

Mandora Consultancy Services, Jalgaon

our website - www.mandora.in mob.7588613887

DOCUMENTS REQUIRED FOR DIGITAL SIGNATURE

****Video Recording of the applicant required for all Signature.**

Common for all types

- 1) 1 photo with cross signature on application form
- 2) Pan Card
- 3) Aadhar Card/ Driving License/ Voter Id Card/ Passport Etc

Additional documents type wise

SIGNING + ENCRPTION :- (FOR TENDERS) class 2 and 3

FOR PROPRIETORSHIP FIRM :-

- 4) GST certificate/udyog adhar/ shop act license/ NOC of Grampanchayat in Hindi or English only
- 5) Current month bank statement last 15 dys.
- 6) Income tax return acknowledgment
- 7) Seal & Stamp of the firm

FOR PARTNERSHIP FIRM :-

- 4) GST certificate/udyog adhar/ shop act license/ NOC of Grampanchayat in Hindi or English only
- 5) Current month bank statement
- 6) Income tax return acknowledgment
- 7) Copy of partnership deed
- 8) Pan card of the firm
- 9) Other partner id proof (adhar card or driving license or pass port)
- 10) Seal & Stamp of the firm
- 11) Resolution / authority letter as per our format.

FOR ORGANIZATION :- (pvt. ltd. or ltd.)

- 04) Resolution / authority letter as per our format.
- 05) Certificate of incorporation/SSI certificate.
- 06) Memorandum of Article.
- 07) Audit report of the organization.
- 08) Current month bank statement (c/a of the firm)
- 09) Income tax return acknowledgment (of the firm)
- 10) Pan card of the firm
- 11) Id proof of other director (authorizing director as per resolutions as per our format)
- 12) Seal & Stamp of the firm.