

Kunal Jain & Associates
(Chartered Accountant)

CHECK LIST FOR SELFEMPLOYED PERSON

Sr. No	Particulars
1	Pan Card
2	Office Address Proof (Any Utility Bill, Rent Agreement)
3	Land-Line Bill Or Mobile Post Paid Bill
4	Business Continuity Proof (SSI, Ghumasta,Vat Etc.)
5	All 12 Month Bank Statements
6	L.I.C. prem. Receipt or L.I.C Policy numbers + bond copy (For Non L.I.C. Only)
7	All Running Loan Welcome Letters
8	Residence Address Proof (Any Utility Bill)
9	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)
10	Monthly sales & purchase summery & Vat. Return copy
11	Debtors & Creditors List & Stock Summery As On Date Or Provisional Balance Sheet
ADDITIONAL DOCUMENTS FOR PARTNERSHIP FIRM	
12	Partnership Deed
13	All Partner's Pan Card
14	All Partner's Residence Proof (Any Utility Bill)
15	All Partner's 2 Years Income Tax Return With Computation Of Income & Balance Sheet
ADDITIONAL DOCUMENTS FOR PRIVATE LIMITED COMPANY	
16	A. O. A. & M. O. A.
17	All Director's Pan Card
18	All Director's Residence Proof (Any Utility Bill)
19	All Director's 2 Years Income Tax Return With Computation Of Income & Balance Sheet