**Please do not change the formats or any other content in LPPL documents.**

* Check whether the below requested documents are fully completed before submitting.
* Certify the documents to register with the Digital Certification facility.

1. Documents need to be certified by an **Attorney-At-Law, Company Secretary or obtained from Registrar of Companies**

For ROC registered companies:

* 1. Certificate of incorporation
  2. Form 1, 40 or other equivalent as applicable
  3. Form 20 if applicable
  4. Form 13 or other equivalent (If applicable only)
  5. Latest Form 15 - optional
  6. Articles of association

For Partnership company/Sole Proprietorship:

1. Certificate of Registration
2. NIC certified copies of partners/ Proprietor
3. Company Board resolution or an extract / Statement of Signature (SOS is applicable for Partnership company)– (format document attached)
   1. Authorized Officer’s specimen signature must be placed in the document
   2. Document should be dated
   3. Print on a Company Letterhead
4. Main Agreement - (attached)

(**Authorized officer whose name appears on the board resolution/Statement of Signature should sign the agreement with initials on all pages along with the Company seal)**

1. Certified NIC/Passport/Driving license copy of user- must be certified true copy by an **Attorney-at-Law or Commissioner for Oaths** only
2. CA01 Application Form – (format document attached)
   1. All fields must be filled
   2. Authorized officer whose name appears on the board resolution/SOS should approve the application
   3. Approving officer and applicant can be the same person