

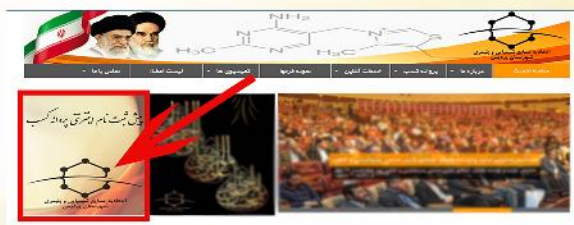
# Pre-registration and Obtaining a Tracking Code Guide



**Union of Chemical & Polymeric Industry  
of Pardis City**

enter the website: [www.pcpardis.com](http://www.pcpardis.com)

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Sign in after reading and confirming items

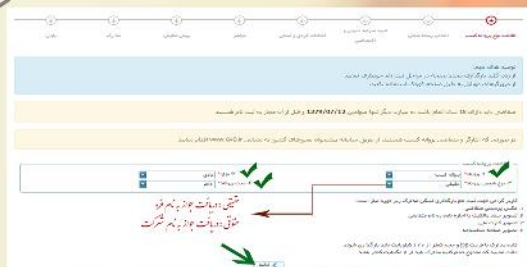


Click on the "Request Issuing a Business" 3



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Select the information of the type



Natural: Issuing the license under the name of the person

Juridical: Issuing the license under the name of the company

Keep note that the license type, business License, is normal and is permanent

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## Select your guild

You can consult with the Union regarding the category of the guild

## Confirm the criteria

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## Fill personal and guild information

Stored items are compulsory

## Upload required documents and receive a tracking code

8

Having the pre-registration print is compulsory for further steps

Please come to us at the Union the same day you apply your documents and receive your tracking code



# Required Documents for Issuing the Business License

personal image (two pieces 3X4

:Ownership identity

Original and copy of the ownership document (one series) – in case of owning

Original and copy of the lease (one series) – in case of being a tenant

Proof of payment for occupational tax and goodwill

Original and copy of statute, declaration, and official paper of the ) company

(In case of requiring the license under the name of company

Electricity bill

(Original and copy of all pages of birth certificate (One series

(Original and copy of national card (one copy

(Original and copy of military service card (one copy

Original and copy of educational degree

Pictures of the guild unit including: Machines, CCTV, The entrance door with the

registration plate

(Logo and images with a brief explanation of activities (in a CD

License pre-registration receipt print

Educational class fee

payment receipt

under **0223088601003** :IRRLS , Melli bank account number **900,000** : the name of Pardis City Guild Chamber

Cooperation with the Union of Chemical & Polymeric Industry of Pardis City

**1/17083112031240** :Bank Account

**1685 1319 0810 5029** :Debit Card Number