Documents Required

A. Mandatory Documents (For All Applications)

Business Registration Documents

1. **Udyam Registration Certificate**

   · Self-attested copy

   · Must be valid and current

   · Format: PDF/JPG

2. **GST Registration Certificate**

   · Valid GST certificate

   · Tax compliance proof

   · Format: PDF

3. **PAN Card**

   · Enterprise PAN card

   · Individual PAN (for proprietorship)

   · Format: PDF/JPG

4. **Bank Account Details**

   · Current account statement (6 months)

   · Bank certificate with IFSC code

   · Cancelled cheque copy

Caste Certificate Documents

5. **SC/ST Certificate**

   · Valid caste certificate from competent authority

   · Must be in the name of proprietor/majority partners/promoters

   · Format: PDF

· Validity: As per state government norms

6. **Certificate of Ownership**

    · Proof of SC/ST ownership (51% or more)

    · Share certificate (for companies)

    · Partnership deed (for partnerships)

    · Format: PDF

Identity & Address Proof

7. **Aadhaar Card**

    · Of proprietor/all partners/all directors

    · Both sides clearly visible

    · Format: PDF/JPG

8. **Address Proof**

    · Voter ID/Passport/Driving License

    · Utility bills (electricity/water/telephone)

    · Format: PDF/JPG

9. **Business Address Proof**

    · Shop/factory registration certificate

    · Electricity bill in business name

    · Rent agreement (if rented)

    · Format: PDF

B. Financial Documents

For SCLCSS Application

10. **Project Report**

    · Detailed business plan

· Financial projections

· Market analysis

· Format: PDF

11. **Cost Estimates**

· Machinery quotations

· Civil work estimates

· Total project cost breakdown

· Format: PDF

12. **Bank Sanction Letter**

· Loan approval from PLI

· Terms and conditions

· Disbursement schedule

· Format: PDF

13. **Audited Financial Statements**

· Last 3 years (if applicable)

· Balance sheet and P&L account

· CA certification

· Format: PDF

For Reimbursement Schemes

14. **Original Bills/Invoices**

· Tax invoices from service providers

· Payment receipts

· Bank payment proof

· Format: PDF

15. **Service Completion Certificate**

    · From service provider

    · Confirmation of service delivery

    · Quality compliance certificate

    · Format: PDF

C. Sector-Specific Documents

For Manufacturing Units

16. **Factory License**

    · Valid manufacturing license

    · Pollution clearance certificate

    · Fire safety certificate

    · Format: PDF

17. **Quality Certificates**

    · ISO certification (if any)

    · BIS license (if applicable)

    · Product testing reports

    · Format: PDF

For Service Units

18. **Service Tax Registration**

    · Professional tax registration

    · Service-specific licenses

    · Compliance certificates

    · Format: PDF

19. **Professional Qualifications**

· Technical qualification certificates

· Experience certificates

· Professional memberships

· Format: PDF

D. Additional Documents (As Required)

For Marketing Assistance

20. **Exhibition Details**

· Event brochure/invitation

· Participation fee structure

· Stall booking confirmation

· Format: PDF

21. **Travel Documents**

· Flight/train ticket bookings

· Hotel reservations

· Visa (for international events)

· Format: PDF

For Capacity Building

22. **Educational Certificates**

· Minimum qualification proof

· Technical certification

· Training completion certificates

· Format: PDF

23. **Training Nomination Form**

· Duly filled and signed

· Institute confirmation

· Course fee structure

· Format: PDF

E. Document Submission Guidelines

Technical Requirements

- **File Format**: PDF preferred, JPG/PNG acceptable
- **File Size**: Maximum 2MB per document
- **Quality**: Clear, legible, high resolution
- **Language**: English or Hindi with translation
- **Validity**: All documents must be current and valid

Submission Process

- **Online Upload**: Through official portal
- **Physical Submission**: At nearest NSSH office
- **Attestation**: Self-attested copies acceptable
- **Original Verification**: May be required during inspection

Common Mistakes to Avoid

1. **Expired Documents**: Ensure all certificates are valid

2. **Incorrect Caste Certificate**: Must be from competent authority

3. **Incomplete Financial Documents**: Submit all required statements 4.

Poor Quality Scans: Use high-resolution scanning

5. **Mismatched Information**: Ensure consistency across documents