

D2 CONSULTANCY SERVICES

790 G.S.T.ROAD SOUTH KAMARAJAR NAGAR KADAPERI TAMBARAM CHENNAI - 6000 45.

SL.NO	PF COVERAGE DOCUMENTS {PROPRIETOR}	REMARKS	
		YES	NO
1	COPY OF THE PAN CARD		
2	COPY OF THE ID & ADDRESS PROOF		
3	BUILDING RENT AGREEMENT / LEASE DEED / RENT RECEIPT		
4	COPY OF MSME (SSI)		
5	COPY OF THE TNGST REGISTRATION (TIN NO)		
6	COPY OF THE TAN REGISTRATION		
7	COPY OF THE SERVICE TAX		
8	DIGITAL SIGNATORY CERTIFICATE		
9	CANCEL CHEQUE 1 NO's		
10	SHOP & ESTABLISHMENT ACT REGISTRATION CERTIFICATE		
11	FACTORIES ACT FACTORIES ACT CERTIFICATE		
12	CATERING ACT CERTIFICATE		
13	CONTRACT LABOUR ACT CERTIFICATE		
14	SPECIMEN_SIGNATURE_CARD	ENCLOSED	
15	ATTENDANCE STATEMENT MONTH WISE (LAST 3 MONTH)		
16	SALARY STATEMENTS MONTH WISE (LAST 3 MONTH)		
	<u>EMPLOYEEER DETAILS</u>		
17	NAME /FATHER NAME /DATE OF BIRTH/ADDRESS	ENCLOSED	
	<u>EMPLOYEEES DETAILS</u>		
18	NAME , FATHER NAME ,DATE OF BIRTH ,DATE OF JOIN & SALARY	ENCLOSED	

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SL.NO	PF COVERAGE DOCUMENTS { PARTNER SHIP }	REMARKS	
		YES	NO
1	COPY OF THE PAN { COMPANY }		
2	COPY OF THE PAN { PARTNERS }		
3	COPY OF THE ID & ADDRESS PROOF { PARTNERS }		
4	PARTNER SHIP DEED		
5	LIST OF PARTNERS		
6	BUILDING RENT AGREEMENT / LEASE DEED / RENT RECEIPT		
7	COPY OF MSME (SSI)		
8	COPY OF THE TNGST REGISTRATION (TIN NO)		
9	COPY OF THE TAN REGISTRATION		
10	COPY OF THE SERVICE TAX		
11	DIGITAL SIGNATORY CERTIFICATE		
12	CANCEL CHEQUE 1 NO's		
13	SHOP & ESTABLISHMENT ACT REGISTRATION CERTIFICATE		
14	FACTORIES ACT FACTORIES ACT CERTIFICATE		
15	CATERING ACT CERTIFICATE		
16	CONTRACT LABOUR ACT CERTIFICATE		
17	SPECIMEN_SIGNATURE_CARD	ENCLOSED	
18	ATTENDANCE STATEMENT MONTH WISE (LAST 3 MONTH)		
19	SALARY STATEMENTS MONTH WISE (LAST 3 MONTH)		
20	<u>EMPLOYEER DETAILS</u>		
21	NAME / FATHER NAME / DATE OF BIRTH / ADDRESS	ENCLOSED	
22	<u>EMPLOYEES DETAILS</u>		
23	NAME , FATHER NAME , DATE OF BIRTH , DATE OF JOIN & SALARY	ENCLOSED	

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SL.NO	PF COVERAGE DOCUMENTS { PRIVATE LIMITED }	REMARKS	
		YES	NO
1	COPY OF THE PAN { COMPANY }		
2	COPY OF THE PAN { DIRECTORS }		
3	COPY OF THE ID & ADDRESS PROOF { DIRECTORS }		
4	COPY OF THE MEMORANDUM & ARTICALS OF ASSOCIATION		
5	DATE OF INCORPORATION		
6	LIST OF DIRECTORS		
7	BUILDING RENT AGREEMENT / LEASE DEED / RENT RECEIPT		
8	COPY OF THE TNGST REGISTRATION (TIN NO)		
9	COPY OF THE TAN REGISTRATION		
10	COPY OF THE SERVICE TAX		
11	DIGITAL SIGNATORY CERTIFICATE		
12	CANCEL CHEQUE 1 NO's		
13	SHOP & ESTABLISHMENT ACT REGISTRATION CERTIFICATE		
14	FACTORIES ACT FACTORIES ACT CERTIFICATE		
15	CATERING ACT CERTIFICATE		
16	CONTRACT LABOUR ACT CERTIFICATE		
17	SPECIMEN_SIGNATURE_CARD	ENCLOSED	
18	ATTENDANCE STATEMENT MONTH WISE (LAST 3 MONTH)		
19	SALARY STATEMENTS MONTH WISE (LAST 3 MONTH)		
20	<u>EMPLOYEER DETAILS</u>		
21	NAME / FATHER NAME / DATE OF BIRTH / ADDRESS	ENCLOSED	
22	<u>EMPLOYEES DETAILS</u>		
23	NAME , FATHER NAME , DATE OF BIRTH , DATE OF JOIN & SALARY	ENCLOSED	

SL.NO	ESTABLISHMENT DETAILS				
1	NAME OF THE COMPANY				
2	REGISTER OFFICE ADDRESS				
3	MOBILE NO				
4	PHONE NO				
5	E-MAIL ID				
6	NATURE OF COMPANY				
7	NATURE OF BUSSINESS				
8	DATE OF SETUP	DATE	MONTH	YEAR	
9	SET UP DOCUMENT				
10	VARIOUS AUTHORITIES	DATE	MONTH	YEAR	
11	SET UP DOCUMENT				
12	NO OF EMPLOYEES AS ON		DATE	MONTH	YEAR

SL.NO	EMPLOYER DETAILS { PROPRIETOR / PARTNERSHIP & PRIVATE LIMITED }					
	NAM EOF THE EMPLOYER	FATHER NAME	DATE OF BIRTH	DESIGNATION	PAN NO	ADDRESS
1						
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SL.NO	EMPLOYEE DETAILS				
SL.NO	EMPLOYEE NAME	FATHER NAME	D.O.B	DESIGNATION	SALARY
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