

Documents required

1) Proof of establishment of the firm or company (Any one of the document given below)

- i) Certificate of Registration issued by Registrar of companies along with memorandum of articles
- ii) Registered Partnership Deed in case applicant is a Partnership Firm.
- iii) Certificate from a Chartered Accountant if applicant is a Proprietorship Firm.

2) Proof of address of firm's premises (Any one of the document given below)

- i) Registration with State Government Authority/ Trade Licences
- ii) GST registration certificate.
- iii) Income Tax Assessment Order
- iv) Property tax receipt
- v) Rent agreement with last rent receipt
- vi) Sale/ Lease Deed agreement.

3) Proof of Identity of the signatory

- i) Aadhar based verification/ e- signature
- ii) Self-certified copy of any one of following documents as identity proof of signatory on the Application:
 - Aadhar Card
 - Driving Licence
 - PAN card
 - Voter Identity card
 - Passport
 - Identity Certificate with photo issued by Gazetted Officer on official letterhead.

4) Map indicating location of premises from nearest land mark

Location map of premises from some nearest prominent landmark for each outlet, as applicable (illustrative only).

5) Quality manual of the A&H Centre prepared based on the Generic Quality Manual provided by BIS

6) Affidavit cum undertaking as specified in regulations