



Arthayan Bizfinmart private limited

Checklist for Shop and Establishment Registration

Proof of Identity (Any -1)

- PAN card
- Passport
- Aadhar Card
- Driving License
- Election/ Voters ID

Proof of Address (Any -1)

- Rent Receipt
- Telephone Bill
- Electricity Bill
- Sale / Purchase Deed
- Property Tax Paid Receipt
- Notarized Leave and License
- Society Maintenance Receipt

Other Documents (Any -1)

Copy of the license, registration which is mandatory under any other law from any authority before starting of the business

Mandatory Documents (All Mandatory)

- Annexure A Self Declaration
- Annexure B Self Declaration For Self-Attestation
- Actual photo of the establishment in which the signboard (name) of the establishment duly displayed, appears



Arthayan Bizfinmart private limited

Identity Verification Documents (Any -1)

- ROC
- MOA (Registration Certificate)
- List of the Trustees/Member of Trust
- Registered Address and proof thereof
- Resolution of society regarding starting of business
- List of the Chairman and Member of co-operative society
- List of Directors and Nomination of Directors (Resolution)
- Copy of Registration Certificate given by 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)

Nature of Business Verification (Any -1)

- RBI Permission Copy
- RTO Transport Permit
- Copy of Collector Permission
- License From Agriculture Department
- Food License from concern authority
- The Food and Drugs Administration License
- NOC from Police Department for Cyber cafe
- IEC certificate for Import-Export business
- Certificate issued by SEBI for share broker
- License 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 and Restaurant
- NOC from Municipal Commissioner, Fire Brigade, Collector and Police Department

BIZFINMART

ISO-9001:2015