

## List of Requirements for New Registration

- **PAN**
  - a) For Individual, PAN of the Proprietor
  - b) For partnership business , PAN of the Firm name
  
- **Photos ( One copy for each Act )**
  - a) Proprietary Concern – Proprietor
  - b) Partnership Firm / LLP - All Partners
  - c) HUF - Karta
  - d) Company - Managing Director or the Authorised Person
  - e) Trust - Managing Trustee
  - f) Association of Person or Body of Individual – Members of Managing Committee
  - g) Local Body – CEO or his equivalent
  - h) Statutory Body – CEO or his equivalent
  - i) Others - Person in Charge
  
- **Mobile No ( For partnership, Mobile No of all the Partners)**
  
- **E-Mail ID**
  
- **Address proof for Principle place of business**
  - a) **Own premises** – Any document in support of the ownership of the premises like Latest Land Revenue Tax Paid Receipt or Electricity Bill copy
  - b) **Rented or Leased premises** – A copy of the valid Rent / Lease Agreement with any document in support of the ownership of the premises of the Lessor like Latest Tax Paid Receipt or Municipal Khata copy or Electricity Bill copy
  - c) **Premises obtained from others, other than by way of Lease or Rent** - A copy of the Consent Letter with any document in support of the ownership of the premises of the Consenter like Municipal Khata copy or Electricity Bill copy
  
- **Partnership Firm:** Partnership Deed in case of Partnership business
- **Other businesses ( Society, Trust, Association etc) :** Registration Certificate, Memorandum of Association