

DOCUMENTS REQUIRED FOR HALLMARK REGISTRATION

S.NO.	Documents Required	
1.	Proof of establishment of the firm or company <i>(Any One for the Following)</i>	<p>i) Certificate of Incorporation (COI) issued by ROC along with MOA; <i>or</i></p> <p>ii) Registered or Notarized Partnership Deed in case of Partnership Firm; <i>or</i></p> <p>iii) Certificate from a Chartered Accountant if applicant is a Proprietorship Firm or any other document like trade license indicating firm as proprietorship; <i>or</i></p> <p>iv) GST Registration Certificate indicating status of firm as proprietorship firm</p>
2.	Proof of address of firm's premises <i>(Any One for the Following)</i>	<p>i) Registration with State Government Authority/ Trade License ; <i>or</i></p> <p>ii) GST Registration Certificate; <i>or</i></p> <p>iii) Income Tax Assessment Order ; <i>or</i></p> <p>iv) Latest Property Tax receipt ; <i>or</i></p> <p>v) Rent agreement with last rent receipt ; <i>or</i></p> <p>vi) Sale Agreement / Lease Deed</p>
3.	Proof of Identity of the signatory	<p>i) Aadhar based verification/ e- signature</p> <p>ii) Self-Certified copy of Aadhar Card; <i>or</i> Self-Certified copy of Driving Licence; <i>or</i> Self-Certified copy of PAN card; <i>or</i> Self-Certified copy of Voter Identity card ; <i>or</i> Self-Certified copy of Passport; <i>or</i> Self-Certified copy of Identity Certificate with photo issued by Gazetted Officer on official letterhead</p>
4.	Map indicating location of premises from nearest land mark Location Map of premises from some nearest prominent landmark for each outlet, as applicable <i>(illustrative only)</i>	

5.	Proof in regard to annual turnover	<p>i) Self-certified copy of GST Return of previous financial year; <i>or</i> Certificate issued by a Chartered Accountant for Turnover, if firms/ Jewelers turnover is below 40 lakhs and he does not have GST Registration; <i>or</i> Balance sheet of Jeweller, duly certified by the Chartered Accountant. An undertaking may be obtained from the Jeweller that if his turnover exceeds threshold limit he will take GST Registration and will submit GST Return to BIS after completion of one financial year and difference as per actual turnover.</p> <p>ii) if the firm is new, an undertaking from the firm with expected turnover and assurance to submit GST return after completion of current financial year and deposit the difference as per actual turnover</p> <p>iii) In case of Corporate, certificate of registration if the applicant has only one single GST return than the firm may be asked to submit certificate from Chartered Accountant mentioning the turnover of each outlet</p>
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NOTE: THERE IS ONLINE AND OFFLINE PROCESS. WE DO THE ONLINE PART. AFTER THAT CUSTOMER NEEDS TO VISIT THE LOCAL BIS OFFICER AND PAY THE GOVT FEES

NOTE: DOCUMENT SHOULD BE CLEAR AND VISIBLE

NOTE : APPROVAL IS AT THE SOLE DISCRETION OF THE MINISTRY