

**Documents Required For Registration of Establishment under Shop and Establishment Act**

SN	Required Documents	Status	Current Status
<b>A. For Proprietary Firm</b>			
1	Online Filled up Application Form of Trimurti Group format	All	Compulsory
2	Scan Passport size photo of applicant	All	Compulsory
3	Scan Signature of Applicant	All	Compulsory
4	From C- Undertaking (Trimurti Group Format)	All	Compulsory
5	Adhar Card & Pan of Applicant	All	Compulsory
6	Address Proof of the Firm (Light Bill/Rent agreement/Consent letter)	All	Compulsory
7	Actual photo of the establishment displaying the interior and the Name board (Marathi) at the appropriate place of the establishment	All	Compulsory
8	Scan Copy of Orginal Shop Act (Old User)	Only for Renewal	Optional
9	Old Factory License copy & Fees Paid Receipt up to Dec 2018	Only for Renewal	Optional
<b>B. Partnership Firm/LLP</b>			
1	Online Filled up Application Form of Trimurti Group format	All	Compulsory
2	Scan Passport size photo of applicant	All	Compulsory
3	Scan Signature of Applicant	All	Compulsory
4	From C- Undertaking (Trimurti Group Format)	All	Compulsory
5	Pan Card of Partnership Firm	All	Compulsory
6	Adhar Card & Pan Cards of all Partners	All	Compulsory
7	Address Proof of the Firm (Light Bill/Rent agreement/Consent letter)	All	Compulsory
8	Actual photo of the establishment displaying the interior and the Name board (Marathi) at the appropriate place of the establishment	All	Compulsory
9	Partnership deed for Partnership & Authority Letter	All	Compulsory
10	In case of Limited Liability partnership certificate issued by register to company.	All	Compulsory
11	List of Partners (with Address Details & Adhar Number)	All	Compulsory
12	Scan Copy of Orginal Shop Act (Old User)	Only for Renewal	Optional
13	Old Factory License copy & Fees Paid Receipt up to Dec 2018	Only for Renewal	Optional
<b>C. Pvt Ltd Company</b>			
1	Online Filled up Application Form of Trimurti Group format	All	Compulsory
2	Scan Passport size photo of applicant	All	Compulsory
3	Scan Signature of Applicant	All	Compulsory
4	From C- Undertaking (Trimurti Group Format)	All	Compulsory
5	Pan Card of Pvt Ltd Company	All	Compulsory
6	Adhar Card & Pan Card of all Directors	All	Compulsory
7	Address Proof of the Firm (Light Bill/Rent agreement/Consent letter/Index 2)	All	Compulsory
8	Actual photo of the establishment displaying the interior and the Name board (Marathi) at the appropriate place of the establishment	All	Compulsory
9	Board of Resolution to appoint one director as a Applicant	All	Compulsory
10	List of Directors (with Address Details & Adhar Number)	All	Compulsory
11	Scan Copy of Orginal Shop Act (Old User)	Only for Renewal	Optional
12	Old Factory License copy & Fees Paid Receipt up to Dec 2018	Only for Renewal	Optional
13	Grampanchyat NOC	All	Optional
14	Food & Drug License if ( Medical Shop)		Optional

**Note - All Documents should be self attested with seal of the company**

**Adv. Aadi Hande Patil**

**BSL,LLB, MBA(HR), DLL & LW**

Prepared by @ Adv. Aadi Hande Patil

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[For Further Information – adihande@trimurtigroup.co.in](mailto:adihande@trimurtigroup.co.in)

Web Site – [www.trimurtigroup.co.in](http://www.trimurtigroup.co.in) & [www.careerbook.co.in](http://www.careerbook.co.in)

Cell Number - +91 9423387048

Landline – 020 27149672