

# Documents Required for Education Consultancy License Application

[www.bizsewa.com](http://www.bizsewa.com)

- Certificate of OCR registration
- MOA (Prabandhapatra)
- AOA (Niyamawali)
- PAN/VAT certificate of the company (Income Tax Registration)
- Citizenship certificate of all shareholders
- Bank confirmation letter of the company/firm
- Company Profile

## **Counselor 1:**

- Citizenship certificate
- Transcript (Bachelors)
- Appointment Letter
- Acceptance Letter

## **Counselor 2:**

- Citizenship certificate
- Transcript (Bachelors)
- Appointment Letter
- Acceptance Letter

## **University 1**

- MOU
- Certificate

## **University 2**

- MOU
- Certificate

## **IELTS/PTE Instructor (If you run classes) # Or any other language Instructor**

- Citizenship certificate
- Transcript (Bachelors)
- IELTS TRF
- Appointment Letter
- Acceptance Letter

## **Rent Documents**

- Rent Agreement of at least two years
- Citizenship of Landlord

- Lalpurja/ Electricity Bill of Landlord

**Yearly Documents**

- Audit report
- Tax Clearance
- Company Adyawadik

There may be changes on documents requirements over time, so always check the official website or information center to get the latest requirements.

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