

## FORM OF APPLICATION OF ENLISTMENT

1. Name of the Firm. :
2. Full Address. :
3. Head Office and Branch Office, if any  
Address of Press Premises/work places :
4. Telegraphic Address. :
5. Telephone No. :
6. Date of Establishment of the firm :
7. Is your firm registered under :
  - (a) The Indian Companies Act, 1913 :
  - (b) The Indian Factories Act. :
  - (c) The Indian Partnership Act, 1932 :
  - (d) Police Declaration :
  - (e) Copy of Memorandum of Association,  
(if applicable) :
  - (f) Statement in register of Firms showing  
the name of Printers (if applicable)  
(if applicable) :
  - (g) Registration Act No. and Date. (if applicable) :
8. Name and full Address of the Bankers :
9. Whether insured against fire, burglary, etc.,  
if so, please state the amount and name of the  
company with policy number etc. :
10. The total number of regular employees :
11. Are you on the list of approved contractors  
of any other Govt. authority, if so, please  
give detail. :
12. Give details of the Govt. jobs executed by you  
during last twelve months. :
13. Any other information which you consider,  
is necessary, to be furnish. :
14. Give details of equipments (on reverse) :
15. Please submit copies of documents mentioned at  
Sl. No. 7 from (a) to (g) (which ever is applicable) :

Signature .....

Name .....

Designation.....

Contd.....,2/-

**1. List of Machine and Equipment**

**2. Pre Process**

- (1) Computers :
- (2) Leser Printer :
- (3) Dot Metrix Printers :
- (4) Languges available :

**3. Process**

- (a) Camera (make and size) :
- (b) Scanner (make and size) :
- (c) Processer (make and size) :
- (d) State the facility of Plate Making along with details of equipment :
- (e) Any other encilliary equipment (make and size) :

**4. Printing Section**

	Number	make and size
Single Colour M/cs		"
Double Colour M/cs		"
Four Colour M/cs		"
Six Colour M/cs		"
Web M/cs		"

for additional M/cs (if any) please attach encloser:

**5. Ware House Department**

(No. of Machine, size and Staff engaged there on) :

- (a) Cutting Machine :
- (b) Hand Numbering Machine :
- (c) Stitching Machine :
- (d) Sewing Machine :
- (e) Folding Machine :

for additional M/cs (if any) please attach encloser:

Signature.....

Name.....

Designation.....

**The following documents are required with the Form of Application of Enlistment:—**

1. The list of machines and equipments installed in press with technical specifications, make, specifying the colours i.e. whether the machine is of one colour or more than one colour.
2. The Annual Income Tax Return for the last three years including current.
3. All Risks' Insurance Policy ranging from Rs. 50,000/- to 1,00,000/- which should cover six risks i.e. riots, fire, strike, theft, house-breaking and burglary.
4. Police Declaration from DCP (Licencing), Police Headquarters, New Delhi.
5. The documents with regard to Local Sales Tax (LST), Central Sales Tax (CST) and Work Contract Tax (WCT).
6. (a) The ownership documents, in case the firm is a Proprietorship concern or  
(b) The Partnership Deed, in case the firm is a Partnership concern or  
(c) The Memorandum and Articles of Association, in case the firm is a Pvt. Ltd. or Ltd. concern.
7. Some printed Sample, printed for Govt. Departments executed by you during last 12 months.
8. To submit copies of documents mentioned at serial No. 7 from (a) to (g) (whichever is applicable) of the form of Application of Enlistment.
9. Registration under Factory Act (if admissible).
10. Registration under Company Act (if admissible).
11. Papers relating to VAT.
12. Papers relating to Pollution.
13. It may also please be stated specifically that the Printing Press has not been situated in residential area.