

CHECK LIST OF ENCLOSURES**(Advised to tick Yes/No)**

<u>Sl. No.</u>	<u>ITEM</u>	<u>PROOF ENCLOSED</u>
1	MSME registration certificate valid as on date	Yes/No
2	Status: Proprietary/Partnership/Private Limited Company/Public Limited Company	Yes/No
3	Is the firm registered under the factories Act? If so, state (a) License No.	Yes/No
4	(b) Date of Validity of License (copy of License to be enclosed)	Yes/No
5	PAN No. (copy to be enclosed)	Yes/No
6	ESI Registration No., if any (copy to be enclosed)	Yes/No
7	EPF Registration No., if any (copy to be enclosed)	Yes/No
8	G.S.T. No. (copy to be enclosed)	Yes/No
9	Certificate under shops & Establishment Act (copy to be enclosed)	Yes/No
10	Attested Copies of IT Returns, Balance Sheet & Revenue Account for the last 3 years to be enclosed	Yes/No
11	Annual Turnover [CA certificate copies to be enclosed]	Yes/No
12	If your firm is empanelled with any office of LIC of India or any other PSU(Central), Please give Name, Address & since when you are empanelled with them.	Yes/No
13	Name, Addresses and Telephone Nos. of some of your most valued Clients (separate list may be attached)	Yes/No