

Process RA Renewal-Revised Checklist		
S.No	Checklist	Remarks
1	Verified Income tax return of Agency Proprietor,MDI/Mg. Part for last 3 years	
2	Verified copy of statement showing the sources of funds assessed by certified CA with membership number and address	
3	Verified copy of details of ECNR/ECR deployment	
4	Verified copy of attested photograph of MD/Mg. Part/Proprietor	
5	Verified copy of assets and liabilities Statement of Managing Partner/Director/Proprietor for last 3 years assessed by certified CA with membership number and address	
6	Verified copy of attested copy of PAN card of Agency/Proprietor,MD/Mg. Part,all Directors/Partners	
7	Bank Guarantee availability	
8	Bank Guarantee verification/confirmation done	
9	Complaints pending	
10	Since last renewal/ fresh RC, no. of persons emigrated	