

Documents to be submitted while filling FORM 'A'

- **IF The Proprietary Firm**

* **Mandatory Documents**

1. Upload Form A (Filled in form A with Sign.)
2. Hamipatra – AB
3. Pan Card
4. Upload Actual Photo of the Shop or Establishment with Name Board in Deonagri Script (Marathi) at the entrance duly displayed

* **Address Proof (ANY ONE) documents having address of the Establishment**

1. Telephone Bill
2. Electricity Bill
3. Rent Receipt
4. Registered/ Notarised Leave and Licence copy
5. Society Maintenance Reciept
6. Sale/Purchase Deed
7. Property Tax Bill/ Receipt
8. Any other authentic document showing proof of address

Other Documents

1. Aadhar Card
2. Copy of the Licence, Permit, Registration which is mandatory under any law form and authority before starting of the business.
3. Any other authentic document showing business proof

Documents to be submitted while filling FORM 'A'

- IF The Partnership Firm

*** Mandatory Documents**

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Other Documents

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3. Any other authentic document showing business proof

If the applicant is Partnership Firm

- *1.Copy of the Partnership Deed

Documents to be submitted while filling FORM 'A'

- IF The Company, Co-Operative Society or Trust or Autonomous Board

*** Mandatory Documents**

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Other Documents

1. Aadhar Card
2. Copy of the Licence, Permit, Registration which is mandatory under any law form and authority before starting of the business.
3. Any other authentic document showing business proof

If the applicant is a Company under Indian Company Act

- *1. Certificate of Incorporation
- *2. List of Directors with their residential address
3. Copy of Resolution – If the authorized representative duly authorized by a resolution to that effect who has applied for registration under Shops & Establishment Act.
4. Pan Card or Aadhar Card of the authorised Signatory for identity proof

In Case of Co-Operative Society or Trust or Autonomous Board

- *1. Copy of the establishment registered under the Society/Trust Act, before the Appropriate Authority.
- *2. List of Trustees/List of members of Co-Operate Society
3. Resolution of the society/trust/autonomous body authorising and of its member or officer to file application in Form 'A'
4. Pan Card or Aadhar Card of the Authorised Signatory for identity proof.