

Checklist for Firm Registration

• **Documents required**

For each of the partners, the photocopies of the following documents are required:

1. Identity Proof (Any one of the following documents: Passport / Election (voter identity) card / Driving license / Income-tax PAN card)
2. Address Proof (Any one of the following documents: Passport / Election (voter identity) card / Ration card / Driving license / Electricity bill / Telephone bill / Latest Bank account statement)
3. Address proof of firm (property tax bill / electricity bill etc.)
4. Photographs (Color) for each partner – 2 copies

• **Information required**

1. Name of the firm
2. Address of the firm
3. Nature of business
4. Bank account operation (single / joint)
5. Remuneration share for each partner
6. Profit / loss sharing ratio of each partner

• **Time Frame**

4-5 working days

• **Contact Us**

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