

SCHEDULE

(See rules 3, 6, 8 and 10)

LIST OF DOCUMENTS TO BE UPLOADED**PART- A**

- (A) Documents to be uploaded for New Registration (Form A):-
- (1) Adhar card of the employer (in case of legal statute such as company etc. copy of Adhar card of responsible person under the respective act.)
 - (2) Actual photo of the establishment displaying the interior and the Name Board (Marathi) at the appropriate place of the establishment.
 - (3) Copy of the License, Registration which is mandatory under any other law from competent authority before starting of such business.
 - (4) In case of business conducted in owned premises any one of the following:-
 - (i) Sale/ Purchase Deed
 - (ii) Current Property Tax paid Receipt
 - (iii) Current Electricity Bill
 - (iv) Current Society Maintenance Receipt
 - (5) In case of business conducted in rental /leased premises any one of the following documents:-
 - (i) Lease Agreement
 - (ii) Leave and License Agreement
 - (iii) in case where the possession is held by way of any other order of the court or order of any competent authority, copy of such order. And
 - (iv) Any one document mentioned at Sr. No. 4 with respect to the owner of the establishment whose premises is rented or leased.
 - (6) If the place of business is owned or leased or rented by any member of family or relative No objection letter from such member or relative.
 - (7) If the place of business is situated in any residential housing society No objection certificate from the residential society or any such authority responsible for its maintenance.
 - (8) All such documents wherever mentioned in the forms.

PART B

- (B) Documents to be uploaded for Renewal of Certificate of Registration (Form D):-
- (1) Adhar card of the employer (in case of legal statute such as company, etc. copy of Adhar card of responsible person under the respective act.)

- (2) Actual photo of the establishment displaying the interior and the Name Board (Marathi) at the appropriate place of the establishment.
- (3) Last Registration Certificate.
- (4) Copy of the License, Registration which is mandatory under any other law from competent authority before starting of such business.
- (5) In case of business conducted in owned premises any one of the following documents:-
 - (i) Sale/ Purchase Deed
 - (ii) Current Property Tax paid Receipt
 - (iii) Current Electricity Bill
 - (iv) Current Society Maintenance Receipt
- (6) In case of business conducted in rental /leased premises any one of the following documents:-
 - (i) Lease Agreement
 - (ii) Leave and License Agreement
 - (iii) In case where the possession is held by way of any other order of the court or order of any competent authority, copy of such order. And
 - (iv) Any one document mentioned at Sr. No. 5 with respect to the owner of the establishment whose premises is rented or leased.
- (7) If the place of business is owned or leased or rented by any member of family or relative No objection letter from such member or relative.
- (8) If the place of business is situated in any residential housing society No objection certificate from the residential society or any such authority responsible for its maintenance.
- (9) All such documents as mentioned wherever in the forms.

PART- C

(C) List of documents to be uploaded for intimation (Form F):-

- (1) Adhar card of the employer (in case of legal statute such as company, etc. copy of Adhar card of responsible person under the respective act.)
- (2) Actual photo of the establishment displaying the interior and the Name Board (Marathi) at the appropriate place of the establishment.

PART-D

(D) List of documents to be uploaded for Notice of Change (Form I):-

- (1) Adhar card of the employer (in case of legal statute such as company, etc. copy of Adhar card of responsible person under the respective act.)

- (2) Actual photo of the establishment displaying the interior and the Name Board (Marathi) at the appropriate place of the establishment.
- (3) Old registration certificate.
- (4) Copy of the License, Registration which is mandatory under any other law from competent authority before starting of such business.
- (5) In case of business conducted in owned premises any one of the following:-
 - (i) Sale/ Purchase Deed
 - (ii) Current Property Tax paid Receipt
 - (iii) Current Electricity Bill
 - (iv) Current Society Maintenance Receipt
- (6) In case of business conducted in rental /leased premises any one of the following documents:-
 - (i) Lease Agreement
 - (ii) Leave and License Agreement
 - (iii) In case where the possession is held by way of any other order of the Court or order of any competent authority, copy of such order. And
 - (iv) Any one document mentioned at Sr. No. 5 with respect to the owner of the Establishment whose premise is rented or leased.
- (7) If the place of business is owned or leased or rented by any member of family or relative No objection letter from such member or relative.
- (8) If the place of business is situated in any residential housing society No objection certificate from the residential society or any such authority responsible for its maintenance.
- (9) All such documents as mentioned wherever in the forms.

By order and in the name of the Governor of Maharashtra,

RAJESH KUMAR,
Principal Secretary to Government.