



## CHECKLIST FOR VAT REGISTRATION FOR INDIVIDUAL FOR VOLUNTARY REGISTRATION

Following are the documents required for voluntary registration by an individual under VAT

Sr. No.		Particulars
1	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>
2		Copy of PAN Card
3	a	Residential Address: (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
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		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.
7		PTEC (Profession Tax Number-Self)
8		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.