



**M/s PRANJAL JOSHI & CO**  
**CHARTERED ACCOUNTANTS**

Office No. 9, Suvan Apartments, Opp. Jog High School, HDFC Bank Building, Mayur Colony, Kothrud, Pune – 411 038. Tel – 020 – 25 43 02 76, Mob: 98500 35736, [pranjal@capranjaljoshi.com](mailto:pranjal@capranjaljoshi.com)

**Documents required for Obtaining Shop Act Registration**

Documents Required along with application for Shops and Establishment Registration, Renewal and Amendment are as follows –

1. Proof
2. Annexure A self declaration( 75KB to 100KB) format given of left side of webpage
3. Annexure B self declaration for attestation ( 75KB to 100KB) format given of left side of webpage
4. Annexure C under taking ( 75KB to 100KB) format given of left side of webpage
5. Photo (20KB to 30KB)
6. Signature (9KB to 15KB)
7. Proof of Identity of Applicant ( copy of Driving License, Passport, Aadhar Card, PAN Card) ( 75KB to 100KB)
8. Copy of Fee receipt paid earlier ( in case of Old user) ( 75KB to 100KB)

Size of Photograph should not be more than 100 kb and size of documents should not be more than 1 mb

PROOF OF BUSINESS REGISTRATION	PHOTOGRAPH OF PROPRIETOR / PROMOTERS / DIRECTORS / PARTNERS	ADDRESS PROOF OF PLACE OF BUSINESS	AADHAAR CARD OF APPLICANT	OFFICE NAME BOARD PHOTO
YOU SHOULD HAVE ANY ONE OF THE FOLLOWING DOCUMENTS: a. ANY PROOF OF BUSINESS REGISTRATION b. CERTIFICATE OF REGISTRATION c. MOA & AOA d. Partnership Deed	YOU SHOULD HAVE SCAN COPY OF PHOTOGRAPH OF PROPRIETOR / PROMOTERS / DIRECTORS / PARTNERS	YOU SHOULD HAVE ANY ONE OF THE FOLLOWING DOCUMENTS: a. ELECTRICITY BILL b. LEGAL OWNERSHIP DOCUMENT c. TAX PAID RECEIPT d. RENT AGREEMENT e. LEASE AGREEMENT f. MUNICIPAL KHATA COPY	YOU SHOULD HAVE COPY OF AADHAAR CARD OF APPLICANT	YOU SHOULD HAVE SCAN PHOTO OF OFFICE NAME BOARD (SIGNAGE)