

MANISH SOJITRA

B. Com., LL.B., Advocate

Taxation & Industrial Consultant

List of documents require for VAT Audit

- 01) Trading, Profit & Loss Accounts, Balance Sheet, VAT & CST Ledger
- 02) Sales, Purchase and Debit/Credit Note Registers
- 03) Purchase Invoice/Bill Files
- 04) Fixed Assets details as per Annexure A. (Excluding Machinery)
- 05) Capital Goods details as per Annexure B. (Plant & Machinery)
- 06) Yearly 201 A & B.
- 07) Income Tax Audit report
- 08) Yearly VAT Summary (From your Accounting Software) Plz give bifurcation of Assessable amount + Central Excise details)
- 09) Copy of Partnership Deed or Article of association.

Please provide following details on letter head of firm/Company

- 01) Details of change in constitution or change in item if any
- 02) Details of Bank. i.e Name of Bank, Address and Account number
- 03) Numbers of Tax Invoices raised by you and Total Amount
- 04) Numbers of Retail Invoices raised by you and Total Amount
- 05) Number of total (Tax & Retail) Invoices received during the year and Total amount
- 06) Type of item traded/Manufactured with rate of VAT charged

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