

MARKS India Business Consultancy - Chennai

CHECKLIST FOR VAT REGISTRATION

Following are the documents required for compulsory VAT registration for a company

Sr. No.		Particulars
1		Copy of Incorporation Certificate, Memorandum of Association & Articles of Association
2	a	Proof Of Place of Business : If Self Owned: (Any Two of the following) Index-II Property Tax Paid Receipt Light Bill Shop Act License
	b	If Rented: (Any Two of the following) Rent Agreement Index-II (In the name of the Property owner with whom Rent agreement is entered) Property Tax Paid Receipt (In the name of the Property owner with whom Rent agreement is entered) Light Bill (In the name of the Property owner with whom Rent agreement is entered) Shop Act License
3		Copy of PAN Card
4	a	Residential Address Proof of all Directors: (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

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5		Copy of PAN Card of All Directors
6	a b	Bank A/c Details: One Cancelled Cheque Bank Account Statement from date of its opening (Required in case of Compulsory Registration)
7		Passport Size Photos: Latest 2 Photographs of the Director Authorized to sign the form .
8		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.
9		PTRC Number of Partnership Firm
10		PTEC Number of all Partners

Note: 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