

MANISH SOJITRA

B. Com., LL.B., Advocate

Taxation & Industrial Consultant

List of documents require for VAT Registration

1) Documents regarding place of Business.	<u>If business place is own:-</u> Purchase deed, Municipal Tax Receipt, Certi. Of Village Authority, Shop Act License, Copy of revenue Index, (any one of above) <u>If business place not own property:-</u> Rent Deed, Lease Agreement, Consent Letter of landlord. (any one of above)
2) Bank Account	Sign and Stamp of bank manager in Form No: 101
3) Books Of Accounts	Day Book, Ledger Accounts, Trading Account, Machinery Account, Invoice File, Capital accounts of proprietor/Partners
4) Documents of Proprietor In case of Partnership Firm or Company any one of Partner Or Directors	Any one documents from following:- A) Election Card. B) Passport. C) PAN D) Driving License E) ADHAR (UDI) For residence Proof A) Electricity Bill B) Telephone Bill
5) Photographs	Proprietor's Or All Partners Or Directors
6) Additional documents of Proprietor/Partner/Directors	Proof of Asset owned. i.e. Purchase deed, Property Card,
7) Constitution	Partnership deed/Article of Association. And PAN of business.
8) Security	The security will be Rs. 10,000/- for VAT and Rs. 10,000/- for CST. Which is payable in bank and will be refunded after 2 years.
9) Turnover	A) Gross turnover of Rs. 5.00 Lacks with taxable turnover of Rs. 10,000/- Or B) In absence of turnover Rs. 25,000/- is to be paid as a deposit which can be adjust against VAT payable in future or can be refund after 24 months.

- Please bring Rubber stamp of business at the time of submission of above documents to our office.
- All document required are original with 3 copies. Original will be returned after submission of application.

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