Sr. No.	Attested copies of following Documents be submitted
A)	Identity Proof (Any One)
	i) PAN Card
	ii) Aadhar Card
	iii) Passport
	iv) Driving Licence
	v) Election ID Card
B)	Proof of Possession of premises (Any one)
	i) Rent Receipt
	ii) Commercial Photopass
	iii) Registered Leave & Licence Agreement
	iv) Lease Deed
	v) PR card
	vi) Allotment Letter
	vii) Maintenance Receipt issued by the C.H.S.
	viii) Electricity Bill
C)	Proof of Business Entity (If applicable)
	i) Copy of Partnership Deed
	ii) Copy of Memorandum of Association
	iii) Certificate of Incorporation under the Companies Act
	iv) Certificate issued by the Charity Commissioner under the Registration of
	Societies Act and Mumbai pubic Trust Act
D)	No Hoarding is in Compulsory Open Space, Certificate to be brought from
	Executive Engineer Building Proposal.

		Category wise Details of the Documents to be submitted ( $\checkmark$ )											
Sr. No	Description of Documents	Hoarding Mobile (Ground Advertis / Dead ment or		Boards on: Sky Fly over Foot			Gantries	Kiosks	VMS	Canti- levers	Wrap on Building under construction	Construction fence (Non-	Others
		Wall)	Taxi, Bus, etc.	Walk	bridges	Over Bridges					(Non- Illuminated)	Illuminated)	
1.	Original Receipt of the processing fees paid as per part III A (b)	~	1	1	1	1	~	~	~	1	✓	~	~
2.	NOC from Land Lord Part III B (a)	✓	✓										
3.	NOC from Co-operative Housing Society – part III B (a) alongwith copy of General Body Resolution	~											
4.	Indemnity Bond cum-undertaking as per Appendix B of the Policy Guideline	1											
5.	Joint indemnity Bond as per Appendix 'C' of the guideline.	✓											
6.	Location plan and block plan (Two copies)	√	✓	1	1	•	√	1	~	1	1	~	•
7.	10' X 8' size photograph taken from a distance of 60 mtrs. from the proposed site. (Two copies)	~	~	~	*	~	*	~	~	*	*	*	~
8.	NOC from Commissioner of Police (Traffic) in case of illuminated hoardings	1	1	*	~	~	1	~	*	*	Non- illuminated	Non- Illuminated	
9.	NOC from civil Aviation Department if the proposed hoarding is located in the funnel area.	V											
10.	Structural design and calculation	✓		~	1	~	1	<ul> <li>✓</li> </ul>	✓	1	1	1	
11.	Structural stability certificate from licence structural Engineer for proposed hoarding structure & building	~		*	1	1	~	~	*	*	4	*	
12.	Certificate issued under the Shops & Establishment Act 1948	✓	1	~	*	~	✓	~	~	~	*	4	
13.	Copy of insurance – Part II 3 (a)	~	~	1	~	~	✓	~	✓	~	✓	•	✓

14.	NOC from M.H.C.C. if the proposed hoarding is to be erected in heritage building or heritage precincts.	✓	×	~	~	~	~	~	~	~			
15.	If the hoarding falling in CRZ, Copy of D.P. remarks along with plan showing the location of hoarding along with NOC from M.C.Z.M.A.	✓	*	*	*	*	4						
16.	SAC no. of the property where the hoarding is to be erected with the copy of latest property tax bill	✓	*										
17.	Documents to be submitted by the Advertiser for establishing the ownership of the land (Any one): a) Property card b) 7/12 Abstract c)Index II d) Conveyance Deed	~	*	~	~	~	~	*	~	*	~	*	
18.	NOC alongwith self attested copy of agreement if the proposed hoarding / board is to be erected on the property belonging to Indian Railways / Airport Authority of India / CPWD / MBPT / Salt Commissioner / Others.	✓	4	*	4	4	4	4	4	*			
19.	NOC alongwith self attested copy of agreement if the proposed hoarding / board is to be erected on the property belonging to PWD / MMRDA / MSRDC / MSRTC / MIDC / BEST / Others.	✓	*	~	1	1	4	~	~	*			
20.	Copy of I.O.D. in case of construction fence / Building wrap										✓	✓	
21.	Copy of Commencement Certificate in case of construction fence / Building wrap.										✓	~	
22.	NOC from Commissioner of Police in case of Mobile Advertisement on Taxi, Bus, etc.		*										

23.	NOC from Regional Traffic Officer in case of Mobile Advertisement on Taxi, Bus, etc.		~					
24.	No Hoarding is in Compulsory Open Space, Certificate to be brought from Executive Engineer Building Proposal.	1						