

Documents pertaining to proof of residence : (Any two of which at least one latest document required)

- a) Electricity Bill
- b) Telephone Bill (MTNL/BSNL)- Landline
- c) Society Maintenance Bill/Receipt
- d) Municipal Tax Bill/Receipt
- e) Aadhar UID Card
- f) Passport issued by GoI
- g) LIC Policy
- h) Agreement for sale (in case of newly shifted individuals)
- i) Leave/License Agreement duly registered (in exceptional cases)
- j) Valid Driving License (in force)

Documents pertaining to proof of identity :-

- a) Income tax PAN card
- b) Election ID issued by GoI
- c) Aadhar UID Card
- d) Passport issued by GoI
- e) LIC Policy with attested photo
- f) Bank pass book with attested photo
- g) Driving License issued by RTO
- h) Employee's ID card issued by Employer
- i) Family pension ID card
- j) ID card issued under PNRV or other employment guarantee programs of the Govt.
- k) Letter of identification issued by local Corporator/MLA/MP in exceptional cases

Documents pertaining to income disclosed for application purposes-

- a) Salary slip issued by employer
- b) Salary certificate given by employer in exceptional cases
- c) Bank pass book or account statement
- d) P/L & Balance Sheet showing income from business or profession with required schedules
- e) Statement of computation of income
- f) IT returns along with necessary certificates under relevant sections of IT Act as applicable
- g) Tax/VAT Audit report wherever necessary
- h) Self-declared / Statutory Authority issued Income Declaration Certificate in exceptional cases

Documents necessary for satisfactory conduct of business:-

Constitutional-

1. Duly registered Partnership Deed with registration receipt
2. Certificate of Registration of Partnership
3. Changes in holding on account of admission/retirement/death of partner/s
4. AoA & MoA of the company as filed with the concerned ROC along with Certificate of Incorporation
5. Individual DIN of the Directors in the company
6. ROC Form 32 showing changes in Directorship on account of retirement or infusion of fresh Director/s
7. Resolution to apply for membership and borrow from the bank in case of partnerships / companies
8. Resolution authorising the Partner/Director to carry on the formalities required for borrowing and execute requisite documents
9. Any other document/s required as per the merits of the case

Operational-

1. License under Shop & Establishment Act for commercial businesses
2. Factories license in case of manufacturing businesses
3. NOC to conduct business from Society wherein activity is carried out
4. MSME registration
5. Statutory registrations like Income Tax PAN, TAN, Sales Tax TIN for CST/VAT, Service Tax, Octroi /LBT, PF, PT, ESIC, etc., as applicable
6. MPCB license to conduct businesses
7. Certificate from Municipal Authority concerned relating to compliance of adequate safeguards adopted by nursing homes / hospitals
8. Dock license portraying permission to access waterways and push ships into the water
9. Drug License under No.20,21, etc., for conducting of pharma / drug business
10. Eating House License in case of Restaurants/Hotels
11. Permission to sale/exhibit/store FL in case of wine shops / permit rooms / bars
12. Registered Tripartite Lease Deed in case of Lease with MIDC/CIDCO, etc
13. Conductorship Agreement in case of third party business handling
14. Search from the concerned ROC in case of companies to judge prevailing exposure, if any
15. Any other document required for the satisfactory conducting of business