

CHECK LIST FOR PROFESSIONAL TAX REGISTRATION & ENROLMENT

- 1) Form –I & Form –II
- 2) Memorandum of Articles, Articles of Association/Partnership deed/ Bylaws. (Xerox)
- 3) Business Premises Rental Agreement (Xerox)
- 4) Business Premises Electricity Bill/Property Tax Bill/Telephone Bill (Xerox)
- 5) Company Pan Card (Xerox)
- 6) All Directors / Partners Pan Card (Xerox)
- 7) All Directors / Partners Address Proof is that Aadhar/Voter ID/ Passport (Xerox)
- 8) Company Bank Statement 1 Year. (Xerox)
- 9) Service Tax Certificate (Xerox)
- 10) VAT Certificate (Xerox)
- 11) Copy of Board Resolution to Authorized Person (Xerox)
- 12) Location Road Map
- 13) Employees List: Name, Designation, Salary,

Payment Details:

	<u>Per Year</u>	<u>Per Month</u>
Company	: 2500/-	Each Employee above 15000/- Salary Professional Tax 150/-
Each Director	: 2500/-	Each Employee above 20000/- Salary Professional Tax 200/-

Any query please mail- gauravpurohit1991@gmail.com