

Checklist for Visiting Inland Revenue Department (IRD) (Kar Karyalaya)

Before visiting the IRD, ensure you have the following documents and items ready:

Required Documents & Items:

- Photocopy of Certificate of Registration, MOA, and AOA** (Prabandhapatra, Niyamawali)
- Letters Provided by OCR** (These are provided by OCR along with other registration documents)
- Company Stamp** (Include the full name of the company)
- Minutes of Board Meeting Deciding the Registration at IRD** ([Use our Minute Maker](#))
- Photocopy of Citizenship Certificates of All Shareholders**
- Personal PAN Card of One Shareholder** (Apply online at the IRD website if needed)
- Rent Agreement (RENT AGREEMENT SAMPLE)** ([Use our Rent Agreement Maker](#))
- Online Form Filled at the IRD Website with Rs. 10 Ticket/Stamp**
(Find the correct NSIC code using our [NSIC Search page](#). Purchase the ticket/stamp at a photocopy center near any tax office.) The IRD form's NSIC section is weird and a total mess. So, if you don't find your desired code, select the closest alternative and ask the officer to add your desired objective while visiting tax office. ([Form Fill-up Guide](#))
- Copy of Citizenship of landlord**
- Receipt of Payment for Any Government Service by the Landlord** (e.g., electricity, water (khanepani))
- House tax paid by landlord (tiro tireko rasid)**
In some cases, tax/ward offices may require a copy of the land ownership document (lalpurja))

For ward office registration, you need all of the above and PAN certificate.

Some tax offices will ask ward registration papers before PAN registration, in such cases you need to register at ward office before visiting tax office.

At ward office, you need to pay 10% of rent and registration fee.

In case of confusion WhatsApp us to +9779804495818 (BizSewa)