

Checklist for Registration under MSME Policy, 2015

1. Constitution of the Firm
 - a. Private Ltd. Company / Public Ltd. Company
 - i. Certificate of Incorporation
 - ii. MoA and AoA
 - iii. Name, Address and Pan Numbers of all the Directors
 - b. Partnership Firm
 - i. Partnership Deed
 - ii. Name, Address and Pan Numbers of all the Partners
 - iii. General Power of Attorney
 - c. Cooperative Society
 - i. Incorporation Certificate
 - ii. MoA and AoA
 - iii. Board Resolution supporting the registration
2. Registration Numbers
 - i. EM Part I
 - ii. Part II / IEM / LOI / IL (if any)
3. Mandatory NOCs of Local Bodies / other authorities
4. Sanction letter of Term Loan / Working Capital Loan from Financial Institution
5. Mandatory Licenses, Registrations, Approval Letters from concerned departments (for Service Sector Units)
6. Copies of Land / Building ownership documents, Khasra Khatauni, Sale Deed, Rent Agreement/Lease Deed and Land Use Certificate (if land and/or building already present)
7. Sanctioned Building Plan from the concerned authority / department
8. Any other documents as required by State Government / Directorate of Industries