

**Form 2 : Profile of the Agency (In case of Consultancy firm)**

Please fill up questionnaires and attach relevant documents as mentioned in the below form:

1.	Name of the firm / agency :
2.	Goods & Service Tax Registration details :
3.	Permanent Account Number of the agency issued by the Income Tax Authorities :
4.	Contact Person Name & Contact Phone Numbers :
5.	Postal Address :
6.	Year of Establishment :
7.	Year of commencement of Business :
8.	Place of registration :
9.	If registered as a Firm & Establishment / Company/Agency, please indicate if copy of registration enclosed? :
10.	(a) Furnish names of partners their occupation and addresses.
11.	Is your carrying out any other trade/ business in addition to Photocopy Services? Furnish particulars of the other trade/business carried out. :
<b>12.</b>	<b>Statutory Requirements</b>
12.1.	Have you registered under Employees Provident Fund and Miscellaneous Provision Act? If so, enclose copy of Registration. Enclose copy of latest remittance made by your Agency towards EPF. :
12.2.	Have you registered with State/Central Labour Authorities? If so, enclose copy of registration. :
12.3.	Have you registered under MEME? If so, enclose of registration Certificate. :

I certify that all the information furnished above is true to my knowledge. I have no objection to TWIV for verifying any or all the information furnished in this document with the concerned authorities, if necessary. I have also no objection to TWIC to visit our establishment for inspection.

Date:

Place: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_ Agency Address: \_\_\_\_\_

Seal of the Company