

REQUIREMENTS FOR VAT REGISTRATION

S/no	Particulars	Information
1	Enterprise Details :	
	a. Name: Enter Enterprise name.	
	b. Door Number: Enter Door Number.	
	c. Road/Street/Building Name: Enter details.	
	d. Locality: Enter Locality name.	
	e. City: Enter City Name.	
	f. District: Enter District	
	g. PIN: Enter PIN	
	h. email: Enter Email ID	
2	Enterprise Occupancy Status: (Owned / Rented)	
3	Owner (Responsible person) Details:	
	a. Name: Enter name of Responsible Person.	
	b. Father Name: Enter Father Name.	
	c. Date of Birth of Responsible person:	
	d. UID: Adhaar Number	
	e. Door Number:	
	f. Road/Street/Building Name:	
	g. Locality:	
	h. City:	
	i. District:	
	j. PIN:	
	k. First Tax Period :	
	i. Year: Mention Year in which First Taxable sale is going to occur	
	ii. Month: Mention Month in which First taxable sale is going to occur	
	l. Estimated Taxable sales in first 12 month: Enter estimated Taxable sale in first 12 months of business, Rs in Lakhs. No decimal.	
*	m. Status of Business: (See NOTE Below)	
4	Newly started business / Regular (Existing) business :	
5	Principle Business Activity:	
6	Principle Commodities:	
7	CST Registration & CST Commodities (If Any)	

8	Bank Name:	
9	Bank A/C Number: Bank A/C Number of Establishment.	
10	Bank Branch Code: Enter Your Bank Branch code.	
11	Bank Branch Address: Enter Postal address of your Bank.	
*12	PAN: Enter PAN number of your Enterprise.	
*13	Profession Tax Number: Enter Profession Tax Number of your Enterprise.	
14	Phone Number : (Land Line)	
15	Mobile Number :	
16	Accounts computerized:	
17	Additional Places of Business Address:	
	If you have additional place of business fill the details	
	a. Door No.: Enter Door number.	
	b. Road/Street/Building Name: Enter Details.	
	c. Locality: Enter Locality Name.	
	d. State:	
	e. District:	
	f. Branch/Godown:	
	g. City:Name where Additional Place of business is located.	
	h. PIN:PIN of address of additional place of business.	
18	Partners/Directors Address:	
	a. Partner /Director etc Name: Enter Name	
	b. Father Name: Enter Father name	
	c. Door No.: Enter door Number	
	d. Road/Street/Building Name: Enter Details	
	e. Locality: Enter Name of Locality	
	f. Country:	
	g. State:	
	h. District:	
	i. City: Enter City Name	
	j. PIN/ZIP: Enter PIN/ZIP number of address.	
	k. UID: Enter Adhaar No.	
	l. eMail: Enter email Id	

Documents need to be attached :

1. Evidence of ownership of business premises or Self attested copy of rent / lease agreement
2. Self attested copy of latest electricity bill of business premises in support of electricity connection to business premises
3. Self attested copy of evidence of proof of residence of applier for VAT (any one proof is enough)
 - Passport
 - Driving License
 - Bank Statement
 - Telephone Bill
 - Electricity Bill
 - Aadhar Card
 - Voter Identity Card
4. PAN Card Copy
5. Copy of Bye Laws of Society/ Trust/ Partnership Firm
6. Bank Statement for proof of bank account number
7. Copy of Agreement if any entered by applier of VAT with any other party regarding their Business

NOTE:---

- * 1.Sole Proprietor/ Partnership Firm/ Company/ Trust/ Society mention which ever is applicable
- 2. Enter Responsible person PAN number if the business is sole proprietorship
- 3. Enter Responsible person Profession Tax number if the business is sole proprietorship