



## **INDIVIDUAL FIRMS –CHECK LIST(PIBO)**

1. Aadhar-2 sides in a single paper -Pdf
2. Pancard of M.Director/M.Partner -Pdf
3. Signature (150Px, 50Px) of M.Director/M.Partner -Jpeg
4. Udyam(MSME) -Pdf
5. Product & Quantity List of Fy 2021-22 & Fy 22-23 -Pdf
6. Product Photos -Jpeg
7. GST Certificate & Balance Sheet -Pdf
8. Sales Details Of Fy 2021-22
  - a) Total Quantity Of Sales (Not in Value) -Pdf
  - b) Total GST Collected in Sales -Pdf
  - c) 1 GST Bill as Proof -Pdf
9. Sales Details Of Fy 2022-23
  - a) Total Quantity Of Sales (Not in Value) -Pdf
  - b) Total GST Collected in Sales -Pdf
  - c) 1 GST Bill as Proof -Pdf
10. Process Flow Diagram -Pdf
11. State Pollution Certificate -Pdf
12. KSEB Bill with connected load mentioned -Pdf
13. Machinery Photos With Name -Pdf
14. Machinery List-Name, Kw, TPA & Operating Hours -Pdf
15. Geo Tagged Photos Of;
  - i. Production Area -Jpeg/<150kb
  - ii. Raw Material Storage Area -Jpeg/<150kb
  - iii. Despatch Area -Jpeg/<150kb
16. Disaster Management Plan -Pdf
17. Covering Letter -Pdf