



TRADEMARKS	COPYRIGHTS	INCOME TAX RETURNS	IMPORT EXPORT CODE	HALLMARKING
DIGITAL SIGNATURES	COMPANY	PARTNERSHIP FIRM	G.S.T. REGISTRATION	EPFO / ESI / MSME / NSIC
PROPERTY REGISTRATION	SALE & LEASE DEED	MUTATION	TRUST REGISTRATION	AGREEMENTS/CONTRACTS
F.S.S.A.I. REGISTRATION	e-STAMP PAPER	ISO CERTIFICATION	CRIMINAL MATTERS	DISPUTES SETTLEMENTS

Hello GLF Client(s),

## LIST OF DOCUMENTS

**Please Note: All Below Documents Should be Cleared Scanned and also should be Scanned from Original Only.  
And should not be scanned from Photocopy Documents.**

D-Code	Documents Name
MN001	Certificate of Entity :: Company or Partnership Registration.
MN002	PAN Card of Entity + PAN Card of ALL Directors / Partners / Proprietor.
MN003	MOA + AOA / Partnership Deed.
MN004	NOC from Owner of Registered Office of Entity on Rs. 20/- Stamp Paper Affidavit. + Address Proof of Registered Office of Entity in the name of Owner (Address Proof should be PDF Electricity Bill or PDF Mobile/Landline Bill or Water Bill + ID Proof of Owner (PAN Card or Passport or Driving License)  (Rent Deed Not Applicable) (NOC should not be older than 3 months).
MN005	JPG Passport Size Photo of ALL Directors / Partners / Proprietor.
MN006	Cancelled Cheque of Entity / Proprietor.
MN007	PDF File - One Month Bank Statement of Entity / Proprietor.
MN008	Aadhaar Card of ALL Directors / Partners / Proprietor.
MN009	Passport or Voter ID Card of All Directors / Partners / Proprietor.
MN010	Scanned Copy of GST Certificate (if available).
MN012	Scanned Copy of Import Export Code Certificate (if available). (In case of NSIC Registration)
MN014	Letter of Authorization From All Others Directors/Partners to Any One Director/Partner. (Not Applicable For Proprietor).
MN015	Scanned Copy of Machinery/Equipment Bill.
MN016	Scanned Copy of MSMe Certificate (In case of NSIC Registration)
MN017	Details of Number of Employee and Details of All Others Unit/Branch Office/Factory/Etc.

MN018	Scanned Copy of ITR of Entity of Last Three Years.
MN019	Scanned Copy of MOA & AOA (only in case of Company Entity). (In case of NSIC Registration)
MN020	Banker's Certificate. (In case of NSIC Registration)
MN021	CA's Audits Reports. (In case of NSIC Registration)
MN022	Scanned Copy of Last Five Invoice raised by Entity. (In case of NSIC Registration)

■ ***By Team of GARG LAW FIRM.***