

### **List of Required Documents**

Sr. No	SERVICE	DOCUMENTS	
1	<b>Shops &amp; Establishments</b>	<b>Identity Proof (Any 1)</b>	Pan card
			Passport
			Aadhar Card
			Driving License
			Election Card
		<b>Address Proof (Any 1)</b>	Rent Receipt
			Telephone Bill
			Electricity Bill
			Sale or Purchase Deed
			Property Tax paid receipt
			Notarised Leave and license
			Society Maintenance Receipt
		<b>Other Documents</b>	Copy of the License, Registration which is Mandatory under any other law from any Authority before starting of the Business
		<b>Mandatory documents</b>	Annexure A Self Declaration
			Annexure B Self declaration for self attestation
			Actual Photo Of the Establishment in which the sign board (Name)of the establishment duly displayed, appears
		<b>Identity Verification Documents (Any One)</b>	ROC
			MOA( Registration Certificate)
			List of Trustees/Members of trust
			Registered Address and proof thereof
			Resolution of Society regarding starting of the Business
			List of the Chairman and member of the Co-operative Society
			List of Directors and Nomination of Directors (Resolution)
Copy of Registration Certificate given by the Charity Commissioner			
Certificate of Incorporation, Commencement certificate under the Company Act			
Partnership deed (Upload deed pages which have name of partners, signature of partners, Business/Company Name, percentage of Partnership			

		<b>Nature Of Business Verification (Any 1)</b>	RBI Permission Copy
			RTO Transport Permit
			Copy of collector permission
			License from Agriculture Department
			Food license from concerned authority
			The Food and Drugs Administration License
			NOC from Police Department for Cyber Café
			IEC certificate for Import -Export Business
			Certificate By SEBI for Share Broker
			Licence from Police Department for Security Services
			NOC by municipal Corporation for floor mill/ masala mill
			Copy of Excise License for Wine shop/ Beer bar/ Bar & Restaurant
			NOC from Municipal Commissioner, Fire Brigade, Collector & Police Department
2	<b>Registration Of Principle Employer</b>	<b>Mandatory documents</b>	Annexure A Self Declaration
			Annexure B Self declaration for self attestation
		<b>Verification Documents</b>	Declaration of the principle Employer (Form 1A - Rule 17(2))
3	<b>Contract Labour License (New Registration)</b>	<b>Mandatory documents</b>	Annexure A Self Declaration
			Form 4A - Form of Undertaking
			Annexure B Self declaration for self attestation
		<b>Verification Documents</b>	Form of Certificate By Principle Employer (Form 5 Rule 21 (2))
4	<b>Contract Labour License (Renewal)</b>	<b>Mandatory documents</b>	Annexure A Self Declaration
			Annexure B Self declaration for self attestation
		<b>Verification Documents</b>	Fee receipt of Security Deposit
5	<b>Beedi &amp; Cigar License</b>	<b>Identity Proof (Any 1)</b>	Pan card
			Passport
			Aadhar Card
			Driving License
			Election Card
		<b>Other Documents</b>	Other Documents (if any)
		<b>Nature Of Business Verification (Any 1)</b>	Authority letter
		Industrial Premises Plan	
		Annexure A Self Declaration	

			Annexure B Self declaration for self attestation
6	<b>Building &amp; other Construction Registration</b>	<b>Identity Proof (Any 1)</b>	Pan card
			Passport
			Aadhar Card
			Driving License
			Election Card
		<b>Mandatory documents</b>	Authority letter
			Authority letter
			Annexure A Self Declaration
			Self Declaration for BOC Registration
<b>Nature Of Business Verification</b>	Annexure B Self declaration for self attestation		
	Employer/Partner stamp or seal document		
7	<b>Motor Transport Workers Registration</b>	<b>Identity Proof (Any 1)</b>	Pan card
			Passport
			Aadhar Card
			Driving License
			Election Card
		<b>Mandatory documents</b>	Authority letter
			Other Documents (if any)
			Annexure A Self Declaration
			Annexure B Self declaration for self attestation
<b>Nature of Business Verification</b>	RC Book		
	List of Vehicle along with RTO registration Number		
8	<b>Registration Of Establishment Employing Migrant Workmen</b>	<b>Identity Proof</b>	Pan card
		<b>Address Proof (Any 1)</b>	Passport
			Aadhar Card
			Driving License
			Election Card
		<b>Other Documents</b>	Authority letter
		<b>Mandatory documents</b>	Annexure A Self Declaration
Annexure B Self declaration for self attestation			
Registration / Amendment Certificate under Contract labour Act, 1970			
9	<b>Registration Of Establishment</b>	<b>Identity Proof</b>	Pan card
		<b>Address Proof (Any 1)</b>	Passport
			Aadhar Card
			Driving License

	<b>Employing Migrant Workmen Amendment</b>		Election Card
		<b>Other Documents</b>	Authority letter
			Registration / Amendment Certificate under Contract labour Act, 1970
		<b>Mandatory documents</b>	Annexure A Self Declaration
	Annexure B Self declaration for self attestation		
	Fee receipt (Previously Paid to Labour Department)		
	Registration / Amendment Certificate Copy (Previously provided by labour department)		
10	<b>License For Recruitment</b>	<b>Identity Proof</b>	Pan card
		<b>Address Proof (Any 1)</b>	Passport
			Aadhar Card
			Driving License
			Election Card
		<b>Other Documents</b>	Authority letter
			Copy of Agreement/Work Order
			Copy of Contract Labour License
		<b>Mandatory documents</b>	Form 6
			Annexure A Self Declaration
Annexure B Self declaration for self attestation			
Copy of Registration Certificate of Establishment			
11	<b>License For Recruitment of Labours by the Agent Outside Maharashtra</b>	<b>Identity Proof</b>	Pan card
		<b>Address Proof (Any 1)</b>	Passport
			Aadhar Card
			Driving License
			Election Card
		<b>Other Documents</b>	Authority letter
			Copy of Agreement/Work Order
			Copy of Contract Labour License
		<b>Mandatory documents</b>	Form 6
			Annexure A Self Declaration
Annexure B Self declaration for self attestation			
Copy of Registration Certificate of Establishment			
12	<b>License for Employment</b>	<b>Identity Proof</b>	Pan card
		<b>Address Proof (Any 1)</b>	Passport
			Aadhar Card

			Driving License
			Election Card
		<b>Other Documents</b>	Authority letter
			Copy of Agreement/Work Order
			Copy of Contract Labour License
		<b>Mandatory documents</b>	Form 6
			Annexure A Self Declaration
			License of Recruitment from Particular State
			Annexure B Self declaration for self attestation
			Copy of Registration Certificate of Establishment
13	<b>License (Old User) for Renewal &amp; Amendment</b>	<b>Identity Proof</b>	Pan card
		<b>Address Proof (Any 1)</b>	Passport
			Aadhar Card
			Driving License
			Election Card
		<b>Other Documents</b>	Authority letter
			Copy of Agreement/Work Order
			Copy of Contract Labour License
		<b>Mandatory documents</b>	Form 6
			Annexure A Self Declaration
			License of Recruitment from Particular State
			Annexure B Self declaration for self attestation
			Copy of Registration Certificate of Establishment