

CHECKLIST FOR STAND-UP INDIA SCHEME

Sl. No.	Particulars	Applicable? (Y/N)	Remarks
A	PROOF OF IDENTITY (any one from 1 to 4)		
	Voter ID Card		
	Passport		
	Driving License		
	Aadhar-Card		
	PAN Card (Must)		
B	PROOF OF ADDRESS		
	<i>Residential (any one of the following for proprietor/ partner/ director (if company), latest document)</i>		
	Electricity bill		
	Telephone bill		
	Voter's ID card		
	Aadhar Card		
	Rental agreement, if rented house		
C.	Business Office/ Registered Office (any one of the following)		
	Electricity bill in the name of Proprietor		
	Telephone bill in the name of Proprietor		
	Lease agreement in the name of Company/Proprietor		
D.	Business activity (factory/shed/unit) (any one of the following)		
	Ownership Documents (Land Deed)/Registered Lease agreement, if rented facility		
	Certificate of incorporation in case of Company		
	Certificate of Registration in case of partnership firms		
E	PROOF OF REGISTRATION		
	<i>In case of Company</i>		
	Article of Association & Memorandum of Association		
	<i>In case of Partnership</i>		
	Partnership Deed of Applicant Firm		
	<i>In case of society/ Trusts</i>		
	Registration certificate from registrar of cooperative Society & Article of Association & Memorandum of Association		
F	For MSME Unit (Mandatory)		
	Udyog Aadhar Memorandum No./Udyami Registration		
G	Proof Of Status & Net-Worth		
	Last 3 years Income Tax Return with Computation of Income (For Individual)		
	Last 3 years Audit Report & ITR of the Associate/LLP/Partnership Firm/ Group Companies (for Non Individual)		
	Statement of a/c with other Banks /FIs for last 12 months (For all category)		
	Copy of sanction letter of credit limits enjoyed with other Banks/ Financial Institutions (If any)		

H	STATUTORY DOCUMENTS REQUIREMENTS		
	IN CASE OF MANUFACTURING INDUSTRIES		
	PAN Card (In the Name of the Factory/Company)		
	TAN/TIN (In the Name of the Factory/Company)		
	Power Connection sanction letter		
	Factory license for units under factories act		
	GST Certificate & Return Proof		
	Pollution Control Board Certificate (for new unit Consent to Establish or Consent to operate for Existing Unit)		
	Fire License		
	Land Conversion		
	Labour Department Certificate (If more than 20 Number of Employee)		
	Trade License from Municipality/Gram Panchyet		
	NOC From Local Authority		
	Agreement with Civil Engineer & Architect		
	Proposed Commercial Building Estimate approved by Civil Engineer		
	Approved Building Plan		
	EPF/ESI Registration (Optional)		
	Water Availability Declaration		
	IN CASE OF SERVICE INDUSTRIES		
	PAN Card (In the Name of the Organization)		
	TAN/TIN (In the Name of the Organization)		
	GST registration number, if applicable		
	Contractor license, for contractors		
	Trade license, for traders		
	Pollution Control Board Certificate (for new unit Consent to Establish or Consent to operate for Existing Unit)		
	Fire License		
	NOC From Local Authority		
	Power Connection sanction letter		
	IE code for export/ import oriented units		
	Professional qualification certificate, for professionals		
	Permission from govt. depts., for educational institutions		
	Labour Department Certificate (If more than 20 Number of Employee)		
	Any others relevant documents for Project Purpose		

***NOTE: Quotation Required

1. Plant & Machinery with GST
2. Furniture & Fixture with GST
3. Electrical Item with GST