

**CHECK LIST FOR NEW REGISTRATION/RE-LISTING OF FIRM WITH KPKB**

<b>SN</b>	<b>Particulars</b>	<b>Page No. of file</b>
1.	Name of firm with complete Address/Application form	
2.	PAN Card of Firm (Applicant)	
3.	GSTIN (Applicant)	
4.	Factory License only for applicant	
5.	Manufacturing License (Micro, Small, Medium, Heavy) Documents required- Udhog Aadhaar, IEM (Industrial Entrepreneur Memorandum)/GMP/Drug/Cosmetic license for manufacturer (Whichever is applicable) only for applicant	
6.	Sole Selling Agent (Factory & Manufacturing License and Agreement duly Notarised for OEM only)	
7.	If firm is third party manufacturer; Third party agreement along with products wise manufacturing unit details are required. Note:- No Need for factory license and manufacturing license of third party manufacturer.	
8.	In case of partnership firm, partnership deed duly notarised is required.	
9.	MOA for Ltd firm and <b>MOA</b> or <b>AOA</b> for Pvt. Ltd. firm is required.	
10.	Audited Balance Sheet to ascertain prescribed turnover in last 03 consecutive FY.	
11.	ITR for the last 03 year without any annexure	
12.	Lab test report from Govt. Approved Lab / NABL accredited / FSSAI Empanelled of offered products to KPKB.	
13.	BIS Certificate for Electronics/Electrical Items/Utensil/Clothing for applicable items only	
14.	BEE Certificate (Star Rating) on mandatory offered Products	
15.	Trade mark or TM user Agreement of offered products	
16.	FSSAI License for food products	
17.	Undertaking Certificate on Non Judicial Stamp paper duly notarised mentioning the nomenclature of all offered products	
18.	Price sheet in prescribed performa alongwith wholesale rates without GST + CSD rates	
19.	Videography from raw material stage to finishing.	
20.	Wholesale Invoices for 05 States Covering all SKUs offered	
21.	Board Resolution in favour of Authorized person alongwith photograph	
22.	Distributor's list with complete details (Address, Email, Phone No.) All India Basis	
23.	Digital Catalogue of offered products in pdf. Format	
24.	IEC, Bill of lading and importer agreement in case of Imported Items/Importer Firms	
25.	Swadeshi Data	
26.	Details of Products – Wise Manufacturing Unit	