

Checklist of documents to be submitted: 12-CL-02
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1		Application Form
2		Company Profile including:
	2.1	Background of company and promoters
	2.2	Area of expertise in software development and IT-enabled services
	2.3	Profiles of key personnel in the organization
	2.4	Strengths and achievements of the company like potential market for software products project developed by the company and in-house expertise in the area of specialization
	2.5	Financial arrangements and feasibility of the proposed setup
	2.6	Marketing tie-up, if any
	2.7	Export performance for last three years in cases of existing firms & last year's balance Sheet, If applicable
	2.8	Orders in hand / in pipeline / under registration.
	2.9	Brochures of the software products / company or Annual Report for the previous year, If applicable
	2.10	Manpower: Type of people working
	a	Project Manager
	b	Project Leader
	c	Senior Programmer
	d	Junior Programmer/Operators
	2.11	Wage Bill
3		Two Photographs
4		Self-attested copy of Address Proof (Voter ID/Driving License/Passport/Adhaar)
5		Self-attested copy of PAN card-company and Directors
6		Three months' rent as security deposit and one month advance rent (+ Service Tax) in the form of DD/Cheque
7		Copy of ROC with MOA (For Pvt. Ltd. Company)
8		Copy of partnership Deed (For Partnership Firm)
9		GST Certificate