

Documents Required for New Center Registration 2012

Phase I

- I. **Exhibit 1:** Applicant Organization (AO) will select the following organization type and upload the scan image of PAN card while applying online.
 - o If the applicant is of following types then their respective PAN card details are required.
 1. Proprietorship - *Individual Applicants PAN Card*
 2. Partnership – *Firm's/Company's PAN Card*
 3. Trust – *Trust's PAN Card*
 4. Society – *Society's PAN Card*
 5. Cooperative Society – *Cooperative Society PAN Card*
 6. Public & Private Ltd. Co. – *Public & Private Ltd. Co. PAN Card*

II. Phase II

AOs* needs to hand over following mentioned documents to respective DLC (at the time of DLC visit to AO premise) within stipulated dates.

(*The list of Eligible AOs will be declared and displayed on the website www.rkcl.in

.)

Exhibit 1: Governing Documents

For Proprietorship	: Rajasthan Shops & Establishment Act
For Partnership	: Rajasthan Shops & Establishment Act & Partnership Deed
For Trust	: Registration Certificate & Trust Deed
For Society	: Registration Certificate and Rules & Regulations
For Cooperative Society	: Registration Certificate and Rules & Regulations
For Public & Private Ltd. Co.	: Certificate of Incorporation and Memorandum & Article of Association

Exhibit 2: Premises

If Owned : Property Documents

If Rented : Rent Agreement on stamp paper .

Exhibit 3: Detail AO Information print out from RKCL website with AO seal and signature.

Exhibit 5: AO will submit the copy of PAN card.

Exhibit 6: Undertaking from AO

Exhibit 8: For ECS transfer, AO will submit the copy cancelled cheque of their current or saving account.

Exhibit 9: Photos (4 x 6 inch)

1. Center exterior (outside view)
2. Reception / Counseling
3. Labs
4. Lecture Hall