

On-boarding Services under Registration of Contractors for works and services for onto SWCS

Document Checklist – For Services under Contractors Registration

S. No.	Document Code	Document Type	Is Document Type Mandatory	Issued By	Document Name	Is Document Mandatory	Check points	Remarks
1	To_be_Generated	Solvency Certificate	Yes	Bank	Solvency Certificate by Bank	No	Financial stability of an individual /entity	Not more than 6 months older
2	To_be_Generated	Solvency Certificate	Yes	Competent Authority	Solvency Certificate against property	No	Financial stability of an individual /entity	Not more than 6 months older
3	To_be_Generated	Solvency Certificate / Financial Document	Yes	The Institute of Chartered Accountant of India	Balance Sheet	No	Financial stability of an individual /entity	In case of Company
4	To_be_Generated	Intactness of Solvency (Khurd – Burd)	No	Sub-Divisional Magistrate	Intactness of Solvency (Khurd – Burd)	No	Financial stability of an individual /entity	In case of Solvency certificate against property more than 6 month older
5	To_be_Generated	Character Certificate (Should not be more than 6 months old)	Yes	Sub-Divisional Magistrate	Character Certificate (Should not be more than 6 months old)	Yes	Verification of All Partners / Directors	All Partners / Directors
6	UK-DCL-14	Central Government – Certificate	Yes	Central Board of Excise and Customs-	GST Registration Certificate	Yes	Verification of Company / proprietor	

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		Statutory Registration - Industries		Department of Revenue- Ministry of Finance				
7	UK-DCL-196	Identity Proof	Yes	Income Tax Department	PAN Card - Partners / Directors	No	Identity Proof	All Partners / Directors Add Button
8	To_be_Generated	Identity Proof	Yes	Unique Identification Authority of India	Aadhar Card – Partners / Directors	No	Identity Proof	All Partners / Directors Add Button
9	UK-DCL-131	Identity Proof	Yes	Income Tax Department	PAN Card - Authorized Signatory	Yes	Identity Proof	
10	UK-DCL-129	Identity Proof	Yes	Income Tax Department	PAN Card – Proprietor / Firm / Partnership / Limited	Yes	Identity Proof	
11	To_be_Generated	Identity Proof	Yes	Income Tax Department	PAN Card - Applicant	No	Identity Proof	
12	To_be_Generated	Identity Proof	Yes	Unique Identification Authority of India	Aadhar Card – Applicant	No	Identity Proof	

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13	UK-DCL-201	Company Incorporation Document Agreement	Yes	Self	Partnership Deed	No	Partner Agreement	In case of Partnership Firm
16	UK-DCL-80	Company Incorporation Document	Yes	Registrar of Companies - Ministry of Corporate Affairs	Certificate of Incorporation	No	Company Registration	In case of Company
17	UK-DCL-58	Company Incorporation Document	Yes	Registrar of Companies - Ministry of Corporate Affairs	Memorandum of Understanding	No	Company Registration	In case of Company
18	UK-DCL-57	Company Incorporation Document	Yes	Registrar of Companies - Ministry of Corporate Affairs	Articles of Association	No	Company Registration	In case of Company
19	UK-DCL-9	Company Incorporation Document	Yes	Registrar of Companies - Ministry of Corporate Affairs	Memorandum of Association	No	Company Registration	In case of Company

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20	To_be_Generated	Return	No	Income Tax Department	Income Tax Return	No	Financial	In case of Proprietor
21	To_be_Generated	Miscellaneous Document	No	Board of Director	Power of Attorney	No	Signatory	
22	To_be_Generated	Miscellaneous Document	Yes	Self	Photo Passport size (200 kb pixel)	Yes	Identification	
23	To_be_Generated	Miscellaneous Document	No	Company Board	Board regulation	No	Signatory	In case of Company
24	To_be_Generated	Miscellaneous Document	No	Company Board	Power of Attorney	No	Signatory	In case of Company
26	To_be_Generated	Miscellaneous Document	No	Academic Institution	Certificate	No	Qualification	Technical Staff certificate Add More button