

### **List of Documents to be enclosed with the Application**

- 1) Self certified copy of any one of following documents establishing the Firm:
  - i. Registration with State Government Authority/ Trade Licence **OR**
  - ii. Certificate of Registration issued by Company Registrar **OR**
  - iii. Registered Partnership Deed in case applicant is a Partnership Firm **OR**
  - iv. Certificate from a Chartered Accountant if applicant is a Proprietorship firm.
  
- 2) Self certified copy of any one of following documents authenticating the Firm's premises (not older than 3 months) :
  - i. Registration with State Government Authority/ Trade Licences **OR**
  - ii. Sales Tax/ VAT registration **OR**
  - iii. Income Tax Assessment Order **OR**
  - iv. Insurance Policy **OR**
  - v. Property tax receipt **OR**
  - vi. Rent agreement with last rent receipt **OR** Sale/ Lease Deed agreement **OR**
  - vii. Electricity Bill **OR**
  - viii. Telephone Bill **OR**
  - ix. Water Bill **OR**
  - x. Gas connection **OR**
  - xi. Bank Statement/Pass Book containing the address of the sales outlet.
  
- 3) Any one of following documents as identity proof of signatory on the Application :
  - i. Aadhar Card **OR**
  - ii. Driving Licence **OR**
  - iii. PAN card **OR**
  - iv. Voter Identity card **OR**
  - v. Passport **OR**
  - vi. Photo Bank ATM card **OR**
  - vii. Photo Credit card **OR**
  - viii. CGHS/ECHS photocard
  - ix. Arms licence **OR**
  - x. Identity Certificate with photo issued by Gazetted Officer on official letterhead **OR**
  - xi. Disability ID card/ Handicapped Medical Certificate issued by State Govts **OR**
  - xii. Freedom Fighter photo card **OR**
  - xiii. Pensioner photo card **OR**
  - xiv. Ration/PDS photo card **OR**
  - xv. Photo ID issued by recognized educational institution **OR**
  - xvi. Kissan Photo PassBook **OR**
  
- 4) The additional **documentation** required to be submitted with the application are as follows:
  - a. Agreement on non-judicial stamp paper of Rs 100/- in the prescribed format.
  - b. Location map of premises from some nearest prominent landmark (illustrative only).