

Kunal Jain & Associates
(Chartered Accountant)

CHECK LIST FOR SELFEMPLOYED PROFESSIONAL PERSON

Sr. No	Particulars	
1	Pan Card	
2	Office Address Proof (Any Utility Bill, Rent Agreement)	
3	All 12 Month Bank Statements	
4	All Running Loan Welcome Letters	
5	L.I.C. prem. Receipt OR L.I.C. policy numbers + bond copy (for non LIC Only)	
6	Residence Address Proof (Any Utility Bill)	
7	Mobile Bill or Land Line Bill	
8	2 Years Income Tax Return (Ca Certified If Non-Audited)	
	a	Computation Of Income
	b	Profit & Loss Accounts With Interest A/C (Audit Report If Audited)
	c	Balance Sheet With All Schedule (Audit Report If Audited)
9	Degree Certificate	
11	Certificate Of Practice	