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## Checklist for VAT Registration

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- 1) Copy of Partnership Deed:**
- 2) Proof Of Place of Business:**
  - a) If Self Owned: (Any Two of the following)
    - 1) Index-II
    - 2) Property Tax Paid Receipt
    - 3) Light Bill
    - 4) Shop Act License
  - b) If Rented: (Any Two of the following)
    - 1) Rent Agreement
    - 2) Index-II (in the name of the Property owner with whom Rent agreement is entered)
    - 3) Property Tax Paid Receipt (in the name of the Property owner with whom Rent agreement is entered)
    - 4) Light Bill (in the name of the Property owner with whom Rent agreement is entered)
    - 5) Shop Act License
- 3) Copy of PAN Card:**
- 4) Residential Address Proof of all Partners: (Any Two of the following)**
  - 1) Ration Card
  - 2) Passport
  - 3) Driving License
  - 4) Election Card
  - 5) Corporation Tax Receipt
  - 6) Latest Electricity Bill in the name of Applicant
- 5) Copy of PAN Card of All Partners**
- 6) Bank A/c Details: One Cancelled Cheque**
- 7) Passport Size Photos:**
  - 1) Latest
  - 2) Photographs of the Partner 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 of Partnership Firm**
- 11) PTEC Number of all Partners**

**Notes :**

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

We Provide Best Services At Right Places In Right Time.  
For any further assistance contact us.