

Documents Required to Transfer Business Licenses During Sale

ESSENTIAL BUSINESS TRANSFER DOCUMENTS

1. Sale Agreement & Legal Documents

- ☐ Business Sale Agreement/Purchase Agreement - Detailed contract outlining terms and conditions
- ☐ Share Purchase Agreement (for company acquisitions) or Asset Purchase Agreement
- ☐ Board Resolutions from both buyer and seller companies
- ☐ Power of Attorney (if representatives are handling the transaction)
- ☐ Non-Disclosure Agreement (NDA) signed during negotiations
- ☐ Due Diligence Report completed by buyer
- ☐ Valuation Certificate from registered valuer (if required)

2. Company Registration Documents

- ☐ Certificate of Incorporation
- ☐ Memorandum of Association (MOA)
- ☐ Articles of Association (AOA)
- ☐ Current Shareholding Pattern
- ☐ Share Certificates
- ☐ Register of Members
- ☐ Register of Directors

3. Statutory Registrations & Compliance

- ☐ GST Registration Certificate and transfer application
- ☐ PAN Card of the business entity
- ☐ TAN Certificate (if applicable)
- ☐ Professional Tax Registration
- ☐ ESI Registration (if applicable)
- ☐ EPF Registration (if applicable)
- ☐ Factory License (for manufacturing units)
- ☐ Trade License from local municipal authority
- ☐ Shops & Establishment License

4. Industry-Specific Licenses

- ☐ FSSAI License (food businesses)
- ☐ Drug License (pharmaceutical businesses)
- ☐ Pollution Control Board Clearance
- ☐ Fire Safety Certificate
- ☐ Excise License (if applicable)
- ☐ Import-Export Code (IEC)
- ☐ MSME/SSI Registration Certificate
- ☐ BIS Certification (if applicable)
- ☐ Trademark Registration Certificates
- ☐ Copyright Registrations
- ☐ Patent Documents



5. Financial Documents

- ☐ Audited Financial Statements (last 3 years)
- ☐ Income Tax Returns (last 3 years)
- ☐ GST Returns (last 2 years)
- ☐ Bank Statements (last 12 months)
- ☐ Tax Clearance Certificates
- ☐ Loan Agreements and No Objection Certificates from lenders
- ☐ Fixed Deposit Receipts
- ☐ Investment Certificates

6. Property & Asset Documents

- ☐ Property Title Deeds (for owned premises)
- ☐ Lease/Rent Agreements (for leased premises)
- ☐ Asset Register with depreciation schedule
- ☐ Insurance Policies for assets and business
- ☐ Inventory Valuation Report
- ☐ Vehicle Registration Certificates (if applicable)
- ☐ Equipment Purchase Invoices

7. Employee & HR Documents

- ☐ Employee Contracts and service agreements
- ☐ Salary Registers
- ☐ EPF/ESI Compliance Certificates
- ☐ Form 15G/15H submissions
- ☐ Gratuity Fund Statements
- ☐ No Dues Certificates from employees
- ☐ Transfer of Employment Letters



8. Contract & Agreement Documents

- ☐ Supplier Agreements and their assignment
- ☐ Customer Contracts and novation agreements
- ☐ Distribution Agreements
- ☐ Franchise Agreements (if applicable)
- ☐ Licensing Agreements for technology/software
- ☐ Service Provider Contracts
- ☐ Lease Assignment Agreements

9. Regulatory Clearances

- ☐ No Objection Certificate from Income Tax Department
- ☐ GST Clearance Certificate
- ☐ Labor Department Clearance
- ☐ Pollution Control Board NOC
- ☐ Municipal Corporation NOC
- ☐ RBI Approval (for foreign investment/NRI transactions)
- ☐ FEMA Compliance Certificate (if applicable)

10. Post-Transfer Documentation

- ☐ Application for License Transfer to respective authorities
- ☐ Intimation Letters to all regulatory bodies
- ☐ Updated Registration Forms with new ownership details
- ☐ New Board Resolutions post-acquisition
- ☐ Updated Signatory Lists with banks and authorities
- ☐ Change in Constitution Forms (if business structure changes)



STATE-SPECIFIC REQUIREMENTS

Additional Documents by State

- ☐ Maharashtra: Labor License transfer application
- ☐ Gujarat: VAT/GST migration documents
- ☐ Karnataka: Professional Tax transfer forms
- ☐ Tamil Nadu: State pollution board clearances
- ☐ Delhi: Trade License assignment application
- ☐ West Bengal: Municipal trade license transfer

TIMELINE CONSIDERATIONS

Critical Deadlines

- ☐ GST Transfer: Must be completed within 30 days
- ☐ EPF/ESI Transfer: Within 60 days of ownership change
- ☐ Trade License: Varies by municipality (15-45 days)
- ☐ Professional Tax: Within 30 days of transfer
- ☐ Pollution Clearances: 45-90 days depending on industry

