

S.NO	Document Checklist	Mandatory
1.	Company's/Partnership Registration Certificate	No
2.	Owner/Partner/Director's Pan Card Scan Copy	Yes
3.	Company's PAN Card Scan Copy	No
4.	GST/Service TAX No. Scan Copy	No
5.	Copy of approved Map of office for construction of Unit Obtained	No
6.	Copy of Audited Balance Sheet/Profit and loss A/C (FOR OLD UNIT)	No
7.	Registration Certification from IATA	
8.	Photo of office (Exterior)Photo-I	No
9.	Photo of office (Exterior)Photo-II	No
10.	Photo of office (Interior)Photo-I	No
11.	Photo of office (Interior)Photo-II	No
12.	Upload Self-Affidavit (To be printed on Non-Judicial Stamp Paper of Rs. 10) *	Yes
13.	Upload Land Ownership Proof *	Yes
14.	Upload the bill of Fire Extinguisher(s) installed in office	Yes