



# DLC

*Secure Your Legal Rights*

## DEENIS LAW CHAMBER

## ABOUT US .....

Deenis Law Chamber was established on 1st December 2021 with a vision to provide comprehensive legal solutions for individuals, startups, and businesses. Founded by Adv. Deepak dahiya (Owner) and Ad. Adv. Madhav Sharma (Co-Owner), we are committed to delivering trusted, efficient, and result-driven legal services across India.

## Who We Are

At Deenis Law Chamber, we combine expertise, integrity, and professionalism to simplify complex legal processes.

Our team specializes in licenses & certificates, litigation support, GST & taxation, trademark & intellectual property protection, and business advisory services.

## Our Mission

- Simplifying legal processes with trust & transparency
- Protecting businesses and individuals through expert legal solutions
- Empowering growth with litigation, licensing, and corporate services

## Our Founders

**Adv. Deepak Dahiya -**  
(Litigation Expert)

**Adv. Madhav Sharma -**  
(Incorporation & Corporate Law Expert)

**Nikhil Malhotra –**  
(Business License Expert)

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# Services

## Business & Company Registrations

- Private Limited Company Registration
- One Person Company (OPC) Registration
- Limited Liability Partnership (LLP) Registration
- Startup Registration
- MSME / Udyam Registration
- Society Registration
- Trust Registration
- Co-operative Society Registration
- Section 8 Company Registration
- NGO Registration

## Taxation & Compliance

- GST Registration
- Income Tax Return (ITR) Filing
- XBRL Filing

## Intellectual Property Rights (IPR)

- Trademark Filing (™)
- Trademark Objection Reply
- Infringement (Trademark / Copyright / IP)
- Copyright Registration

## Import-Export & Telecom

- ICEGATE Registration
- VNO License

## Certifications & Licensing

- ISO Certification
- BIS Hallmark Certification
- BIS CRS Registration
- LMPC Registration
- EPR Registration
- WPC Registration
- APEDA Registration
- SAFTA Registration
- Trade License
- Bar License

## Legal & Documentation Services

- Document Attestation
- Digital Signature Certificate (DSC)
- Name Change (Individual)
- PAN / TAN Registration
- 80G & 12AA Registration

**Registration Certificate**  
Government of Delhi  
Department Of Food Safety  
Food Safety and Standards Authority of India  
Registration Certificate under FSS Act, 2006

फ़ीडबैक संख्या / Registration Number: 2332XXX900XXXX

1. Name and permanent address of Food Business Operator (FBO) / खाद्य व्यवसायिक ऑपरेटर का नाम और स्थायी पता: CANTEENO  
East, Delhi-110092

2. Address of location where food business is to be conducted / premises / स्थान का पता जहाँ खाद्य व्यवसाय / प्रीमिस है: East, Delhi - 110092

3. Kind of Business / व्यवसाय का प्रकार: Food Vending Establishment

4. Photo Identity Card / फोटो पहचान कार्ड (विवरण): N/A

This Registration certificate is issued under and is subject to the provisions of FSS Act, 2006 all of which must be complied with by the petty food business. / इस पंजीकरण प्रमाण पत्र जारी और इसके अधीन, 2006 के सभी प्रावधानों के साथ और इन प्रावधानों के तहत के अधीन के बिना अंग्रेजी में जारी किया गया है।

Place / स्थान: East  
Issued On / दिनांक: (New Registration)  
Valid Upto / वैधता: (For details, refer Annexure)

Registering Authority  
पंजीकरण अधिकारी

फ़ीडबैक संख्या / Registration Number: 2332XXX900XXXX

| Validity From | Validity Upto | Issued On  | Fee Paid | Type |
|---------------|---------------|------------|----------|------|
| 31-05-2021    | 30-05-2022    | 31-05-2021 | 100 INR  | New  |

## FSSAI License

FSSAI License is a mandatory license or registration issued by the Food Safety and Standards Authority of India (FSSAI) for all businesses involved in food manufacturing, processing, storage, distribution, or sale in India.

## Types of FSSAI License

- Basic FSSAI Registration
- State FSSAI License
- Central FSSAI License

## Documents Required

- Application Form
- Business Registration Certificate
- GST & PAN
- ID & Address Proof
- Food Safety Management Plan

## Who Needs FSSAI License

- Food Manufacturers
- Restaurants & Cafés
- Caterers
- Retailers & Distributors
- Food E-commerce Platforms

## Process Steps

- Prepare food safety documents.
- Submit application to FSSAI portal.
- Inspection by FSSAI officer (if required).
- Approval and license issuance.

## Validity & Renewal

1-5 Years, renewable.

## Issuing Authority

Food Safety and Standards Authority of India (FSSAI).



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## LMPC Certificate

LMPC Certificate stands for Legal Metrology Packaged Commodity Certificate.

It is a mandatory approval issued under the Legal Metrology (Packaged Commodities) Rules, 2011 in India.

## Types of LMPC Certificates

- LMPC Importer Certificate
- LMPC Packer Certificate
- LMPC Manufacturer Certificate
- LMPC Dealer / Retailer Certificate

## Documents Required

- Application Form
- Incorporation Certificate / Trade License
- GST Certificate
- PAN Card of Applicant / Company
- Import Export Code (if applicable)
- Product Packaging Details
- Authorization Letter / Board Resolution

## Who Needs LMPC Certificate?

- Importers of pre-packaged goods
- Manufacturers & Packers
- Dealers & Distributors
- E-commerce Sellers

## Process Steps

- Prepare required documents.
- Submit application to Legal Metrology Department.
- Pay the government fees.
- Department inspection and verification.
- Receive certificate approval.

## Validity & Renewal

1-5 Years, subject to renewal before expiry.

## Issuing Authority

Legal Metrology Department (Ministry of Consumer Affairs).





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## EPR Certificate

It is a legal obligation under India's environmental laws that makes Producers, Importers, and Brand Owners (PIBOs) responsible for the management of waste generated from their products after consumers use them.

## Types of EPR Certificates

- EPR Certificate for Plastic Waste
- EPR Authorization for E-Waste
- EPR Registration for Battery Waste
- EPR Certificate for Tyre Waste
- EPR License for Used Oil Management

## Documents Required

- Company Incorporation Certificate
- GST Certificate
- PAN Card
- Product Details & Quantity
- Details of Recycling Partners
- Authorization Letter

## Who Needs EPR Certificate?

- Manufacturers
- Importers
- Brand Owners
- Producers of E-Waste / Plastic Waste

## Process Steps

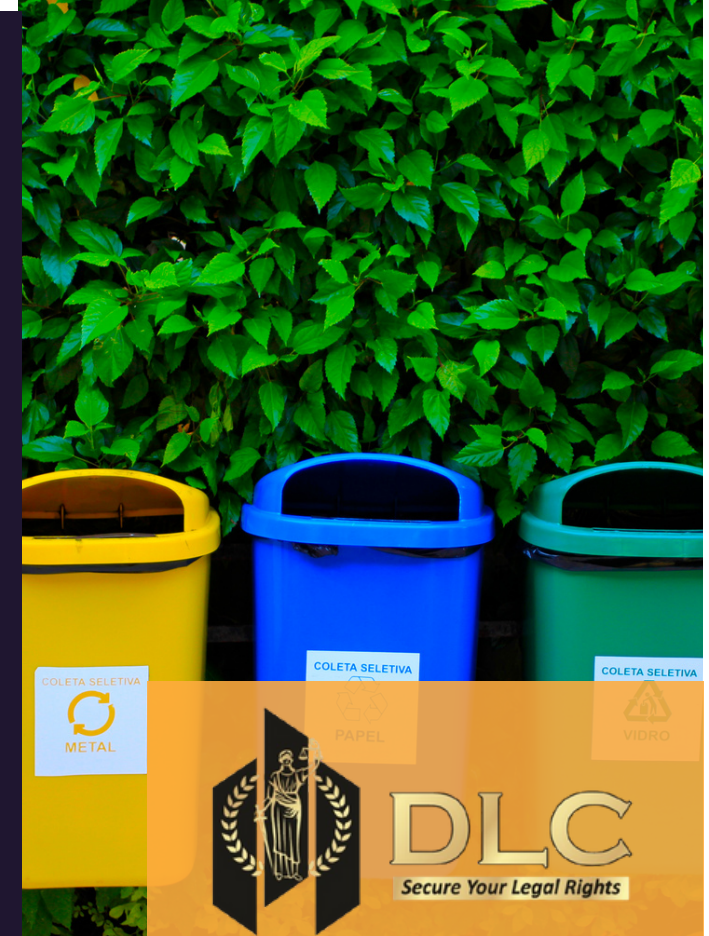
- Prepare documents including product & recycling details.
- Submit application to CPCB/SPCB.
- Pay applicable fees.
- Verification by Pollution Control Board.
- Receive EPR authorization.

## Validity & Renewal

5 Years, renewable as per CPCB guidelines

## Issuing Authority

Central Pollution Control Board (CPCB) / State Pollution Control Board (SPCB).



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## Document Attestation

Document Attestation is the process of verifying and authenticating documents by a recognized authority so that they are considered valid and genuine in another country

## Types of Document Attestation

- Birth Certificate Attestation
- Marriage Certificate Attestation
- Degree Certificate Attestation
- Diploma Certificate Attestation
- Commercial Invoice Attestation
- Power of Attorney Attestation
- Company Incorporation Certificate Attestation

## Documents Required

- Original Document
  - Copy of Passport
  - Authorization Letter (if applicable)
- quired

## Who Needs Document Attestation

- Students
- Job Seekers / Professionals
- Business Owners / Entrepreneurs
- Migrants / Residents
- Travelers

## Process Steps

- Submit original documents.
- Verification by notary, state, or central authority.
- Attestation by embassy/consulate.
- Receive attested documents.

## Validity & Renewal

Permanent unless document changes.

## Issuing Authority

MEA, Embassy/Consulate, State Departments.



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**Bureau of Indian Standards (BIS)**  
Ministry of Consumer Affairs, Food & Public Distribution  
New Delhi, India

Our Ref: Registration/CRS [REDACTED] Date: 09-11-2020

**Subject: Licence Document**

|                     |            |                                                                                   |
|---------------------|------------|-----------------------------------------------------------------------------------|
| MANUFACTURING UNIT: | [REDACTED] |  |
|---------------------|------------|-----------------------------------------------------------------------------------|

Dear Sir,

1. With reference to your Application, we are pleased to inform you that it has been decided to grant you licence as per details given below :

|                                       |                                |
|---------------------------------------|--------------------------------|
| Product Category :                    | [REDACTED]                     |
| Product Name :                        | [REDACTED]                     |
| IS Mark :                             | IS 10122 (PART 5 SEC 2) : 2012 |
| Brand (As Declared by Manufacturer) : | [REDACTED]                     |
| Model :                               | [REDACTED]                     |
| Factory Address :                     | [REDACTED]                     |

2. The Licence is being granted for your unit located at the address and for the brand and models mentioned at serial no 1 above.

3. The number assigned to this Licence is [REDACTED] which has been made operative from [REDACTED] and is valid upto [REDACTED]. The Licence Number should invariably be referred to in your future correspondence.

4. The rights and privileges under the licence shall not be exercised by any other factory / organization at any other location. This licence is not transferable. In the event of shifting of the manufacturing machinery from the registered premises to some other place use of the Licence Number shall be stopped and BIS shall be informed.

5. The licensee shall comply with the provisions of the Act, rules and regulations framed thereunder and as amended from time to time.

6. The licensee shall follow the guidelines for the use of Standard Mark and labeling requirements as per Annex-I.

7. The licensee shall not use the licence in any manner which contravenes the provisions of Act, rules and regulations framed thereunder and as amended from time to time.

8. Upon expiry of validity, suspension or cancellation of licence, you shall discontinue forthwith the self declaration of conformity to the relevant Indian Standard(s) and withdraw all promotional and advertising matter which contains any reference thereto.

9. As per your declaration, [REDACTED] is your authorized Indian representative. Any intended change in the name of the Indian representative ought to be brought to our notice immediately along with requisite form and document.

10. For renewal of licence, the licensee shall have to apply to BIS three months in advance before expiration of the licence and application form for renewal is available on BIS website.

11. The licence is not transferable. Kindly acknowledge receipt of this letter.

Thanking you,

Yours faithfully,  
[Signature]  
[Name]  
Toll-free : +91-11-23230856  
E-mail : registration@bis.gov.in

## BIS CRS

BIS CRS stands for Bureau of Indian Standards – Compulsory Registration Scheme.

It is a mandatory certification for electronic and IT products sold in India, ensuring they meet safety and quality standards.

## Types of BIS CRS

- BIS CRS Certificate for Electronics
- BIS CRS Certification for IT & Telecom Products
- BIS CRS Product Registration Certificate
- BIS CRS Safety & Quality Certificate
- BIS CRS Compliance Certificate for Electronic Goods
- BIS CRS Importer/Manufacturer Certificate

## Documents Required

- Business Registration Certificate
- GST Certificate
- ID & Address Proof
- Test Report from BIS Recognized Lab
- Product Technical Specification Sheet
- Authorization Letter

## Who Needs BIS CRS

- Mandatory for manufacturers & importers of electronics
- Covers mobiles, laptops, cameras, LED lights & more
- Required before selling or importing in India
- Overseas manufacturers need an Indian authorized representative
- Avoid penalties – get certified before market launch

## Process Steps

- Get product tested at BIS recognized lab.
- Prepare all required documents.
- Submit application to BIS.
- Pay government fees.
- Obtain CRS certificate after approval.

## Validity & Renewal

2 Years, renewable.

## Issuing Authority

Bureau of Indian Standards (BIS).



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Government of India  
Ministry of Communications  
Department of Telecommunications  
WPC Wing  
Sanchar Bhawan, New Delhi-110001.

[Generation of Equipment Type Approval (ETA) through self-declaration issued under O.M. No. ETA-WPC /Policy/2018-19 dated 26 February, 2019].

THIS ETA IS ISSUED FOR A SINGLE MODEL WITH MODEL NAME: **HP6 MAX**

Registration No: [REDACTED] Date: 23-09-2025

D. Details of Applicant and Parameters of Equipment:

|    |                                                                                                                            |                                                |
|----|----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| 1. | Name & Address of the first Applicant.<br>(Indian Manufacturer/ Authorised Indian representative for foreign manufacturer) | SIVASHANKAR K K,<br>[REDACTED]<br>[REDACTED]   |
| 2. | Equipment category                                                                                                         | Android Box                                    |
| 3. | Make                                                                                                                       | China,China                                    |
| 4. | Model                                                                                                                      | HP6 MAX                                        |
| 5. | Frequency range(s) of Equipment                                                                                            | 1. 0.15-30 MHz                                 |
| 6. | Max output power/Field strength/PSD                                                                                        | 1. Maximum peak power<br>(e.g.) defined in -50 |

## WPC Certificate

WPC Certificate stands for Wireless Planning & Coordination Certificate.

It is a mandatory approval issued by the Wireless Planning & Coordination (WPC) Wing of the Ministry of Communications, India for any wireless, radio frequency, or communication devices imported, manufactured, or sold in India.

## Types of WPC Certificate

- Equipment Type Approval (ETA)
- Import License for Wireless Equipment
- Frequency Allocation License (FAL)
- Certification for Short-Range Devices (SRD)
- Type Approval for Telecom & Broadcasting Equipment

## Documents Required

- Application Form
- ID & Address Proof
- Product Test Report
- Import Export Code
- Authorization Letter

## Who Needs WPC Certificate

- Mandatory for wireless & radio devices
- Covers mobiles, routers, walkie-talkies, drones & more
- Required before selling or importing in India
- Ensures compliance with Indian radio frequency norms
- Avoid legal penalties – get certified before launch

## Process Steps

- Get product tested in WPC approved lab.
- Prepare and submit documents.
- Apply to WPC authority.
- Pay government fees.
- Certificate issued for wireless product use/import

## Validity & Renewal

5 Years.

## Issuing Authority

Wireless Planning & Coordination Wing,  
Ministry of Communications.



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**UDYAM REGISTRATION CERTIFICATE**

UDYAM REGISTRATION NUMBER: UDYAM-RR-10-000716

NAME OF ENTERPRISE: SIX FOUR DIGITAL INDIA

TYPE OF ENTERPRISE: **1** (Classification Year: 2015-16, Micro)

MAJOR ACTIVITY: **MANUFACTURING**

SOCIAL CATEGORY OF ENTREPRENEUR: GENERAL

NAME OF UNIT: S.No. 1, Name of Unit: SIX FOUR DIGITAL INDIA

OFFICIAL ADDRESS OF ENTERPRISE: Plot No. 100, Village Name: KARTHIK, Block: KARTHIK, District: KARTHIK, State: KARTHIK, Pin: 100000

DATE OF INCORPORATION / REGISTRATION OF ENTERPRISE: 08/07/2025

DATE OF COMMENCEMENT OF PRODUCTION/BUSINESS: 08/07/2025

NATIONAL INDUSTRY: 1. 10 - Wholesale trade, except of motor vehicles, trailers, semi-trailers

## MSME Registration

MSME Registration is the process of registering a business under the Micro, Small, and Medium Enterprises Development (MSMED) Act, 2006 in India. It provides legal recognition and various benefits to small and medium businesses.

## Documents Required

- Aadhaar Card of Proprietor / Partner / Director
- PAN Card of the Business or Proprietor
- Business Address Proof (Electricity Bill / Rent Agreement / Property Papers)
- Bank Account Details
- Business Activity Proof (Invoices, Licenses, or Certificates)

## Benefits MSME Registration

- Easy Bank Loans – Collateral-free loans under government schemes.
- Lower Interest Rates – Subsidized interest on borrowings.
- Government Subsidies – Eligible for subsidies on patent, ISO, and industrial promotion.
- Tax Benefits – Various exemptions & rebates available.
- Priority in Government Tenders – Preference in PSU and government procurement.
- Protection Against Delayed Payments – Legal support to recover dues with interest.
- Cheaper Infrastructure – Concessions on electricity, water, and trademark/patent fees.
- Easy Access to Credit – Credit Guarantee Fund Scheme for hassle-free financing.
- Market & Export Support – Participation in trade fairs, exhibitions, and export promotion.

## Process Steps

- Visit the Udyam Registration Portal
- Fill in Aadhaar and business details
- Provide PAN and business information
- Submit required documents online
- Receive MSME / Udyam Registration Certificate instantly

## Issuing Authority

Ministry of Micro, Small and Medium Enterprises (MSME), Government of India



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## VNO License

VNO License stands for Virtual Network Operator License.

It is a license issued by the Department of Telecommunications (DoT), India that allows a company to provide telecom services without owning its own network infrastructure.

## Types of VNO License

- Full VNO License
- Light VNO License
- International VNO License
- Domestic VNO License
- Enterprise VNO License

## Documents Required

- Company Incorporation Certificate
- Net Worth Certificate
- Business Plan
- ID & Address Proof of Directors
- PAN & GST Certificate

## Who Needs VNO License

- Telecom Service Providers
- Corporate Enterprises
- IT & Technology Companies
- Internet Service Providers (ISPs)
- Startups Offering Telecom Solutions

## Process Steps

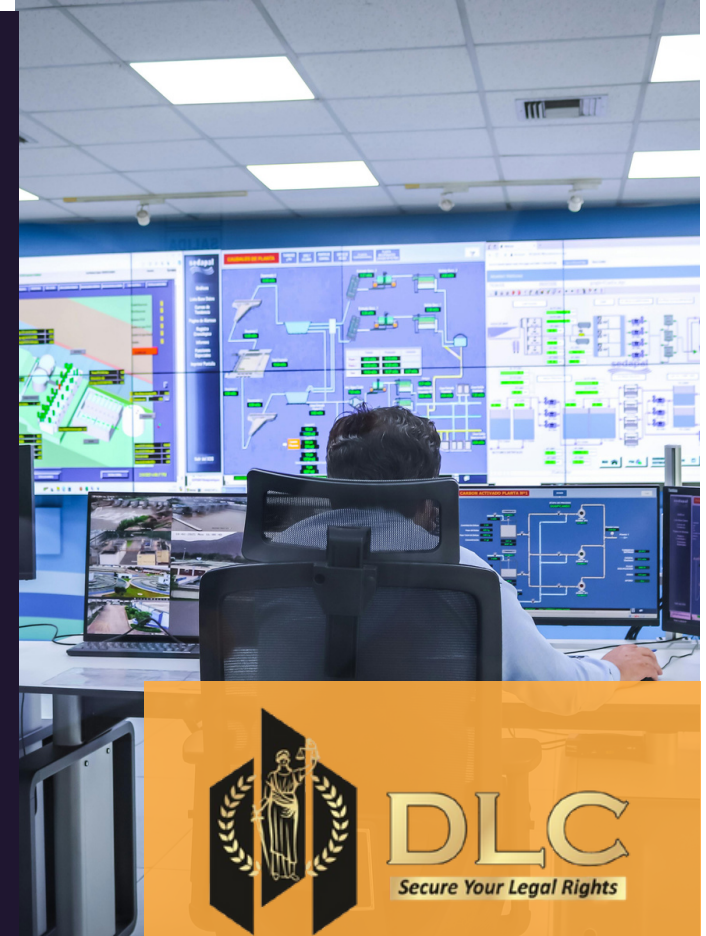
- Prepare financial and company documents.
- Submit application to DoT.
- Pay government fees.
- Evaluation of business plan and documents.
- License issued by DoT.

## Validity & Renewal

10 Years.

## Issuing Authority

Department of Telecommunications (DoT).



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## ISO Certification

FSSAI License is a mandatory license or registration issued by the Food Safety and Standards Authority of India (FSSAI) for all businesses involved in food manufacturing, processing, storage, distribution, or sale in India.

## Types of ISO Certification

- ISO 9001 – Quality Management System
- ISO 14001 – Environmental Management System
- ISO 27001 – Information Security Management System
- ISO 22000 – Food Safety Management System
- ISO 45001 – Occupational Health & Safety Management System
- ISO 50001 – Energy Management System
- ISO 13485 – Medical Devices Quality Management
- ISO 20000 – IT Service Management
- ISO 22301 – Business Continuity Management
- ISO 37001 – Anti-Bribery Management System

## Documents Required

- Application Form
- Business Registration Certificate
- GST & PAN
- Process Documents
- Quality Manual

## Who Needs ISO Certification

- Manufacturing Companies
- Service Providers
- Food Businesses
- Healthcare & Medical Devices
- IT & Technology Companies
- Energy & Environmental Organizations
- Corporate Enterprises

## Process Steps

- Choose ISO standard (ISO 9001, 14001, etc.).
- Prepare required documents and quality manual.
- Apply through accredited certification body.
- Audit conducted by certification agency.
- Receive ISO certification

## Validity & Renewal

Years, with annual surveillance audit.

## Issuing Authority

Accredited ISO Certification Bodies.



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## PSARA License

PSARA License stands for Private Security Agencies Regulation Act License.

It is a mandatory license issued by the Ministry of Home Affairs, India, for companies providing private security services such as guards, armed personnel, and security consulting.

## Types of PSARA License

- Private Security Agency License
- Armed Guard Agency License
- Unarmed Guard Agency License
- Security Training Agency License
- Consultancy/Advisory Security License

## Documents Required

- Company Incorporation Certificate
- GST & PAN
- ID & Address Proof of Directors
- Security Training Details
- Infrastructure Proof

## Who Needs PSARA License

- Private Security Agencies
- Armed Guard Services
- Unarmed Guard Services
- Security Training Institutes
- Security Consultancy Firms

## Process Steps

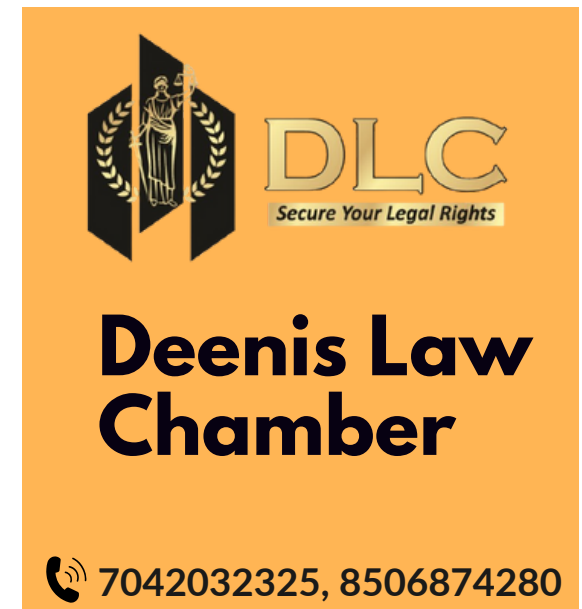
- Prepare incorporation and training details.
- Submit application to state controlling authority.
- Police verification and inspection.
- Approval and license issuance.

## Validity & Renewal

5 Years, renewable.

## Issuing Authority

State Police / Controlling Authority under PSARA Act.



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## GST Registration

GST (Goods and Services Tax) registration is mandatory for businesses exceeding the prescribed turnover threshold or engaged in interstate trade. It allows businesses to collect tax, claim input credits, and comply with Indian tax laws. It also enhances business credibility.

## Documents Required

- PAN Card of Individual/Company/Firm
- Identity Proof (Aadhaar & PAN CARD)
- Address Proof (Electricity Bill, Rent Agreement, etc.)
- Bank Details – Cancelled Cheque / Bank statement
- Digital Photo of Applicant

## Who Needs GST Registration

- Businesses with annual turnover above ₹40 lakhs (goods) or ₹20 lakhs (services)
- Businesses with turnover above ₹10 lakhs in special category states
- Individuals/companies involved in interstate supply of goods/services
- Importers of goods/services into India
- Exporters of goods/services from India
- Businesses receiving foreign payments
- Businesses sending international payments for imports
- Companies/startups expanding into international trade
- E-commerce sellers (e.g., Amazon, Flipkart) shipping products across states or globally

## Benefits of GST Registration

- Claim Input Tax Credit & Save More
- Expand Business Across India
- Boost Credibility with Customers & Banks
- Sell Easily on Amazon, Flipkart & E-Commerce
- Stay 100% Tax Compliant & Avoid Penalties

## Issuing Authority

Goods and Services Tax Department under the Central Board of Indirect Taxes and Customs (CBIC)

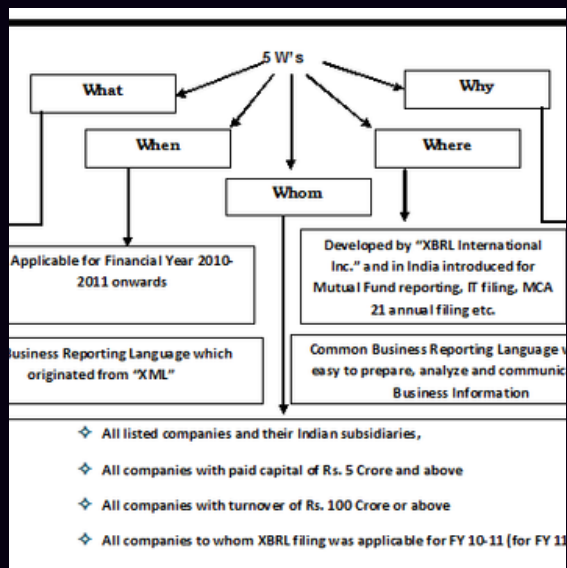


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## XBRL Filing

XBRL stands for eXtensible Business Reporting Language. XBRL Filing is the process of submitting financial statements and business reports of a company in a standardized, machine-readable XML format to regulatory authorities like the Ministry of Corporate Affairs (MCA) in India.

## Types of XBRL Filing

- Annual Financial Statements (AFS) Filing
- Quarterly Financial Statements Filing
- Director's Report Filing
- Auditor's Report Filing
- Other Regulatory Filings in XBRL Format

## Documents Required

- Company Incorporation Certificate
- PAN & GST Certificate
- Balance Sheet & Financial Statements
- Board Resolution
- Digital Signature Certificate (DSC)

## Who Needs XBRL Filing

- Listed Companies
- Com
- Public Sector Companies
- NBFCs (Non-Banking Financial Companies)
- Other Specified Entities under MCA

## Process Steps

- Prepare financial statements.
- Convert financials to XBRL format.
- File with MCA portal using DSC.
- Receive acknowledgment.

## Validity & Renewal

Annual Filing.

## Issuing Authority

Ministry of Corporate Affairs (MCA).

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## Startup Registration

A Startup Registration is the process of officially registering a new business with the government so it can legally operate, gain recognition, and enjoy certain benefits provided to startups.

## Documents Required

- Certificate of Incorporation / Registration
- PAN Card of Company / Firm
- PAN & Aadhaar of Directors / Partners / Founders
- Business Idea / Pitch Deck / Write-up
- Website / App / Product Details (if any)
- Proof of Funding (if any)
- Intellectual Property Registration (if any)
- Board Resolution / Authorization Letter

## Who Needs Startup Registration

- Entrepreneurs
- New Business Owners
- Innovators & Inventors
- Small Business Founders
- Technology Startups
- Scalable Business Models
- Early-Stage Companies

## Process Steps

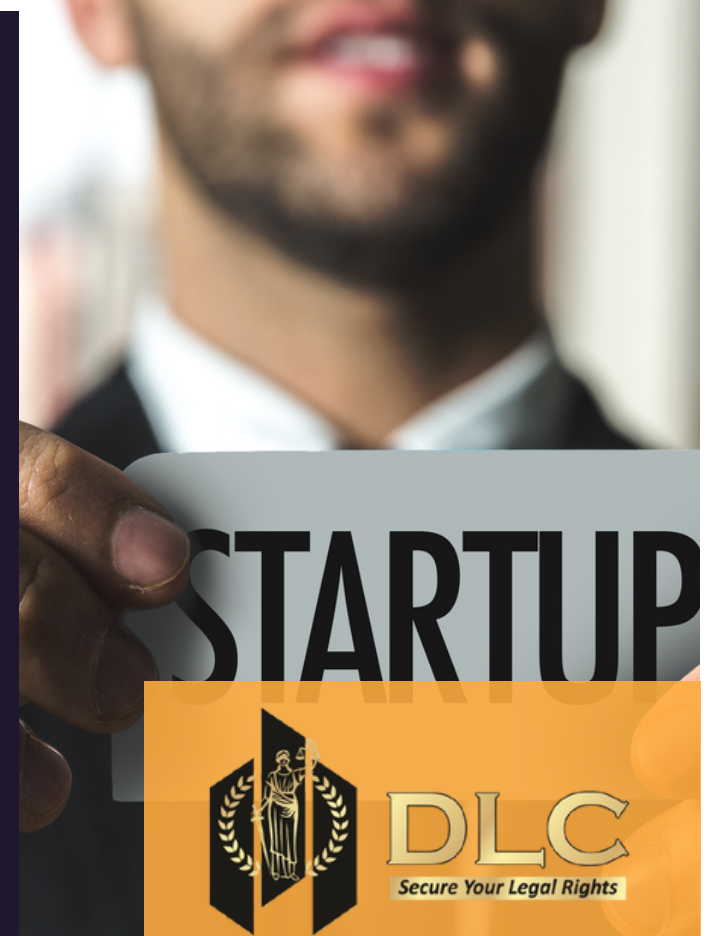
- Incorporate Business
- Create Startup India Profile
- Apply for DPIIT Recognition
- Upload Documents
- Get Recognition Certificate

## Validity & Renewal

10 years from incorporation or until turnover exceeds ₹100 Cr; No renewal required.

## Issuing Authority

DPIIT (Department for Promotion of Industry and Internal Trade), Government of India



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## LLP Registration

LLP Registration is the process of legally registering a Limited Liability Partnership (LLP), which is a hybrid business structure combining the benefits of a partnership and a company. It provides limited liability to its partners while allowing flexible management.

## Documents Required

- PAN Card of Partners
- Aadhaar Card of Partners
- Proof of Registered Office (Electricity Bill / Rent Agreement)
- Digital Signature Certificate (DSC) for designated partners
- LLP Agreement (to be filed within 30 days of incorporation)

## Benefits of LLP Registration

- Entrepreneurs wanting limited liability with partnership flexibility.
- Professionals or small businesses not ready for a Private Limited Company.
- Businesses requiring formal legal recognition for contracts and compliance.

## Process Steps

- Obtain DSC for designated partners
- Apply for DIN (Designated Partner Identification Number)
- Reserve LLP name through RUN-LLP form
- File incorporation form with MOA & LLP Agreement
- Receive LLP Incorporation Certificate

## Validity & Renewal

LLP registration is permanent unless voluntarily closed; compliance is ongoing (annual filings, tax returns).

## Issuing Authority

Ministry of Corporate Affairs (MCA),  
Government of India

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## Sole Proprietorship Registration

Sole Proprietorship Registration is the process of legally registering a business owned and managed by a single individual. It is the simplest form of business structure in India.

### Documents Required

- PAN Card of the Owner
- Aadhaar Card of the Owner
- Proof of Registered Address (Electricity Bill / Rent Agreement)
- Business License (if required for specific business activity)

## Who Needs Sole Proprietorship Registration

- Individual entrepreneurs starting a small business or freelance venture.
- Professionals or traders who want quick legal recognition without forming a company.

### Process Steps

- Obtain PAN and Aadhaar
- Decide on a Business Name
- Register for GST (if turnover exceeds threshold)
- Apply for Shops & Establishment License (if applicable)
- Open a Current Bank Account in business name

### Issuing Authority

- Local Municipal Authority / Government Departments depending on the business type.

# Registrati



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Secure Your Legal Rights

## Deenis Law Chamber

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## OPC Registration

One Person Company (OPC) Registration is the process of legally registering a company with a single shareholder, combining the benefits of a private limited company and sole proprietorship.

## Documents Required

- PAN Card of the Owner
- Aadhaar Card of the Owner
- Proof of Registered Office (Electricity Bill / Rent Agreement)
- Digital Signature Certificate (DSC) for the owner
- Nominee details (required by law)

## Benefits of OPC Registration

- Separate Legal Entity
- Single Owner with Full Control
- Easy to Raise Funds
- Continuous Existence with Nominee
- Low Compliance Requirements
- Tax Benefits & Deductions
- Better Credibility & Recognition
- Easy Conversion into Pvt Ltd Company

## Process Steps

- Individual entrepreneurs who want to run a business with limited liability.
- Professionals or freelancers looking for a company structure.

## Issuing Authority

Ministry of Corporate Affairs (MCA),  
Government of India



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### Certificate of Incorporation

[Pursuant to sub-section (2) of section 7 and sub-section (1) of section 8 of the Companies Act, 2013 (18 of 2013) and rule 18 of the Companies (Incorporation) Rules, 2014]

I hereby certify that **PRIVATE LIMITED** is incorporated on this Thirteenth day of January Two thousand twenty under the Companies Act, 2013 (18 of 2013) and that the company is limited by shares.

The Corporate Identity Number of the company is XXXX09DL202XXX36XXXX

The Permanent Account Number (PAN) of the company is XXXX XXXX

The Tax Deduction and Collection Account Number (TAN) of the company is XXXX XXXX

Given under my hand at Manesar this Thirteenth day of January Two thousand twenty .

Digital Signature Certificate  
VILAS SAMBHAJI HAJARE  
DEPUTY REGISTRAR OF COMPANIES  
For and on behalf of the Jurisdictional Registrar of Companies  
Registrar of Companies  
Central Registration Centre

## Private Limited Company Registration

### Documents Required

- PAN Card
- Aadhaar Card / Voter ID / Passport / Driving License
- Passport-size Photograph
- Bank Statement / Utility Bill (for address proof)
- Registered Office Proof (Electricity Bill / Water Bill / Gas Bill / Property Tax Receipt)
- Rent Agreement (if rented)
- No Objection Certificate (NOC) from owner

## Benefits of Private Limited Company Registration

- Separate Legal Entity – Company can own property & enter contracts in its own name.
- Easy Fundraising – Attract investors, venture capital & bank loans.
- High Credibility – Builds trust with customers, vendors & financial institutions.
- Perpetual Existence – Company continues even if shareholders change.
- Tax Advantages – Eligible for deductions & lower tax benefits.
- Ownership Flexibility – Easy transfer of shares & bringing new investors.
- Global Recognition – Preferred business structure for startups & investors.

### Benefits of Private Limited Company Registration Process Steps

- Digital Signature Certificate (DSC)
- Director Identification Number (DIN)
- Name Approval (RUN / SPICe+)
- Preparation of Documents (MOA, AOA, etc.)
- Filing of Incorporation Form (SPICe+)
- Certificate of Incorporation (COI)
- PAN & TAN Allotment

### Issuing Authority

- Central Board of Direct Taxes (CBDT) (for PAN & TAN)



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## ICE GATE

ICEGATE (Indian Customs Electronic Gateway) is the official online portal of the Indian Customs Department.

## Documents Required

- PAN Card
- Aadhaar Card
- Bank Account Details
- Form 16 / Salary Slips
- Form 16A / 16B / 16C (TDS Certificates)
- Form 26AS (Tax Credit Statement)
- Investment Proofs (80C, 80D, etc.)
- Capital Gains Statements
- Rental Income Details
- Business / Professional Income Records

## Who Need ICE GATE

- Importers
- Exporters
- Customs Brokers / CHAs
- Freight Forwarders & Logistics Providers
- Shipping Lines / Airlines
- Government Agencies (DGFT, RBI, SEZ authorities, etc.)

## Process Steps

- Register on the ICEGATE portal
- Upload necessary documents
- Verify your details on the platform
- Pay any applicable fees
- Track the application status online
- Download the certificate once approved
- Ensure all details are correct on the certificate

Contact support if any discrepancies arise

## Issuing Authority

- Ministry of Corporate Affairs (MCA)
- Registrar of Companies (ROC)
- Central Board of Direct Taxes (CBDT) (for PAN & TAN)



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## Infringement (Trademark / Copyright / IP)

Infringement occurs when a registered intellectual property (IP) such as trademark, copyright, or patent is used without authorization, violating the legal rights of the owner.

### Documents Required

- Application / Complaint Form
- Proof of Ownership of IP (Trademark / Copyright Certificate)
- PAN & Aadhaar of Applicant / Company
- Proof of Infringement (Samples, Ads, Invoices)
- Affidavit / Declaration
- Authorization Letter / Power of Attorney

## Who Needs it..?

- Authors & writers protecting books, novels, and scripts
- Musicians, lyricists & singers protecting songs
- Artists & designers securing original artwork
- Software developers protecting source code
- Film producers, publishers & content creators

## Process Steps

- Visit Copyright Office website (copyright.gov.in)
- Fill application form (Form XIV) with applicant & work details
- Upload copy of the work (book, music, software, art, etc.)
- Submit PAN, Aadhaar, and ownership documents
- Pay prescribed registration fees
- Examination by Copyright Officer
- Reply to objections (if any raised)
- Receive Copyright Certificate after approval

## Issuing Authority

- Intellectual Property Appellate Board (IPAB)
- Courts of Law
- Trademark & Copyright Registry



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## Trust Registration

Legal process of registering a trust under the Indian Trusts Act to carry out charitable or religious activities.

## Documents Required

- Application Form
- Trust Deed
- PAN Card of Trustor
- Address Proof of Trustees
- Passport-size Photographs
- Proof of Registered Office (Rent Agreement / Utility Bill)
- Identity Proof of Settler
- NOC from Property Owner

## Who Needs it ?

- Philanthropists & social workers running welfare programs
- Religious institutions managing temples, mosques, churches, etc.
- Educational institutions seeking charitable recognition
- Healthcare & medical trusts providing free or subsidized treatment
- Corporate CSR wings creating charitable arms

## Process Steps

- Draft the Trust Deed outlining objectives & trustee details
- Collect ID, address proof & photographs of trustees and settler
- Get the Trust Deed notarized on appropriate stamp paper
- Submit the application to the local Sub-Registrar / Charity Commissioner
- Pay applicable registration fees
- Receive the Trust Registration Certificate after verification
- Obtain PAN for the trust from Income Tax Department
- Apply for tax exemptions (if required)

## Issuing Authority

- Central Board of Direct Taxes (CBDT) (for PAN & TAN)



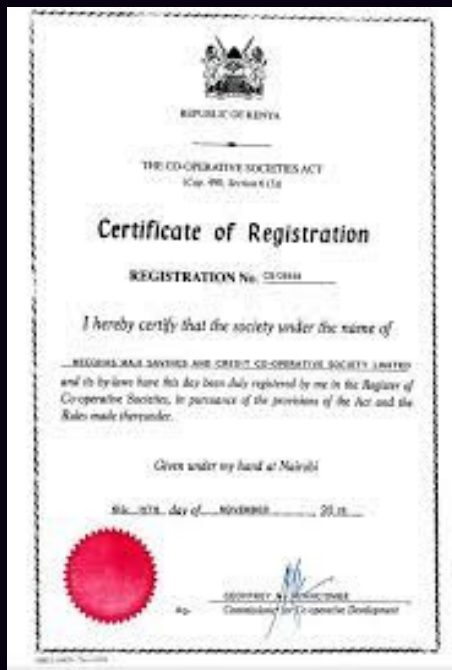


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## Cooperative Society Registration

A Cooperative Society is a voluntary association of individuals with common economic, social, or cultural interests. Registration provides it legal status under the Cooperative Societies Act.

### Documents Required

- Application Form
- Memorandum of Association (MOA)
- Articles of Association (AOA) / Bye-laws
- PAN Card of Members
- Aadhaar of Members
- Passport-size Photographs of Members
- Resolution by Members
- Proof of Registered Office or Electricity Bill

### Who Needs it..?

- Farmers & agricultural collectives forming co-ops
- Housing societies for apartment complexes
- Worker / artisan groups pooling resources
- Consumer cooperative stores & credit societies
- Educational institutions run as cooperatives

### Process Steps

- Form a promoter group with minimum required members
- Draft bye-laws / objectives of the society
- Collect ID proofs & photos of members
- Reserve society name with the Registrar
- Submit application with documents & resolutions
- Pay prescribed registration fees
- Registrar verifies & approves application
- Obtain Certificate of Registration of Cooperative Society

### Issuing Authority

- Registrar of Cooperative Societies (State Level)
- Ministry of Cooperation (Central Oversight)





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**SPECIMEN AFFIDAVIT FOR CHANGE IN NAME/DEED POLL/SWORN AFFIDAVIT**

By this deed I, the undersigned \_\_\_\_\_ (new name)  
previously called \_\_\_\_\_ (old name),  
doing \_\_\_\_\_ (give profession or vocation) and resident of \_\_\_\_\_  
(address) solemnly declare:

1. That for and on behalf of myself and my wife, children and remitter issue, I wholly Renounce  
/relinquish and abandon the use of my former name/surname of \_\_\_\_\_  
\_\_\_\_\_ and in place thereof, I do hereby assume from this date the name/surname \_\_\_\_\_  
\_\_\_\_\_, so that I and my wife, children and remitter issue  
may hereafter be called, known and distinguished not by my former name/surname, but assumed  
name/surname of \_\_\_\_\_

2. That for the purpose of evidencing such my determination declare that I shall at all times hereafter in  
all records, deeds and writings and in all proceedings, dealings and transactions, private as well as upon  
all occasions whatsoever, use and sign the name of \_\_\_\_\_  
as my name/surname in place and in substitution of my former name/surname.

3. That I expressly authorize and request all persons in general and relatives and friends in particular, at  
all times hereafter to designate and address me, my wife, my children, and remitter issue by such  
assumed name/surname of \_\_\_\_\_

4. In witness whereof I have hereunto subscribed my former and adopted name/surname of \_\_\_\_\_  
\_\_\_\_\_ and \_\_\_\_\_  
my signature and seal, if any, this \_\_\_\_\_ day of \_\_\_\_\_

Signed sealed and delivered by the above name  
Date \_\_\_\_\_  
Former name \_\_\_\_\_

In the presence of witness:  
Name \_\_\_\_\_  
Address \_\_\_\_\_

## Individual Name Change

Name Change Registration is the legal process of changing an individual's name through affidavit, publication, and gazette notification.

## Documents Required

- Application Form
- Affidavit for Name Change
- Newspaper Publication (English & Regional)
- Gazette Notification Request
- PAN / Aadhaar Card
- Passport-size Photographs
- Marriage / Divorce Certificate (if applicable)

## Who Needs it..?

- Married women adopting husband's surname
- Divorcees reverting to maiden name
- Individuals correcting spelling errors in legal records
- People adopting a new name for religious / personal reasons
- Transgender individuals legally updating name after gender change

## Process Steps

- Prepare & Notarize Affidavit on Stamp Paper
- Publish Name Change in 2 Newspapers
- Submit to State Gazette & Pay Fees
- Gazette Publishes Your New Name Officially
- Update PAN, Aadhaar, Passport & Other Documents

## Issuing Authority

- State Gazette Department
- Sub-Divisional Magistrate (SDM) / Notary for Affidavit
- Local Registrar for Records Update





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## NGO Registration - Section 8

A Section 8 Company is a non-profit organization registered under the Companies Act, 2013, formed to promote social welfare, education, charity, or other charitable objectives without profit motive.

### Documents Required

- Application Form (INC-12)
- PAN, Aadhar, Email & Phone number
- DIN & DSC of Directors
- Electricity Bill or Bank Statement of Member
- Proof of Registered Office
- NOC from Property Owner
- Declaration (INC-15)

## Who Needs it..?

- Non-profit organizations aiming for legal recognition
- Educational & healthcare charitable institutions
- Social welfare & development NGOs
- Foundations set up by corporates for CSR activities
- International NGOs registering in India

## Process Steps

- Obtain Digital Signature Certificate (DSC) & apply for Director Identification Number (DIN)
- Reserve NGO name via RUN or SPICe+ (MCA portal)
- Draft MOA & AOA (Memorandum & Articles of Association)
- File incorporation application with MCA (INC-12, INC-13) + attach ID proofs, declarations & affidavits
- Pay govt. registration fees online
- Receive Certificate of Incorporation with Section 8 status
- Apply for PAN, TAN & tax exemptions

## Issuing Authority

- Ministry of Corporate Affairs (MCA)
- Registrar of Companies (ROC)
- Income Tax Department (for exemptions)




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**GOVERNMENT OF INDIA**  
**MINISTRY OF CORPORATE AFFAIRS**  
Central Registration Centre

**Certificate of Incorporation**

[Pursuant to sub-section (2) of section 7 and sub-section (1) of section 8 of the Companies Act, 2013 (18 of 2013) and rule 18 of the Companies (Incorporation) Rules, 2014]

I hereby certify that [redacted] incorporated on this Twenty eighth day of April Two thousand twenty-one under the Companies Act, 2013 (18 of 2013) and that the company is limited by shares.

The Corporate Identity Number of the company is U[redacted]

The Permanent Account Number (PAN) of the company is [redacted]

The Tax Deduction and Collection Account Number (TAN) of the company is [redacted]

Given under my hand at Manesar this Twenty eighth day of April Two thousand twenty-one.

Digital Signature Certificate  
Pankaj Srivastava  
DEPUTY, REGISTRAR OF COMPANIES  
For and on behalf of the Jurisdictional Registrar of Companies  
Registrar of Companies  
Central Registration Centre

Disclaimer: This certificate only evidences incorporation of the company on the basis of documents and declarations of the applicant(s). This certificate is neither a license nor permission to conduct business or solicit deposits or funds from public. Permission of sector regulator is necessary wherever required. Registration status and other details of the company can be verified on [www.mca.gov.in](http://www.mca.gov.in)

Mailing Address as per record available in Registrar of Companies office:  
[redacted]

\* as issued by the Income Tax Department

## Company Registration

Company Registration provides a business with legal recognition under the Companies Act, enabling it to operate as a corporate entity with limited liability and perpetual succession.

## Documents Required

- Application Form (SPICe+) Incorporation
- Certificate (after approval) PAN & TAN
- Application DIN & DSC of Directors ID &
- Address Proof of Directors MOA & AOA
- Proof of Registered Office NOC from
- Property Owner
- 
- 

## Who Needs it..?

- Startups & entrepreneurs launching new ventures
- SMEs seeking legal recognition & limited liability
- Foreign investors setting up Indian subsidiary
- Corporates seeking to scale with equity & funding

## Process Steps

- Obtain DSC & DIN for directors
- Reserve company name using MCA portal (SPICe+)
- Draft MOA & AOA defining company structure & objectives
- File incorporation forms with MCA along with documents
- Pay prescribed registration & stamp duty fees online
- Verification by Registrar of Companies (ROC)
- Obtain Certificate of Incorporation with CIN number
- Apply for PAN, TAN, GST, and other licenses as required

## Issuing Authority

- Ministry of Corporate Affairs (MCA)
- Registrar of Companies (ROC)
- Central Board of Direct Taxes (for PAN & TAN)



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**MUNICIPAL CORPORATION OF DELHI**  
Central Licensing & Enforcement Cell  
Central Licensing & Enforcement Cell, 21st Floor, Dr.SPM  
Civic Center J.L.Nehru Marg, New Delhi 110002

**GENERAL TRADE/STORAGE LICENSE**  
सामान्य व्यापार / भंडारण लाइसेंस  
**NEW LICENSE**

Department / विभाग: SOUTH ZONE  
License No. / लाइसेंस नंबर: [Blank]  
Issued U/S / जारी करने की तिथि: [Blank]  
M.C Act / म.स.अ. 1957 की धारा 417 के प्रावधानों के अनुसार संशोधित किया गया है और यह केवल उसी व्यक्ति के लिए मान्य है जो यहाँ उल्लिखित शर्तों के अधीन निर्दिष्ट है।  
Name of Applicant / आवेदक का नाम: [Blank]  
Type of Firm / फर्म का प्रकार: [Blank]  
Relation of Applicant With Company / आवेदक के साथ कंपनी का संबंध: [Blank]  
Trade Category / व्यापार श्रेणी: [Blank]  
Name of Unit/Establishment / इकाई / स्थापना का नाम: [Blank]  
Trade Premises Situated / व्यापार प्रेमिस स्थित है: [Blank]  
Trade/Storage / व्यापार / भंडारण: [Blank]  
Unit area in sq. mtrs / इकाई का क्षेत्रफल वर्ग मीटर में: 97  
License Fees of Rs. / लाइसेंस शुल्क रु. [Blank]

## Trade Licence

A Trade Licence is a mandatory approval issued by local municipal authorities to businesses, allowing them to legally operate within a specific jurisdiction.

## Documents Required

- Application Form
- Incorporation Certificate / Partnership Deed
- PAN & Aadhaar of Applicant / Business
- GST Registration (if applicable)
- Proof of Business Address
- NOC from Property Owner
- Health / Fire Safety Certificates (if applicable)

## Who Needs it..?

- Shops, showrooms, & retail outlets
- Restaurants, hotels, bars & cafes
- Factories, warehouses & godowns
- Service providers like salons, gyms, clinics
- E-commerce storage & delivery hubs

## Process Steps

- Obtain application form from municipal corporation / online portal
- Attach identity & address proof of applicant / business
- Submit proof of premises (ownership / rental agreement)
- Attach NOC from property owner (if rented)
- Pay prescribed municipal licence fees
- Authorities inspect premises for compliance
- Get Trade Licence Certificate valid for 1 year (renewable)

## Issuing Authority

- Municipal Corporation / Local Urban Body
- State Health Department (for food businesses)
- Labour Department (for workers' safety)



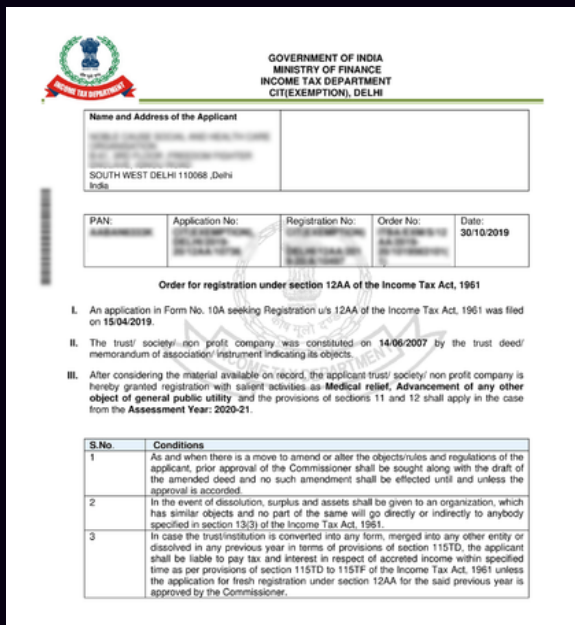


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**GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
INCOME TAX DEPARTMENT  
CIT(EXEMPTION), DELHI**

**Name and Address of the Applicant**

SOUTH WEST DELHI 110088, Delhi  
India

PAN: Application No: Registration No: Order No: Date: 30/10/2019

**Order for registration under section 12AA of the Income Tax Act, 1961**

I. An application in Form No. 10A seeking Registration u/s 12AA of the Income Tax Act, 1961 was filed on 15/04/2019.

II. The trust/ society/ non profit company was constituted on 14/06/2007 by the trust deed/ memorandum of association/ instrument indicating its objects.

III. After considering the material available on record, the applicant trust/ society/ non profit company is hereby granted registration with salient activities as **Medical relief, Advancement of any other object of general public utility** and the provisions of sections 11 and 12 shall apply in the case from the **Assessment Year: 2020-21**.

| S.No. | Conditions                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     | As and when there is a move to amend or alter the objects/rules and regulations of the applicant, prior approval of the Commissioner shall be sought along with the draft of the amended deed and no such amendment shall be effected until and unless the approval is accorded.                                                                                                                                                                                                 |
| 2     | In the event of dissolution, surplus and assets shall be given to an organization, which has similar objects and no part of the same will go directly or indirectly to anybody specified in section 13(3) of the Income Tax Act, 1961.                                                                                                                                                                                                                                           |
| 3     | In case the trust/institution is converted into any form, merged into any other entity or dissolved in any previous year in terms of provisions of section 115TD, the applicant shall be liable to pay tax and interest in respect of accreted income within specified time as per provisions of section 115TD to 115TF of the Income Tax Act, 1961 unless the application for fresh registration under section 12AA for the said previous year is approved by the Commissioner. |

## 80G 12AA Registration

80G & 12AA Registration provide income tax exemptions to NGOs, trusts, and charitable institutions. It allows donors to claim tax deductions on contributions.

## Documents Required

- Application Form (Form 10A / 10G)
- Registration Certificate of NGO / Trust / Society
- MOA & AOA / Trust Deed
- PAN of Organization
- PAN & Aadhaar of Trustees / Office Bearers
- Financial Statements (last 3 years)
- Details of Activities
- Proof of Registered Office

## Benefits of 80G & 12AA Registration

- Tax Exemption for NGO/Trust – Income of the NGO is exempt from Income Tax.
- Donor Benefits – Donors can claim tax deduction on donations (under Section 80G).
- Enhanced Credibility – Builds trust with donors, corporates & government bodies.
- Eligibility for Grants – Easier to get government & international funding.
- Corporate Donations – Attract CSR contributions from companies.
- Long-Term Benefits – Valid for lifetime unless cancelled by the Income Tax Department.

## Process Steps

- Prepare registration documents (trust deed, MOA/AOA, registration certificate, PAN)
- Apply online through Income Tax Department portal (Form 10A / 10G)
- Upload scanned copies of supporting documents (financials, activities report)
- Pay prescribed government fees (if applicable)
- Income Tax officer scrutinizes and may request clarifications
- Submit additional details if required
- Receive Registration Certificate under 80G/12AA
- Update donors and beneficiaries about exemption benefits

## Issuing Authority

- Income Tax Department
- Central Board of Direct Taxes (CBDT)

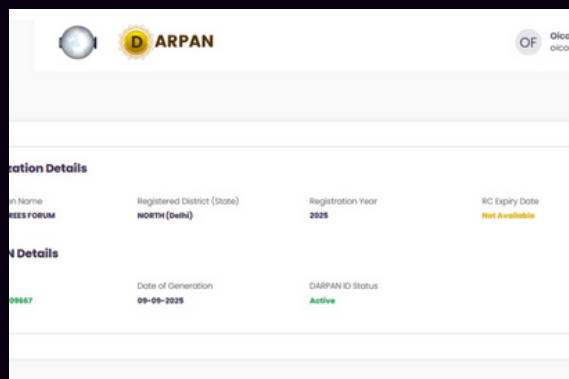


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## Darpan Registration

NGO Darpan is an online portal managed by NITI Aayog, providing recognition to NGOs and enabling them to apply for government grants and schemes.

## Documents Required

- Application Form (Online)
- PAN of NGO
- Registration Certificate of NGO / Trust / Society
- PAN & Aadhaar of Office Bearers
- MOA & AOA / Trust Deed
- Details of Key Members
- Annual Report / Financials

## Who Needs it..?

- Registered NGOs, Trusts, Societies, Section 8 companies
- Voluntary organizations applying for government schemes
- R&D institutions seeking government partnerships
- CSR bodies working with NGOs

## Process Steps

- Visit NGO Darpan portal ([ngodarpan.gov.in](http://ngodarpan.gov.in))
- Create login ID & register NGO details online
- Upload registration certificate (Trust / Society / Section 8)
- Submit details of key members & governing body
- Provide PAN, Aadhaar, and financial details of NGO
- Verify details & submit application online
- Receive Unique ID from NGO Darpan portal
- Use ID for applying to government schemes & grants

## Issuing Authority

- NITI Aayog (Government of India)
- Ministry of Electronics & IT (Portal Maintenance)



The logo for Deenis Law Chamber features a stylized figure of a person holding a torch, flanked by laurel wreaths, with the letters 'DLC' and the tagline 'Secure Your Legal Rights' below it.

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(ELECTRONIC COPY)

|                                                                                                                                                                                                                                                                                                                                                                           |                                                   |                                                                                                                                                                                                                                                                 |                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| 1. Goods consigned from (Exporter's business name, address, country)<br>M/s. ENTERPRISES<br>20 XXX, 2ND FLOOR, Bldg. GALI SHAMTARA, B-1000 (10000)                                                                                                                                                                                                                        |                                                   | Reference No. EIC/008/68A/004                                                                                                                                                                                                                                   |                                          |
| 2. Goods consigned to (consignee's name, address, country)<br>Minerals & Oil Ltd<br>Bldg-1, 10000                                                                                                                                                                                                                                                                         |                                                   | (SAFTA)<br>(Combined declaration and certificate)<br>Issued in (Country) See notes overleaf                                                                                                                                                                     |                                          |
| 3. Means of transport and route (as far as known)<br>By road the consignment will be dispatched to the port of shipment (NNGRB Nepalgunj) road from there the consignment will reach to the final destination Nepal                                                                                                                                                       |                                                   |                                                                                                                                                                                                                                                                 |                                          |
| 4. For Official Use                                                                                                                                                                                                                                                                                                                                                       |                                                   |                                                                                                                                                                                                                                                                 |                                          |
| 5. Tariff item number                                                                                                                                                                                                                                                                                                                                                     | 6. Marks and numbers of packages                  | 7. Number and kind of packages: description of goods                                                                                                                                                                                                            | 8. Origin criterion (see notes overleaf) |
| 72089000                                                                                                                                                                                                                                                                                                                                                                  | 1000 meter GI Perforated Cable Tray 500x15x140SWG | 1000 meter GI Perforated Cable Tray 500x15x140SWG                                                                                                                                                                                                               | "A"                                      |
| 72089000                                                                                                                                                                                                                                                                                                                                                                  | 1000 meter GI Perforated Cable Tray 150x40x160SWG | 1000 meter GI Perforated Cable Tray 150x40x160SWG                                                                                                                                                                                                               | "A"                                      |
| 72089000                                                                                                                                                                                                                                                                                                                                                                  | 1000 meter GI Perforated Cable Tray 300x40x160SWG | 1000 meter GI Perforated Cable Tray 300x40x160SWG                                                                                                                                                                                                               | "A"                                      |
| 72089000                                                                                                                                                                                                                                                                                                                                                                  | 2500 meter GI Perforated Cable Tray 500x15x140SWG | 2500 meter GI Perforated Cable Tray 500x15x140SWG                                                                                                                                                                                                               | "A"                                      |
| 11. Declaration by the exporter<br>The undersigned hereby declares that the above details and statements are correct: that all the goods were produced in (Country)<br>and that they comply with the origin requirements specified for those goods in SAFTA for goods exported to (Importing Country)<br>Place and date, signature and stamp of the authorised signatory. |                                                   | 12. Certification<br>It is hereby certified, on the basis of control carried out, that the declaration by the exporter is correct.<br>To verify this certificate, you may scan the QR code here<br>Place and date, signature and stamp of certifying authority. |                                          |

## SAFTA Registration

SAFTA (South Asian Free Trade Area) Registration allows exporters and importers in SAARC countries to avail preferential duty benefits under trade agreements.

## Documents Required

- Application Form
- Incorporation Certificate
- Import Export Code (IEC)
- GST Registration Certificate
- PAN of Company
- Product Details / Packaging List
- Authorization Letter / Board Resolution

## Who Needs it.?

- Exporters & importers in SAARC countries (India, Nepal, Bangladesh, Sri Lanka, etc.)
- Manufacturers exporting goods abroad
- Customs brokers & logistics providers
- Government trade promotion agencies

## Process Steps

- Collect incorporation, PAN, GST, and IEC documents
- Apply through DGFT / Customs portal for SAFTA Certification
- Upload details of products & HS codes
- Submit packaging & manufacturing details
- Pay prescribed registration fees
- Customs verifies & issues Certificate of Origin under SAFTA
- Exporters use certificate to avail tariff concessions

## Issuing Authority

- Directorate General of Foreign Trade (DGFT)
- Customs Department
- Ministry of Commerce & Industry





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## DSC

A Digital Signature Certificate (DSC) is an encrypted electronic signature that authenticates the identity of an individual or organization for online transactions.

## Documents Required

- Application Form
- PAN & Aadhaar of Applicant
- Passport-size Photograph
- Proof of Address
- Proof of Identity
- Mobile Number & Email ID

## Who Needs it..?

- Company directors & partners
- Taxpayers filing ITR / GST online
- Importers & exporters (for DGFT, ICEGATE)
- Professionals filing MCA, PF, ESIC returns
- Government contractors & bidders

## Process Steps

- Visit licensed Certifying Authority (CA) portal
- Fill DSC application form with personal details
- Upload PAN, Aadhaar, and ID/address proof
- Provide mobile number and email for verification
- Complete video KYC or in-person verification
- Pay prescribed DSC fees online
- Download DSC on USB token / e-device
- Use DSC for ROC, ITR, GST, or government portals

## Issuing Authority

- Licensed Certifying Authorities (CA) under CCA
- Ministry of Electronics & IT



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## Infringement (Trademark / Copyright / IP)

Infringement occurs when a registered intellectual property (IP) such as trademark, copyright, or patent is used without authorization, violating the legal rights of the owner.

### Documents Required

- Application / Complaint Form
- Proof of Ownership of IP (Trademark / Copyright Certificate)
- PAN & Aadhaar of Applicant / Company
- Proof of Infringement (Samples, Ads, Invoices)
- Affidavit / Declaration
- Authorization Letter / Power of Attorney

## Who Needs it..?

- Authors & writers protecting books, novels, and scripts
- Musicians, lyricists & singers protecting songs
- Artists & designers securing original artwork
- Software developers protecting source code
- Film producers, publishers & content creators

## Process Steps

- Visit Copyright Office website (copyright.gov.in)
- Fill application form (Form XIV) with applicant & work details
- Upload copy of the work (book, music, software, art, etc.)
- Submit PAN, Aadhaar, and ownership documents
- Pay prescribed registration fees
- Examination by Copyright Officer
- Reply to objections (if any raised)
- Receive Copyright Certificate after approval

## Issuing Authority

- Intellectual Property Appellate Board (IPAB)
- Courts of Law
- Trademark & Copyright Registry



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## Achievements



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**From Licenses to Litigation –  
We've Got You Covered.**

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## What We Offer?

- Licenses & Certificates Made Easy
- Expert Litigation & Legal Support
- Trademark & Brand Protection
- Hassle-Free Business Setup & Taxation Services
- Smart Legal Advisory for Businesses



## Our Mission

- 1 Simplifying legal processes with trust & transparency
- 2 Protecting businesses through expert legal solutions
- 3 Empowering growth with licensing, litigation & tax support