

# 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.