

FORM DATA OF SERVICES:

Documents For Registration of Partnership Firm:

1. Partners KYC (Upload as Jpeg/Jpg/Pdf/Png)
 - a. Photo
 - b. Signature
 - c. Aadhar Card
 - d. Pan Card
 - e. Mobile No. (Text)
 - f. Email (Text)
2. Business/ Enterprises Name (Text)
3. Business/ Enterprises Address (Upload as Jpeg/Jpg/Pdf/Png)
 - a. Rent Agreement
 - b. Electricity Bill
 - c. Owner Pan/Aadhar card (if rented)
 - d. Municipal Tax Receipt of property.
4. Business Details (Text Box)
5. Any Other Documents (Excel,Zip,Pdf,Word)

Documents Required for Incorporation of Company: (Same for all)

1. Directors KYC (Upload as Jpeg/Jpg/Pdf/Png)
 - a. Photo
 - b. Signature
 - c. Aadhar Card
 - d. Pan Card
 - e. Voter ID/ Driving Licence
 - f. Mobile No. (Text)
 - g. Email (Text)
 - h. Bank Statement (latest 3 Months)
2. Company proposed Name (2 proposed name of Company required, any one of them will be approved)
3. Company Address (Upload as Jpeg/Jpg/Pdf/Png)
 - a. Rent Agreement
 - b. Electricity Bill.
 - c. Owner Pan/Aadhar card (if rented)
 - d. Municipal Tax Receipt of property.
4. Business Detail (Text Box)
5. Any Other Documents (Excel,Zip,Pdf,Word)

Documents Required for GST Filing: (This is form filed by every month) Give the toggles to select Months and Years for fill the form

1. Sales Date (Tally Data) – zip / excel
2. Bank Statement (Tally Data)
3. Purchase data (Tally Data)
4. Any other documents (Excel,Zip,Pdf,Word)

Form Details for Other Registration: (Same for all except) (Upload as Jpeg/Jpg/Pdf/Png)

1. Aadhar Card
2. Pan Card
3. Mobile No. (Text)
4. Email (Text)
5. Bank Statement / Cancel Check

6. GST (If available)
7. Electricity Bill
8. Rant Agreement
9. Business Name (Text)
10. Business Detail/Descriptions (Text Box)
11. Any Other Documents (Excel,Zip,Pdf,Word)

Note: Required documents shall be subject to change from time to time in accordance with applicable laws, acts, rules, notifications, circulars, court judgments, and other provisions issued by the Government of India.

For TDS Return: (This is form filed by every month) Give the toggles to select Months and Years for fill the form

1. TRACES
 - a. User ID
 - b. Password (In Text format)
2. Income Tax (TAN Base)
 - a. User ID
 - b. Password (In Text format)
3. Income Tax (PAN No.)
4. TDS Data (Monthly) (Excel,Zip,Pdf,Word)
5. Any Other Documents (Excel,Zip,Pdf,Word)

For EPFO: (Monthly Basic form)

1. EPFO User ID
2. EPFO Password (In Text format)
3. Wages Report / Calculation of monthly wages (Excel,Zip,Pdf,Word)
4. Salary Sheet of all Employed (Excel,Zip,Pdf,Word)

For ESIC: (Monthly Basic form)

1. ESIC User ID
2. ESIC Password (In Text format)
3. Wages Report / Calculation of monthly wages (Excel,Zip,Pdf,Word)
4. Salary Sheet of all Employed (Excel,Zip,Pdf,Word)
5. Any Other Documents (Excel,Zip,Pdf,Word)

For PT-Tax:

1. Login Credentials
 - a. User ID
 - b. Password (In Text format)
2. Wages Report / Calculation of monthly wages (Excel,Zip,Pdf,Word)
3. Salary Sheet of all Employed (Excel,Zip,Pdf,Word)
4. Any Other Documents (Excel,Zip,Pdf,Word)