



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
ISO-001	Certificate of Entity :: Company or Partnership Registration.
ISO-002	PAN Card of Entity + PAN Card of ALL Directors / Partners / Proprietor.
ISO-003	MOA + AOA / Partnership Deed.
ISO-004	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).
ISO-005	JPG Passport Size Photo of ALL Directors / Partners / Proprietor.
ISO-006	Cancelled Cheque of Entity.
ISO-007	PDF File - One Month Bank Statement of Entity.
ISO-008	Aadhaar Card of ALL Directors / Partners / Proprietor.
ISO-009	Passport or Voter ID Card of All Directors / Partners / Proprietor.
ISO-010	Scanned Copy of G. S. T. (Goods & Services Tax)
ISO-011	Scanned Copy of Any Certificate Issued By Local Authority.
ISO-012	Scanned Copy of Import Export Code Certificate (if available).
ISO-013	Photographs of Office / Factory / Showrooms & Products.(if available).
ISO-014	Letter of Authorization From All Others Directors/Partners to Any One Director/Partner. (Not Applicable For Proprietor).
ISO-015	Scanned Copy of Machinery/Equipment Bill. (if available)
ISO-016	Scanned Copy of MSMe Certificate (if available)

ISO-017	Details of Number of Employee and Details of All Others Unit/Branch Office/Faactory/Etc.
ISO-018	Scanned Copy of ITR of Entity of Last Three Years. (if available)
ISO-019	Scanned Copy of MOA & AOA (only in case of Company Entity).
ISO-020	Banker's Certificate. (if available)
ISO-021	CA's Audits Reports. (if available)
ISO-022	Scanned Copy of Last Five Invoice raised by Entity.

■ ***By Team of GARG LAW FIRM.***