

IFT& OS LICENSE CHECKLIST – PVT LTD COMPANY

DETAILS OF THE BUILDING

1. RENT AGREEMENT
2. LATEST PROPERTY TAX RECEIPT

DETAILS OF THE FIRM/SHOP

1. NAME OF THE FIRM
2. ADDRESS OF THE FIRM
3. COMPANY INCORPORATION CERTIFICATE
4. COMPANY PANCARD
5. BUSINESS CATEGORY AND TYPE
6. DATE OF COMMENCEMENT
7. CAPITAL INVESTMENT
8. NUMBER OF EMPLOYEES
9. LICENSE PERIOD (1 TO 5)
10. PHOTO OF THE FIRM
11. VIDEO OF THE FIRM
12. EMAIL

DETAILS OF MANAGING DIRECTOR AND BUILDING OWNER

1. MANAGING DIRECTOR PHOTO
2. MANAGING DIRECTOR AADHAR CARD
3. MANAGING DIRECTOR ADDRESS
4. MANAGING DIRECTOR PHONE NO
5. MANAGING DIRECTOR EMAIL ID
6. BUILDING OWNER AADHAR CARD