

Initial Scrutiny Checklist to be attached alongwith form E

Type of Change	Documents required						No Documents required
	Photocopy of bill or letterhead or any other evidence	Undertaking	Affidavit OR Any legal document required as per provision of law	Partnership or retirement	1.Memorandum of article of association 2.List of Directors with residence address 3.Photocopy of Form number 32 of registration of company OR 4.Resolution of Board of directors	Copy of incorporation certificate	
a. Name of establishment	<input type="checkbox"/>						<input type="checkbox"/>
b. Address of Establishment		<input type="checkbox"/>					
c. Name of employer and residential address			<input type="checkbox"/>				
d. Nature of Business	<input type="checkbox"/>						
e. Change in Partnership				<input type="checkbox"/>			
f. Change in Director					<input type="checkbox"/>		
g. Name of Manager and residential address					<input type="checkbox"/>		
h. Number of employees							<input type="checkbox"/>
i. Name of establishment(Pvt Ltd and Public Ltd)						<input type="checkbox"/>	