

DOCUMENTS REQUIRED FOR - **LLP**

1. Photo of every Shareholder & Director
2. PAN of every shareholder & director (self signed)
3. Voter card / Driving Licence/ Passport of every shareholder & director (self signed)
4. Updated Bank statement of every share holder & director
(i.e. first page of pass book and last page updated within last 2 month)
5. Title Deed / Porcha / Mutation Certificate of Registered office
6. Utility Bill of the premises to be used as Register Office
(i.e Electric Bill / Gas Bill / Telephone Bill / Mobile Bill etc. not older than 2 months.)

Others :

- ** Digital Signature
- *** Share of Contribution of Partners
- **** Authorised Signatory
- ***** Name of LLP





DOCUMENTS REQUIRED FOR - **DSC**

1ST > DSC YEARS - 2 YEARS / 3 YEARS

2ND > MOBILE NO

3RD > EMAIL ID

4th > PHOTO

For - IDENTIFICATION Proof (ANY ONE)

1. Passport
2. PAN CARD
3. Bank Passbook and signature of the holder, attested by bank official
4. Post office ID Card
5. Photo ID Card issued by Ministry of Home Affairs of Center of State Government
6. Any Government Issued photo ID Card bearing the signature of the Individual
7. Driving Licence
8. Aadhaar Ekyc

For - Address Proof (ANY ONE)

1. Latest Telephone Bill
2. Latest Electricity Bill
3. Passport
4. Driving Licence
5. Voters ID Card
6. Water Bill
7. Gas Connection
8. Bank Statement signed by the bank
9. GST Registration Certificate
7. Property Tax or Corporation or Municipal Corporation receipt
8. Aadhaar Card
9. Aadhaar Ekyc



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(Near Beltala Nabarun Sangha Club)



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DOCUMENTS REQUIRED FOR - GST REGISTRATION

- 1 **PAN card**
- 2 **Proof of the constitution –**
Partnership deed (in case of the **partnership firm** registration); or
Certificate of Incorporation (PVT LTD COMPANY, LLP,);
- 3 **Proof of the Promoters / partners / designated partners / directors –**
PAN of promoters / partners / designated partners / directors; and
Photo of all the promoters / partners / designated partners / directors; and
Identity proof of all the promoters / partners / designated partners / directors.
- 4 **Proof of the Authorized Signatory – (IF ANY)**
Photo; and
Letter of authorization; or
Copy of the resolution passed by the BOD / Managing committee and
Acceptance letter.
- 5 **Proof of the Principal Place of Business – (ANY TWO)**
Electric Bill , Telephone Bill
Property tax receipt
Municipal Khata Copy
Legal ownership document.
Additional proof in case of the rented / leased premises –
Rent / leased agreement
- 6 **Documents relating to the Bank account – (IF ANY)**
Bank Statement;
First page of pass book;
Cancelled cheque;

**** TRADE LICENCE (OPTIONAL)

**** DIGITAL SIGNATURE (OPTIONAL)



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DOCUMENTS REQUIRED FOR - **GST REGISTRATION**

1 **Sole Proprietorship** –

Photo of sole proprietor;
Copy of **PAN** card;
Copy of **Address Proof of Proprietor** - (Aadhaar Card, Driving licence, Voter Card etc.)
Copy of address proof for registered office;
Electricity bill, water bill, landline bill etc.;
Copy of legal ownership document or municipal khata copy (in case of owned premises)
Rent agreement and No Objection Certificate (**NOC**) from the owner of the premises (in case of rented premises).
Copy of bank statement or **cancelled cheque** or first page of the pass book.

2. **Partnership Firm** –

PAN card of partnership firm and **designated partners**;
Photograph of all the partners;
Identity proof of all the partners;
Copy of address proof for registered office;
Electricity bill, water bill, landline bill etc.;
Copy of legal ownership document or municipal khata copy (in case of owned premises)
Rent agreement and No Objection Certificate (**NOC**) from the owner of the premises (in case of rented premises).
Copy of **partnership deed**;
Copy of bank statement or **cancelled cheque** or first page of the pass book.
Proof of the Authorized Signatory
Letter of authorization; or

**** **TRADE LICENCE (OPTIONAL)**
**** **DIGITAL SIGNATURE (OPTIONAL)**



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DOCUMENTS REQUIRED FOR - **PVT LTD**

1. Photo of every Shareholder & Director
2. PAN of every shareholder & direction (self signed)
3. Voter Card of every shareholder & director (self signed)
4. Director Passport (if Exist) (Self Signed)
5. Updated Bank Statement of every shareholder & director (self signed)
(i.e first page of passbook and last page updated within last 2 month)
6. Title Deed / Porcha / Mutation Certificate of Registered Office
7. Utility Bill of the premises to be used as Registered Office
(i.e. Electricity Bill / Gas Bill / Telephone Bill / Mobile Bill etc. not older than 2 month)



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DOCUMENTS REQUIRED FOR -
IEC (Import Export Code) Registration

1. Individual's or Firm's or Company's copy of PAN Card
2. Individual's voter id or Aadhar card or passport copy
3. Individual's or company's or firm's cancel cheque copy of current bank account
4. Copy of Rent Agreement or Electricity Bill Copy of the premise
5. E-mail ID
6. Mobile No



DOCUMENTS REQUIRED FOR - **PF and ESI registration**

1. Name of the company.
2. Date of the setup of the organization.
3. Scanned copy of the company's PAN (Proprietor's, in case of proprietorship concern).
4. Scanned copy of the licenses available in the name of the company. (like GST).
5. Scanned copy of cheque of company's bank account.
6. Address of the company with address proof.
7. List of Directors / Partners.
8. Address proof of Proprietor / Director / Partner of the company.
9. Email address, Mobile number of Proprietor / Director / Partner of the company.
10. Copy of First sale bill / Job work bill and First purchase bill.
11. Copy of First sale bill / Job work bill and First purchase bill.
12. The monthly strength of employees from the date of setup.
13. Current list of employees with their details:
 - Name
 - Father's Name
 - Date of joining
 - Date of birth
 - Mobile number
 - Postal address
 - Name of nominee
 - Grade
 - Salary
 - Designation
 - ID proof (Aadhaar and PAN)
 - Bank A/c number with IFSC code
14. Digital Signature of the Proprietor / Director / Partner



