

CHECK LIST FOR REGISTRATION APPLICATION

1. Hard Copy of Application signed and stamped on each page.
2. Declaration (as given in Section D of Format 1.1 of Approved CERC Procedures) on letter head of the concerned Designated Consumer.
3. Details of payment of registration fees/charges (Bank Transaction Copy)
4. Letter for authorized signatory (certifying specimen signature), if application is not signed by MD/CEO.

Type of Organization	Authority or his / her authorized representative.
Public Ltd.	Board Resolution / MD / CEO
Pvt Ltd.	Director / MD
Partnership	Partner / Director / MD
Individual / Proprietorship	Owner
Cooperative / Govt. Department	Head of the Organization / Authorized representative

5. Submit the copy of the following documents:
 - Permanent Account Number (PAN)
 - Tax Deduction and Collection Account Number (TAN)
 - Corporate Identity Number (CIN)
 - GSTIN number, State of GST Registration, State of recipient, Place of Supply (specific to place where ESCerts have been issued/ bought)
 - Employees Provident Fund Organization Registration No. (wherever applicable)
 - Registration No. under Shops and Establishment Act (wherever applicable)