

## MARKS India Business Consultancy - Chennai

### CHECK LIST FOR VAT REGISTRAITON

S.NO	PARTICULARS	DETAILS
1	Name of the Client	
2	Name of Business	
3	Address	
4	Date of Commencement of Business	
5	<b><u>VAT Application:</u></b>	
	FORM A - VAT Registration Form	
	FORM A - CST Registration Form	
6	<b><u>DOCUMENTS Required</u></b>	
	PAN Card Copy - Proprietor / Partner / Pvt	
	Lease / Rental agreement from Land lord	
	EB card copy of premises	
	Property Tax Receipt / EB bill copy recent	
	Proprietor address and ID proof	Driving license, Voter ID, Aadhar Card,
	Passport Size Photo	5
	Business Letter Head	
	Bank Passbook and Bank details	
	DD in favour of the Department Rs.500/-	
	Postal Stamp - Rs.50/-	
	Court Fees Stamp Rs.50/-	
	Introduction Letters	From Same Circle and other Circle
	For Seal and Address Seal	
	Office Name Board in Front of Location	
	E-Mail ID and Contact Number	