



## CHECKLIST FOR VAT REGISTRATION

Following are the documents required for voluntary VAT registration for a company

Sr. No.		Particulars
1		Copy of Incorporation Certificate, Memorandum of Association & Articles of Association
2	a	Proof Of Place of Business : If Self Owned: (Any Two of the following) <ul style="list-style-type: none"><li>▪ Index-II</li><li>▪ Property Tax Paid Receipt</li><li>▪ Light Bill</li><li>▪ Shop Act License</li></ul>
	b	If Rented: (Any Two of the following) <ul style="list-style-type: none"><li>▪ Rent Agreement</li><li>▪ Index-II (in the name of the Property owner with whom Rent agreement is entered)</li><li>▪ Property Tax Paid Receipt (in the name of the Property owner with whom Rent agreement is entered)</li><li>▪ Light Bill (in the name of the Property owner with whom Rent agreement is entered)</li><li>▪ Shop Act License</li></ul>
3		Copy of PAN Card
4	a	Residential Address Proof of all Directors: (Any Two of the following)
	b	Ration Card
	c	Passport
	d	Driving License
	e	Election Card
	f	Corporation Tax Receipt
		Latest Electricity Bill in the name of Applicant
5		Copy of PAN Card of All Directors
6	a	Bank A/c Details:
	b	One Cancelled Cheque
		Bank Account Statement from date of its opening (Required in case of Compulsory Registration)
7		Passport Size Photos: Latest 2 Photographs of the Director Authorized to sign the form
8		Purchase register and Sales register from the starting date of business till date.

9		All Purchase bills and sales bills from the starting date of business till date.
10		PTRC Number
11		PTEC Number

Notes: 1) All the above mentioned documents will be required in original at the time of meeting in the VAT Department.