

VAT Checklist

1.	Name of Business	
2.	Type of Business	Proprietary Firm, LLP, Partnership Firm, Company/ NGO / Other Specify -----
3.	Address of Business	
4.	Contact Person Name	
5.	Contact Person Mobile Number	
6.	Contact Person Email Id	

Documents Required

- 1) **PAN Card** - of Dealer (PAN of partners/directors is also required in case of firm/company)
- 2) **Constitution certificate :-**
 - a) Proprietorship:- Shop Act License / If Shop Act is not applicable –
- 3) **Certificate of Registration**
 - a) Certificate form Grampanchayat
 - b) HUF:- No document is required
 - c) Partnership firm:- Partnership Deed
 - d) Company :- Certificate of Incorporation issued by registrar of company, MOA and AOA
 - e) Trust:- Certificate issued by Bombay Public trust
 - f) Co-operative society:- Certificate issued by concern authority
- 4) **Address proof of Business :-**
 - a) In case of rented property : Rent Agreement/NOC, Electricity bill, Municipal Receipt
 - b) In case of Own property : Electricity Bill and Municipal tax receipt
- 5) **Proof of resident :-**

Any two documents are required as resident proof of proprietor or partners or directors or trustees as the case applicable.

 - a) Driving license
 - b) Ration card
 - c) Passport
 - d) Electricity Bill
 - e) Municipal Tax Receipt