GOSAI & ASSOCIATES
HR STATUTORY & PAYROLL COMPLIANCES

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Required Documents for Shop Act Registration (Haryana)

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1	List of Director i. Name ii. Father's Name iii. Address
2	List of Employees in Excel Format i. Name ii. Father's Name iii. In time iv. Out time v. Lunch time vi. Weekly Off
3	Name Of Manager i. Name ii. Father's Name iii. Address
4	Rent Deed / Allotment Letter / Registry Copy
5	Reception Photo and Interior Photo (The company name should be mentioned) with GPS enabled location
6	Electricity Bill
7	Nature of Work
8	Employer Aadhar Card
9	Landline no., Mobile no. & Email ID
10	GST Registration Certificate
11	MOA (Must only for Private Limited)
12	Company PAN Card
13	Partnership Deed (if Applicable)
14	2 Exterior Photos with GPS enabled location