

ANNEXURE-II

DOCUMENTS ATTACHED FOR ENLISTMENT

S.No.	Document	Yes	No
1.	Proof of constitution (SL.No.5): (a) In case of sole proprietorship/HUF: an affidavit executed before a Ist Class Magistrate that the applicant is the sole proprietor of the firm/Karta of HUF. (b) In case of partnership firm: (Submit attested copies) (i) Partnership deed attested by Notary Public . (ii) Form "A" or equivalent form issued by Registrar of Firms (iii) Form "B" or equivalent form issued by Registrar of Firms. iv) Form "C" or equivalent form issued by Registrar of Firms. (c) In case of Private/Public Ltd. Co. Article of Association duly attested by Notary Public.	 	
2.	Power of attorney, if any (Sl. No.8), attested by Notary Public.		
3.	Banker's certificate working capital certificate in original from schedule bank in the proforma given in Annexure-V. The certificate should be on the bank's letterhead and in sealed cover and shall be addressed to the concerned Enlistment Authority(Sl.No.9)		
4.	Technical Staff. (Sl.No. 11) (i) List of full time technical staff with qualification and experience of each. (ii) Attested copies of the degrees/diplomas of	 	

	the technical staff. (iii) Declaration from the technical staff that they are employed with the applicant (iv) Documents like Pf subscription-copy of income tax return with IT form16 etc.Conclusively proving employment of technical staff with applicant (onus of submitting adequate proof lies with applicant).		
5.	(i) List of M/C T&P i/c steel centring & shuttering, possessed by the applicant. Full details and location including details of Machines & Equipment provided and proof of sufficient stock of Materials as required. (ii) Copy of purchase document etc (Onus of submitting adequate proof lies with applicant).		
6.	Attested copy of Enlistment order (Sl.No. 13)		
7.	List of all near relatives working in I&F.C., including their addresses (Sl.No. 14) See also Rule 15.0 of Enlistment Rule.		
8.	Demand Draft for Processing the case(Sl.No. 15)		
9.	Original or attested copies of certificates for works done, from concerned clients, in proforma as given in annexure-IV.		
10	Attested copies of award letters for works included in annexure-III.		