

Form A

- 1) Form A
- 2) Passport size Photo of Employer
- 3) Adhar Card (1st Employer)
- 4) PAN Card
- 5) In case of Company or LLP / Certificate of Incorporation / Partnership Registration Certificate of appropriate Authority
- 6) In case of Co-operative Society or Trust, the Certificate of Registration of appropriate Authority
- 7) Reserve Bank of India/ Securities and Exchange Board of India / Insurance Regulatory and Development Authority etc. Registration No. Or any such registration number which is mandatory before starting such business as banking/ share/ mutual fund/ insurance/ finance lending institute etc.
- 8) Address Proof (any One) (i) Purchase agreement / Leave & Licence agreement, (ii) Property Card, (iii) Current year property tax paid receipt, (iv) Current electricity bill
- 9) if business is conducted in a flat/ apartment or residential unit in a housing society then upload a No Objection Certificate from the society or any such authority responsible for the maintenance of the premises
- 10) Photo of the Establishment

Form F

- 1) Form F
- 2) Passport size Photo of Employer
- 3) Adhar Card

Form I

- 1) Form I
- 2) Old Registration Certificate
- 3) for Constitutional changes (Partnership Deed/ Reconstitution of Partnership Deed/ Form No.32 / List of Directors with Residential Address on Letter Head)
- 4) for Change in Address - Address Proof (any One) (i) Purchase agreement / Leave & Licence agreement, (ii) Property Card, (iii) Current year property tax paid receipt, (iv) Current electricity bill
- 5) For change in Name of Establishment - Photo of the Establishment / Fresh Certificate of Incorporation