

Documents required for Addition / Reduction in premises :

a. Premises:

i. If Owned: either Regd. Sale Deed / Regd. GPA / Conveyance Deed in the name of owner **or** Un regd. Sale Deed / un regd. GPA supported with Electricity Bill / Water Bill / property tax receipt.

ii. If Rented: Rent Receipt and either Regd. Rent Agreement **or** Un registered Rent Agreement along with ownership documents of landlord, as stated above.

* In case of village, Khasra Khatauni documents will be considered in support with copy of electricity bill/ water bill in favour of landlord

b. Revised Site Plan of the premises

c. Request letter for alteration of the premises from the firm.