

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 or Notarized Partnership Deed in case applicant is a Partnership Firm.
- iii) Certificate from a Chartered Accountant if applicant is a Proprietorship Firm or any other document like trade licence indicating firm as proprietorship, or
- iv) GST Registration Certificate indicating status of firm as 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) Latest 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) Proof in regard to annual turnover

i) Self-certified copy of GST return of previous financial year, or

Certificate issued by a Chartered Accountant for Turnover, if firms/ Jewellers turnover is below 40 lakhs and he does not have GST Registration, or Balance sheet of Jeweller, duly certified by the Chartered Accountant. An undertaking may be obtained from the Jeweller that if his turnover exceeds threshold limit he will take GST Registration and will submit GST Return to BIS after completion of one financial year and difference as per actual turnover.

ii) if the firm is new, an undertaking from the firm with expected turnover and assurance to submit GST return after completion of current financial year and deposit the difference as per actual turnover.

iii) In case of corporate certificate of registration if the applicant has only one single GST return than the firm may be asked to submit certificate from Chartered Accountant mentioning the turnover of each outlet.

