

# ASTUTE

## BUSINESS ADVISORS

Tax | Registrations | Branding



FSSAI (Food License)



Labour License



Trade (GHMC) License



Trademark

Trademark™ Registraton



Drug License



Udyog Aadhar



Company Registration



GST Registration



Income Tax Returns



Import Export Certificate

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Sai Jyothi U 70754 29890

# Shop & Establishment Act & Trade (GHMC) License

## Required Documents

- ❖ Aadhar & Pan
- ❖ Passport Photo
- ❖ Business Name Board
- ❖ Email & Contact No.
- ❖ Address proof
- ❖ No of Employees
- ❖ Commencement date

## Additional Documents for Trade

- ❖ Premises SQ. FT SIZE
- ❖ Property Tax [Mandatory]



# Importer-Exporter Code (IEC)

## Who needs an IEC ?

Any person or entity that imports or exports goods or from India needs an IEC, unless they are specifically exempted.

## Required Documents

- ❖ PAN Card of Company
- ❖ Certificate of Incorporation
- ❖ Electricity Bill not older than 2 months
- ❖ Phone number of Directors
- ❖ Email id of Directors
- ❖ Cancelled cheque of Bank A/c of company
- ❖ PAN and Aadhar card of Directors
- ❖ Passport size photo of Directors
- ❖ Rental Agreement
- ❖ GST Registration of Company



## Trade Mark Registration

### Required Documents

- ❖ Aadhar, MSME & Business Certificate
- ❖ Copy of Logo
- ❖ Name & Type of Business

# FOOD LICENSE (FSSAI)

There are three types of Food License  
Basic | State | Central Registration



## Basic & State Required Documents

- ❖ Owner Passport Size Photo
- ❖ Aadhar Card / Pan Card
- ❖ Rental Agreement / Property Tax / E-bill
- ❖ Shop Photo
- ❖ Nature of Business and Products
- ❖ E-mail ID & Phone Number

## State Additional Required Documents

- ❖ Blue Print (Manufacturer)
- ❖ Business Certificate - GST / MOA / DEED
- ❖ Equipment & Premises Images





# FSSAI CENTRAL LICENSE

## Required Documents

- ❖ Contact Number & Email Id
- ❖ Address proof - Rental Agreement / E Bill
- ❖ Nature of Business and Products
- ❖ Business Certificate - GST / MOA / DEED
- ❖ ID Proof of the Directors
- ❖ Domain Name require for E-commerce category

## Documents to be needed on

## Letter head with stamp & signature

- ❖ Recall plan
- ❖ List of Directors
- ❖ Nomination
- ❖ Equipment Images
- ❖ Machinery Capacity Details
- ❖ Declaration
- ❖ Blue Print
- ❖ NOC/Source of RM (Diary/Meat units)
- ❖ Water Analysis Report (If applicable)

## ANNUAL RETURNS

- ❖ Importer
- ❖ Manufacturer-Exporter
- ❖ Manufacturers  
(including Repacker and Relabeller)
- ❖ Before 31st may  
Filing Mandatory Every Year



# Company/LLP/Section-8 (NGO)

## Required Documents

- ❖ Proof of Directors/Partners
- ❖ Address Proof of Directors/Partners
- ❖ Passport size photo of Directors/Partners
- ❖ Proof of registered office of Company
- ❖ Phone No. and Mail id
- ❖ Proposed 3 Names in Priority
- ❖ Name of the Bank
- ❖ Capital Contribution by Members/Partners
- ❖ Education Qualification of Directors/Partners
- ❖ Occupation of Directors/Partners



# GST REGISTRATION

## Required Documents

- ❖ Name & Nature of Business
- ❖ Postal Address of Business
- ❖ Pan Card
- ❖ Aadhar
- ❖ Photo
- ❖ Mobile Number & Mail id
- ❖ Rental agreement / property tax receipt
- ❖ Electricity Bill (Mention Residential / Commercial)



GST Filings | ITR Filings | Audit Services | Payroll



## Sai Jyothi U

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### Expertise Services

- ❖ MSME (Udyog Aadhar)
- ❖ Firm & Company Registration
- ❖ GST Returns & Filings
- ❖ Payroll & Accounting Services
- ❖ CA Certification
- ❖ ESI & PF Withdrawls & Filings
- ❖ Auditing Services
- ❖ Income Tax Filings
- ❖ Social Media Handling
- ❖ Web Development Services
- ❖ Influencer Marketing
- ❖ Printing & Corporate Gifting
- ❖ Civil, Criminal & Corporate Legal Services

