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BASIC INFORMATION SHEET
FOR REGISTRATION FOR PAYMENT OF EMPLOYMENT TAX

Name of applicant :- _____

Address :- _____

Ph : _____

Address (residence) :- _____

Ph : _____

Address :- _____
(Factory / Godown / Branch)

Ph : _____

No of employees (Salary wise):

Salary per month	No. of employees
1-2999	
3000-5999	
6000-8999	
9000-11999	
12000 or more	

DOCUMENTS REQUIRED:

1. Five letter heads of the employer firm.
2. Copy of PAN Card of enterprise.
3. Copy of partnership deed in case of firm and in case of company copy of Memorandum of Association and Article of Association including Company registration certificate from ROC.
4. Copies of professional tax payment receipt of the taxes paid by the employer firm.