

Checklist

Department: Industries and Commerce
Plug and Play Facility in J&K

**Government of Jammu and Kashmir
Single Window System
Department of Industries and Commerce**

A. CHECKLIST OF DOCUMENTS TO BE SUBMITTED FOR AVAIING PLUG AND PLAY FACILITY

1. Company Profile including:
 - Background of company and promoters
 - Area of expertise in software development and IT-enabled services
 - Profiles of key personnel in the organization
 - Strengths and achievements of the company like potential market for software products project developed by the company and in-house expertise in the area of specialization
 - Financial arrangements and feasibility of the proposed setup
 - Marketing tie-up, if any
 - Export performance for last three years in cases of existing firms & last year's balance Sheet, If applicable
 - Orders in hand / in pipeline / under registration
 - Brochures of the software products / company or Annual Report for the previous year, If applicable
2. Manpower: Type of people working
 - Project Manager
 - Project Leader
 - Senior Programmer
 - Junior Programmer/Operators
3. Wage Bill
4. Two Photographs
5. Self-attested copy of Address Proof (Voter ID/Driving License/Passport)
6. Self-attested copy of PAN card
7. Three months' rent as security deposit and one-month advance rent (+ Service Tax) in the form of DD/Cheque
8. Copy of ROC with MOA (For Pvt. Ltd. Company)
9. Copy of partnership Deed (For Partnership Firm)