

CHECKLIST - Claim

No.	Particulars
1.	Application form for Registration duly filled, stamped and signed by authorized signatory.
2.	Employment Statement for the Last Month of the claim Period in Prescribed Format
3.	Copy of Attendance Register or Salary Register of Last Month of Claim Period
4.	Copy of Raw Material Purchase Bill of Last Month of Claim Period
5.	Copy of Sale Bill of Last Month of Claim Period
6.	Copy of Electricity Bill of Last Month of Claim Period
7.	Valid Insurance Policy
8.	Valid GPCB CCA (if Applicable)
9.	Copy of Authority Letter duly certified with Board Resolution, Directors / Partners / Owner in case of authorized signatory is not an owner of the firm.

All Submitted documents along with the application form should be duly certified by proprietor/partner/director/Power of Attorney holder.