



## CHECKLIST FOR VAT REGISTRATION

Following are the documents required for compulsory 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 :<br>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 | <ul style="list-style-type: none"><li>▪ If Rented: (Any Two of the following)</li><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<br>(Required in case of Compulsory Registration)  |
| 7       |   | Passport Size Photos:<br>Latest 2 Photographs of the Director Authorized to sign the form .   |

|    |  |  |
|----|--|--|
| 8  |  | Details of Introducer: VAT Registered Dealer (Being registered under MVAT act for more than 3 years): Name of Such Dealer, VAT Tin Nos., Effective Date of Registration. |
| 9  |  | PTRC Number of Partnership Firm  |
| 10 |  | PTEC Number of all Partners  |

**Note:** All the above mentioned documents will be required in original at the time of meeting in the VAT Department.