

Government of West Bengal
Department of Information Technology & Electronics

Annexure-1

Document Checklist for online space allotment:-

FOR COMPANY APPLICANTS:	
1	Declaration of the activities to be carried out
2	Company Profile / Project Report
3	Memorandum & Articles of Association
4	Last 2-Years' Audited Final A/cs. & IT Returns
5	IT returns of Directors
6	Address proof of the Directors
7	Copy of the company's PAN Card
7	Trade License
8	Investment & Man- Power
9	Address proof
10	All copies of documents furnished must be self-attested.
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FOR PARTNERSHIP FIRMS:	
1	Declaration of the activities to be carried out
2	Firm Profile / Project Report
3	Partnership Deed
4	Last 2-Years' Final A/cs & Partners' IT Returns
5	Copy of the Partners' PAN Cards
6	IT Return of Partners
7	Trade License
8	Investment & Man- Power
9	Address proof of the Partners
*	All copies of documents furnished must be self-attested.
FOR PROPRIETORSHIP UNITS:	
1	Declaration of the activities to be carried out
2	Unit's Profile / Project Report
3	Last 2-Years' Final A/cs & Proprietor's IT Returns
4	Copy of the Proprietor's PAN Card
5	Address proof of the Proprietor
6	Trade License
7	Investment & Man- Power
8	All copies of documents furnished must be self-attested.