



Documents for Registration- Maharashtra Value Added  
Tax and Central Sales Tax

## Documents for registration under Maharashtra Value Added Tax Act

1. Copy of PAN card of the company.
2. Certificate of Incorporation and Memorandum and Articles of Association
3. Copy of PAN Card and Proof of place of residence of the directors; like electricity bill, telephone bill (two address proofs are required)
4. Copy of PAN card and address proof of the signatory to the application;
5. 4 Latest passport size photographs of the authorised signatory;
6. Proof of ownership/tenancy/lease of the premises of the place from where business is being carried out (Mumbai Office)
7. Details of all places of business including branches and godowns in the state of Maharashtra (If any);
8. Board resolution for authorizing a person to sign documents and represent company for the purpose of VAT Registration;
9. A demand draft (DD) of Rs. 25,000/- and Rs. 5000/- in favour of \*\*\*\*\*, Bank. (On the basis of location of the address to be registered)
10. Power of Attorney in favour of a person to file the documents and represent before the department for registration.
11. MICR code of the Bank Account of the company;
12. Cancelled Cheque.
13. Particulars of the other dealer who will provide the introduction for registration.
14. List of goods which are traded by the company



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## Documents required for Central Sales Tax Act

1. 2 Photographs of the person signing the application;
2. Court fee stamp of Rs. 25/-
3. Memorandum and Articles of Association of the company;
4. List of items to be traded generally
5. List of items intended to be procured on Form C;
6. Board Resolution to authorise a person to represent the company for the purpose of registration.
7. Power of Attorney in favour of a person to file the documents and represent before the department for registration.

*Note: The Signatory to the Application will have to appear personally for the hearing at the Department, along with the original documents.*

## Fees and Expenses

### ↑ Statutory Fees

The statutory fees payable is Rs. 30000/-. Demand draft of Rs. 25000/- and Rs.5000/- needs to be given to the sales tax department.

### ↑ Professional Fees

| Services                           | Amount in INR |
|------------------------------------|---------------|
| VAT and CST Registration in Mumbai | 20000/-       |
| Professional Tax Registration      | 5000/-        |
| Total                              | 25000/-       |



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