

Documents Required

Basic Registration Documents

1. Business Registration Documents:

- Udyam Registration Certificate (Mandatory)
- Valid and current registration
- Must show MSME classification
- Should be in applicant's name

2. Tax Registration Documents:

- GST Registration Certificate (GSTIN)
- Valid and active registration
- Must match business details
- Should be in business name

3. Identity Documents:

- PAN Card of business entity
- Valid and active PAN

- Must match business registration
- Required for tax compliance

Financial Documents

1. Bank Account Documents:

- Bank Account Details (Account number, IFSC code)
- Bank passbook/statement (recent)
- Account holder verification
- For subsidy disbursement through DBT

2. Financial Statements:

- Audited Financial Statements (if available)
- Income Tax Returns (last 2 years)
- Turnover certificates
- Investment details

Address and Location Documents

1. Business Address Proof:

- Registered Office Address Proof
- Rent agreement/Property documents
- Utility bills (electricity/water/phone)
- Municipal corporation license

2. Communication Address:

- Correspondence Address (if different from registered)
- Contact person details
- Phone number and email verification
- Authorized signatory information

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Digital Readiness Documents

1. IT Infrastructure Assessment:

- Current IT Setup Details
- Hardware and software inventory
- Internet connectivity proof
- Existing digital tools usage

2. Business Process Documentation:

- Business Process Flow

- Current operational procedures
- Areas for digital intervention
- Expected outcomes from digitization

Authorization Documents

1. Authorized Person Documents:

- Authorization Letter (if applicable)
- Aadhaar Card of authorized person
- Signature verification
- Power of attorney (if required)

2. Compliance Documents:

- Statutory Compliance Certificates
- Environmental clearances (if applicable)
- Industry-specific licenses
- Labor compliance certificates

Service-Specific Documents

1. Cloud Service Selection:

- Service Requirement Assessment
- Technical specifications
- Capacity requirements
- Duration of service needed

2. Data Security Requirements:

- Data Classification Details
- Security requirements
- Compliance needs

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- Backup and recovery preferences

Subsidy-Specific Documents

1. For Subsidized Services:

- Aadhaar Card (for DBT)
- Bank account linking with Aadhaar
- Previous subsidy details (if any)
- Declaration of non-duplication

2. Financial Assessment:

- Project Cost Estimation
- ROI projections
- Financial impact assessment
- Sustainability plan

Additional Documents (As Required)

1. Partnership/Company Documents:

- Memorandum of Association (for companies)
- Partnership deed (for partnerships)
- Trust deed (for trusts)

- Board resolution (for companies)

2. Sector-Specific Documents:

- Industry Registration
- Pollution control certificates
- Quality certifications
- Export-import licenses (if applicable)

Document Submission Guidelines

1. Format Requirements:

- Original documents for verification
- Self-attested photocopies
- Digital copies in PDF format
- Clear and legible documents

2. Validity Requirements:

- All documents should be current
- Expired documents not acceptable
- Renewals should be submitted
- Updates should be provided promptly

3. Language Requirements:

- Documents in English or Hindi preferred
- Translations may be required
- Certified translations for foreign documents
- Notarized copies where specified

4. Submission Process:

- Upload through online portal
- Physical submission if required

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- Acknowledgment receipt
- Tracking reference number