

Public Limited /Private Limited Company		
Sr No	Type of the document	Requirement
1	MoA / AoA and MSME Certificate from Director of Industries or any other document as applicable	Mandatory
2	PAN	Mandatory
3	GST Certificate	Mandatory
4	Registration number of the Company (CIN)	Mandatory
5	Board Resolution or Power of Attorney for authorised signatory	Mandatory
6	Registered Office address, Bill to Party and Ship to Party address on Letter head	Mandatory
7	Factory License and Business commencement Certificate	Mandatory
8	Fire NOC of the Plant	Mandatory
9	NOC from Society/Landlord/Land Owner (if required)	Optional
10	Annual report of last 2 years	Optional
11	Land purchase / lease deed or allotment letter from industrial estate if the unit is located within industrial estate	Optional
12	VAT Certificate	Optional
13	Others	Optional

Partnership Firm		
Sr No	Type of the document	Requirement
1	Registered Partnership Deed	Mandatory
2	PAN	Mandatory
3	GST Certificate	Mandatory
4	Registration Number of the Firm (CIN)	Mandatory
5	Power of Attorney for authorised signatory duly signed by all partners	Mandatory
6	Registered Office address, Bill to Party and Ship to Party address on Letter head	Mandatory
7	Factory License and Business commencement Certificate	Mandatory
8	Land purchase / lease deed or allotment letter from industrial estate if the unit is located within industrial estate	Optional
9	VAT Certificate	Optional
10	NOC from Society/Landlord/Land Owner	Optional
11	Fire NOC of the Plant	Optional
12	Others	Optional

Proprietorship Firm		
Sr No	Type of the document	Requirement
1	Registration Certificate for Proprietorship Firm	Mandatory
2	PAN Card for Proprietor	Mandatory
3	GST Certificate	Mandatory
4	Registered Office address, Bill to Party and Ship to Party address on Letter head	Mandatory
5	Factory License and Business commencement Certificate	Mandatory
6	Land purchase / lease deed or allotment letter from industrial estate if the unit is located within industrial estate	Optional

7	VAT Certificate	Optional
8	NOC from Society/Landlord/Land Owner	Optional
9	Fire NOC of the Plant	Optional
10	Others	Optional

Cooperative		
Sr No	Type of the document	Requirement
1	MoA / AoA and MSME Certificate from Director of Industries or any other document as applicable	Mandatory
2	PAN	Mandatory
3	GST Certificate	Mandatory
4	Registration number of the Company (CIN)	Mandatory
5	Board Resolution or Power of Attorney for authorised signatory	Mandatory
6	Registered Office address, Bill to Party and Ship to Party address on Letter head	Mandatory
7	Factory License and Business commencement Certificate	Mandatory
8	Cooperative Certificate	Mandatory
9	Fire NOC of Building	Mandatory
10	NOC from Society/Landlord/Land Owner (if required)	Optional
11	Land purchase / lease deed or allotment letter from industrial estate if the unit is located within industrial estate	Optional
12	VAT Certificate	Optional
13	Others	Optional

Others		
Sr No	Type of the document	Requirement
1	MoA / AoA and MSME Certificate from Director of Industries or any other document as applicable	Mandatory
2	PAN	Mandatory
3	GST Certificate	Mandatory
4	Registration number of the Company (CIN)	Mandatory
5	Board Resolution or Power of Attorney for authorised signatory	Mandatory
6	Registered Office address, Bill to Party and Ship to Party address on Letter head	Mandatory
7	Factory License and Business commencement Certificate	Mandatory
8	Fire NOC of the Plant	Optional
9	NOC from Society/Landlord/Land Owner (if required)	Optional
10	Annual report of last 2 years	Optional
11	Land purchase / lease deed or allotment letter from industrial estate if the unit is located within industrial estate	Optional
12	VAT Certificate	Optional
13	Others	Optional