PROOF : IF RENTED NOC FROM THE OWNER / OWNED BY THE DIRECTOR - NOC FORM THE DIRECTOR OF THE COMPANY AND ELECTRICTY BILL OF THE PREMISES.

#### **4) Shops & Establishment**

Firm

- a) Partnership Deed
- b) PAN of Firm
- c) Identity proof of the Partners-Self Attested
- d) Address Proof of the Partners - Self Attested
- e) PAN of all the Partners
- f) Business Premises Proof
- f) for Seal of the Firm
- g) Address Seal of the Firm

#### **Individual**

- a) PAN of the Proprietor
- c) Identity proof of the Proprietor
- d) Address Proof of the Proprietor
- f) for Seal of the Firm
- g) Address Seal of the Firm

Company

- a) Incorporation Certificate, MOA & AOA
- b) PAN of Company
- c) Identity proof of the Directors-Self Attested
- d) Address Proof of the Directors - Self Attested
- e) PAN of all the Directors
- f) Business Premises Proof
- f) for Seal of the Company
- g) Address Seal of the Company

#### **5) Import / Export Code**

### **Company**

#### a) Business Premises Proof

- If Rented - Copy of agreement - Self Attested.
- If Own - Copy of Latest Tax paid Receipt - Self Attested.

#### b) Certificate from the Banker of the applicant firm in the specified format

c) Photograph on the banker's certificate should be attested by the banker of the applicant.

#### d) PAN of the Company -Self Attested

#### e) Copy of MOA & AOA - to be signed in all the pages with company seal.

#### f) Self certified copy of Address Proof - Adhaar/ Passport / DL / Voter ID of Each Director

#### g) Self certified copy of Permanent Account Number (PAN) of all the Directors

#### h) Six (6) copies of passport size photographs of Each Director.

#### i) Declaration.

#### j) VAT Certificate self attested - if available

#### k) Letter Heads of the Company - 5 Nos.

#### l) Cancelled cheque of the Company

### **Firm**

#### a) Business Premises Proof

- If Rented - Copy of agreement - Self Attested.
- If Own - Copy of Latest Tax paid Receipt - Self Attested.

#### b) Certificate from the Banker of the applicant firm in the specified format

c) Photograph on the banker's certificate should be attested by the banker of the applicant.

#### d) PAN of the Firm -Self Attested

#### e) Copy of Partnership Deed

#### f) Self certified copy of Address Proof - Adhaar/ Passport / DL / Voter ID of Each Partners

- g) Self certified copy of Permanent Account Number (PAN) of all the Partners
- h) Six (6) copies of passport size photographs of Each Partners.
- i) Declaration.
- j) VAT Certificate self attested - if available
- k) Letter Heads of the Company - 5 Nos.
- l) Cancelled cheque of the Company

### **Individual**

- a) Business Premises Proof
  - If Rented - Copy of agreement - Self Attested.
  - If Own - Copy of Latest Tax paid Receipt - Self Attested.
- b) Certificate from the Banker of the applicant firm in the specified format
- c) Photograph on the banker's certificate should be attested by the banker of the applicant.
- d) PAN of the Proprietor -Self Attested
- e) Self certified copy of Address Proof - Adhaar/ Passport / DL / Voter ID of the Proprietor
- f) Six (6) copies of passport size photographs of the Proprietor
- i) Declaration.
- g) VAT Certificate self attested - if available
- h) Letter Heads of the Company - 5 Nos.
- i) Cancelled cheque of the Company

### **6) Service Tax**

#### **Firm**

- a) Partnership Deed
- b) PAN of Firm
- c) Identity proof of the Partners-Self Attested
- d) Address Proof of the Partners - Self Attested

- e) PAN of all the Partners
- f) Business Premises Proof
- f) for Seal of the Firm
- g) Address Seal of the Firm
- i) Cancelled Cheque of the firm

**Individual**

- a) PAN of the Proprietor
- c) Identity proof of the Proprietor
- d) Address Proof of the Proprietor
- f) for Seal of the Firm
- g) Address Seal of the Firm
- h)

**Company**

- a) Incorporation Certificate, MOA & AOA
- b) PAN of Company
- c) Identity proof of the Directors-Self Attested
- d) Address Proof of the Directors - Self Attested
- e) PAN of all the Directors
- f) Business Premises Proof
- f) for Seal of the Company
- g) Address Seal of the Company