

**BSMART**TMPrivate Limited
Complete Enterprise SolutionsRegistered Off: 1909 / 2, Ram Dhvaj Commercial Complex,
732 / B 1st Floor, Pune - Satara Road, Pune 411 037

Checklist for PTRC & PTEC Registration (Company)

Following are the documents required for the Profession Tax Registration for a Company

| Sr. No. | | Particulars |
|---------|---|---|
| 1 | | Copy of Incorporation Certificate, Memorandum of Association & Articles of Association |
| 2 | a | Proof of Place of Business: If Self Owned: (Any Two of the following) <ul style="list-style-type: none">▪ Index-II▪ Property Tax Paid Receipt▪ Light Bill▪ Shop Act License |
| | b | If Rented: (Any Two of the following) <ul style="list-style-type: none">▪ Rent Agreement▪ Index-II (In the name of the Property owner with whom Rent agreement is entered)▪ Property Tax Paid Receipt (In the name of the Property owner with whom Rent agreement is entered)▪ Light Bill (In the name of the Property owner with whom Rent agreement is entered)▪ Shop Act License |
| 3 | | Copy of PAN Card |
| 4 | a | Bank A/c Details: One Cancelled Cheque |