

Annexure:

Revised check list

LIST of SUPPORTING DOCUMENTS FOR VAT/ CST REGISTRATION (mandatory document)

Enterprise	Principal Place of Business	Additional Place of Business	Prop/MP/MD	Partners/Directors
<p>1.PAN Card</p> <p>2.Latest Bank Statement (at least Preceding 1 month from date of application)</p> <p>3.Partnership Deed/ Certificate from RoC*</p> <p>In case of uploading scanned copies only relevant pages required such as : Cover page, page indicating the constitution of the firm, details of partners/directors etc.</p>	<p>A) If Owned (i) Copy of sale deed. (ii) Latest Electricity / Water bill in original</p> <p>B) If Rented (i) Copy of rental agreement and (ii) Latest Electricity / Water bill in original</p> <p>C) If Leased (i) Copy of lease agreement. (ii) Latest Electricity/ Water bill in original</p> <p>D) Rent free (i) No objection certificate of the landlord along with the copy of Electricity / Water bill in original.</p>	<p>A) If Owned (i) Copy of sale deed. (ii) Latest Electricity bill in original</p> <p>B) If Rented (i) Copy of rental agreement and (ii) Latest Electricity / Water bill in original</p> <p>C) If Leased (i) Copy of lease agreement. (ii) Latest Electricity/ Water bill in original</p> <p>D) Rent free (i) No objection certificate of the landlord along with the copy of Electricity / Water bill in original.</p>	<p>1.Photo</p> <p>2.PAN Card</p> <p>3.ID Proof</p> <p>ANY ONE OF THE FOLLOWING a)Copy of Voter I.D.Card. b)Copy of Aadhar card. (not e-Aadhar card) c) Copy of Passport. d)Copy of Driving License. e)Copy of Ration card.</p> <p>4) Residence Proof</p> <p>ANY ONE OF THE FOLLOWING a) Copy of Passport. b) Aadhar Card c) Registered Rent agreement d) Water/Telephone- landline or post paid bill e) Electricity Bill f) Photo passbook of running bank account - Scheduled Public Sector bank only (Latest) g) Latest month gas bill in original</p>	<p>1.Photo</p> <p>2.PAN Card</p> <p>3.ID Proof</p> <p>ANY ONE OF THE FOLLOWING a)Copy of Voter I.D.Card. b)Copy of Aadhar card.(not e-Aadhar card) c)Copy of Passport. d)Copy of Driving License. e)Copy of Ration card.</p> <p>4) Residence Proof</p> <p>ANY ONE OF THE FOLLOWING a) Copy of Passport. b) Aadhar Card c) Registered Rent agreement d) Water/Telephone- landline or post paid bill e) Electricity Bill f) Photo passbook of running bank account - Scheduled Public Sector bank only (Latest) g) Latest month gas bill in original</p>

LIST OF OPTIONAL DOCUMENTS				
<p>The dealer has the option to submit the following documents or on demand of the Registering Authority in specific Circumstances. Also, these documents may be kept ready for the scrutiny of the Registering Authority during the Advisory Visit.</p> <p>a)Manufacturer (i) Industries department certificate or (<i>the acknowledged document issued at the time of applying</i>) (ii) Power sanctioned letter issued by Electricity department.</p> <p>b)Works Contractor (i) Work order issued by the Contractee. (<i>As per Sec 17 (5) (g) of TSVAT Act 2005</i>)</p> <p>c)Timber Dealers (i) Registration certificate issued by the Forest Department</p> <p>d)Medicines & Drugs (i) License issued by the Health Department.</p> <p>e)Copy of the Registration Certificate issued by Custom and Central Excise Authority.</p> <p>f)Copy of the last electricity bill of the place of business.</p> <p>g)Any other document as required by the Registering authority.</p> <p><i>*e) Copy of property tax receipt. (Excluded from mandatory documents & added in optional documents)</i></p>				

LIST OF MANDATORY DOCUMENTS FOR PROFESSION TAX REGISTRATION

<p>A) If a dealer applying for Profession Tax registration is already registered under VAT, then there is no need to submit any supporting documents. Indication of the Valid VAT TIN in the registration application will suffice.</p>	
<p>B) If it is a new application for ENROLMENT, the list of mandatory documents to be submitted are :</p>	<p><u>I)Enrolment : Single Owned (Proprietary Concern / Professionals etc)</u></p> <ul style="list-style-type: none">1) Copy of PAN Card of the individual2) Proof of ID of the Individual (Any ONE of the following)<ul style="list-style-type: none">a)Copy of Voter I.D. Card.b)Copy of Aadhar card.c)Copy of Passport.d)Copy of Driving License.e)Copy of Ration card.3) Proof of address of the Business Premises (See SI No 2 above)4) Copy of Bank Statement of the Individual/Business concern <p><u>II)Enrolment : Multiple Owned (Partnership/ Pvt Ltd, Public Ltd)</u></p> <ul style="list-style-type: none">1) Copy of PAN Card of the Business2) Copy of PAN Card of all the partners & Directors (incl MP/MD)3) Proof of ID of all the partners / Directors (Any ONE of the following)<ul style="list-style-type: none">a)Copy of Voter I.D. Card.b)Copy of Aadhar card.c)Copy of Passport.

	<p>d) Copy of Driving License. e) Copy of Ration card. 3) Proof of address of the Business Premises (See SI No 2 above) 4) Copy of Bank Statement of the Individual/Business concern 5) Partnership Deed/Memorandum of articles of a company, Certificate from Registrar of companies in case of Private Limited company/Public Limited company.(relevant Pages only)</p>
<p>C) If it is a new application for REGISTRATION, the list of mandatory documents to be submitted are :</p>	<p>Documents for Registration</p> <p>1) Copy of Enrolment certificate (or indicate a valid PTIN under enrollment) 2) List of employees(details such as name of employee/Date of Joining/Designation/Gross salary per month)</p>
<p>LIST OF MANDATORY DOCUMENTS FOR ENTERTAINMENT TAX REGISTRATION</p>	
<p>-Same as VAT -Additionally Copy of the Form B License issued by the appropriate authority has to be uploaded.</p>	
<p>LIST OF MANDATORY DOCUMENTS FOR LUXURY TAX REGISTRATION</p>	
<p>Same as VAT</p>	