

**BSMART**[™]Private Limited
Complete Enterprise SolutionsRegistered Off: 1909 / 2, Ram Dhvaj Commercial Complex,
732 / B 1st Floor, Pune - Satara Road, Pune 411 037

CHECKLIST FOR VAT REGISTRATION FOR INDIVIDUAL FOR COMPULSARY REGISTRATION

Following are the documents required for VAT registration for an Individual

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

8		PTEC (Profession Tax Number-Self)
9		PTRC (Profession Tax Number – For employees Profession Tax)

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