

Checklist for Proprietary Firm Registration

• **Documents required**

For the proprietor, the photocopies of the following documents are required:

1. Identity Proof (Any one of the following documents: Passport / Election (voter identity) card / Driving license / Income-tax PAN card)
2. Address Proof (Any one of the following documents: Passport / Election (voter identity) card / Ration card / Driving license / Electricity bill / Telephone bill / Latest Bank account statement)
3. Address proof of firm (property tax bill / electricity bill etc.)
4. Photographs of the proprietor – 2 copies

• **Information required**

1. Name of the firm
2. Address of the firm
3. Nature of business

• **Time Frame**

4-5 working days

• **Contact Us**

Right Management Consultants Pvt. Ltd.

6-3-668/10/11, Durga Nagar Colony,

Panjagutta,

Hyderabad – 500 082

Phone: +91 40 6668 6110

Working hours: Mon – Sat 10:00 am to 7:00 pm (except public holidays)

Mobile: +91 98494 46110

Mail: info@rightmc.com

Web: www.rightmc.com