Document Checklist for Registration of MSEs Service Providers in JREDA

A.	**Name of Agency:**	
B.	**Address of Office:**	
C.	**Details of Premises:** Specify the type of premises (Private House/Residential Flat/Industrial/Commercial) and provide the complete address.	
	Address of Manufacturing Unit:	
D.	**Infrastructure Type:** Specify whether the industrial unit is operating from a rented premises or an owned premises, along with relevant details.	
	Type of Infrastructure Property of Manufacturing Unit:	

E. Details of Industrial Unit / Company (Annexure-I)

Name of Equipment / Machinery / Testing Facility	Equipment / Machine Serial No.	Proof of Ownership / Purchase details of Machinery Equipment	Testing Certificate of Machinery/ Equipment	Calibration report of Machinery/ Equipment

F.	**Details of Employees and Statutory Labour Compliance (EPF, ESI/EIC, Labour License, etc.)**	

G. Basic Certificates required:

Sl. No.	Details of Documents
1.	PAN No. of the firm:
2.	ITR (Upto Last 03 (Three) Years:
3.	03 (Three) Years Balance Sheet and Profit Loss Statement:
4.	Annual Turn Over Certificate with UDIN No.:
5.	Net worth Certificate with UDIN No.:
6.	GST Certificates:
7.	Firm Registration Certificate: (LLP / Proprietorship / Partnership / Limited Liability Partnership / Pvt. Ltd. / Public Limited)
8.	Certificate of Incorporation and AOA, MOM of BOD:
9.	Udyam Registration Certificate:
10.	Electrical License Provided by Energy Department of state Government.
11.	Self-Declaration Form **(Annexure-II)**
12.	Udyog Aadhar / Udyam Certificate duly approved by GM-DIC from state of Jharkhand related to the manufacturing unit and component
13.	Factory License
14.	Type of Electricity Connection (Commercial/Residential)
15.	Electricity Bill Details and payment receipt of Manufacturing Unit issued by DISCOM. (Of last 12-Twelve Months)
16.	Details of Manufacturing Components (Light / Inverter (PCU) / Battery/Module) in your unit.

17.	Test report of Manufacturing component duly certified by the NABL Lab as per ISI, BIS and MNRE Standard:
18.	Character Certificate: (Not Older than 06 Months)
19.	Details of Criminal/Civil Cases: Submit an affidavit before the 1st Class Judicial Magistrate along with details of all pending cases against you or your company. **(Annexure-III)** **(if not, attach a duly notarized self-declaration document)**
20.	Photographs of Unit (GPS Tag)