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Brishon Consultant

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CHECKLIST FOR MTO REGISTRATION

1. Form – I (Draft will be provided)
2. Two different country agency agreements with agent sign and stamp.
3. CA certificate on CA's letterhead (with a turnover for last three financial year)
4. ITR acknowledgement for last three financial years.
5. Full set of audited balance sheet along with independent auditor report, accounting schedules depreciation account & accounting annexures for the last three financial years.
6. Agency confirmation letter on agent's letterhead duly signed and stamped by agent.
7. Undertaking letter (Draft will be provided)
8. Partnership Deed
9. MSME certificate / Udyam Aadhar
10. Registered certificate
11. Authorized Signatory letter (Draft will be provided)
12. Company profile
13. Staff Details (Draft will be provided)
14. List of Partner (Draft will be provided)
15. Assets & infrastructure details (Draft will be provided)
16. GST certificate
17. DG Shipping Fees Rs. 10,000/-