



Whatsapp - 9555942606

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Dear Recipient,

We thank you for showing your interest in our services. This document contains checklist for **MSME Registration**. You may contact us any time during our working hours for any clarifications.

### **Document Checklist**

<b>S.No</b>	<b>Document</b>	<b>Remarks</b>
1	Aadhar Card	All Owners – OTP Will be required.
2	Name of The Firm	Trade Name
3	PAN Card	Firm/Company/Proprietor
4	Location of Plant	Firm/Company/Proprietor
5	Email Id and Mobile No.	All Owners
6	Bank Details of Firm	Account No. and IFSC Code
7	NIC Code of Activity	Business Activity - Items
8	Employees in Organization	Numbers
9	Investment in Plant and Machinery	As per Latest Balance Sheet

All Documents required in **PDF** Format through mail/whatsapp. Other Information/Document may also taken during incorporation process.

Best Regards

Team MYCAPORTAL