

**Documents to be submitted while filling FORM 'A'**  
**(All documents must be self attested by applicant )**

➤ **IF The Proprietary Firm / Partnership Firm / Company / Trust**

1. \*Actual photo of the establishment displaying the interior and the Name Board in Marathi language in Devnagri Script shall essentially be written in the beginning on the name board and the Font size of the letters in Marathi language shall not be smaller than the font size of the letters in any other language.
2. \*Signature of the Employer.  
(In .Bmp (24 bit bitmap and file Size 50 KB to 128 KB))
3. \*Passport Size Photo of Employer.  
(In .Bmp (24 bit bitmap and file Size 50 KB to 128 KB))
4. \*In case of business conducted in owned premises **ANY ONE** of the following Documents:-
  - i) Sale / Purchase Deed.
  - ii) Current property tax paid receipt / Bill.
  - iii) Current electricity bill.
  - iv) Current Society Maintenance receipt.
5. \*In case of business conducted in rental / leased premises **ANY ONE** of the following documents:-
  - i) Lease agreement.
  - ii) Leave and License agreement.
  - iii) In case where the possession is held by way of any other of the court or order of any competent authority, copy of such order **and**
  - iv) Any one document mentioned at **Sr. No. 4** with respect to the owner of the establishment whose premises is rented or leased.
6. \*Copy of the License, Registration which is mandatory under any other law from competent authority before starting of such business.
7. \*If the place of business is owned or leased or rented by any member of family or relative No objection letter from such member or relative.
8. \*If the place of business is situated in any flat / apartment or residential housing society No objection certificate from the residential society or any such authority responsible for its maintenance.
9. \*Prevention of Sexual harassment committee member list.
10. \*Consent letter from premises owner if applicable.
11. Aadhar Card of Employer.
12. Registration no. of Reserve Bank of India / Securities and Exchange Board of India / Insurance Regulatory and Development Authority etc. Or any such registration number which is mandatory before starting such business as banking / Share / Mutual Fund / Insurance / Finance lending institute etc.

**Additional Documents For: -**

➤ **IF The Establishment is Company**

1. \*Certificate of Incorporation.
2. \*List of Directors with their residential address on company letter head.

➤ **IF The Establishment is Partnership Firm**

1. \*Copy of the Partnership Deed / LLP Agreement.

➤ **IF The Establishment is Co – operative Society or Trust or Autonomous Board.**

1. \*Copy of the establishment registered under the Society / Trust Act, before the competent authority.
2. \*Government Resolution No.

**List of documents to be uploaded for intimation (Form 'F'):-**

1. \*Signature of the Employer.  
(In .Bmp (24 bit bitmap and file Size 50 KB to 128 KB))
2. \*Passport Size Photo of Employer.  
(In .Bmp (24 bit bitmap and file Size 50 KB to 128 KB))
3. Aadhar Card of Employer.
4. Previous Registration Certificate.

**List of documents to be uploaded for Notice of Change (Form 'I'):-**

1. \*Aadhar Card of Employer.
2. \*Signature of the Employer.  
(In .Bmp (24 bit bitmap and file Size 50 KB to 128 KB)).
3. \*Prevention of Sexual harassment committee member list.
4. \*Fresh Certificate of Incorporation (In Case of Limited Company).
5. Address Proof.
6. Actual photo of the establishment displaying the interior and the Name Board in Marathi language in Devnagri Script shall essentially be written in the beginning on the name board and the Font size of the letters in Marathi language shall not be smaller than the font size of the letters in any other language.
7. Consent letter from premises owner if applicable.

**Notice regarding closure of business (Form 'J') for establishments having 10 and above Employees**

1. \*Form J with Signature of the Employer.

**Notice regarding closure of business (Form 'K') for establishments having 0 to 9 Employees**

1. \*Form K with Signature of the Employer.