

Requirements to conduct VAT Audit for the year 2008-09
As per New 704 Form Vide notification dated 26.08.2009

1. Registration Certificate under VAT/CST (Amended till date)
2. Tin Allotment Letter if certificate of registration not in record
3. Registration Certificate under Central Excise (If applicable) if Yes where dealer is required to maintain the records about the sales, purchases, imports and exports under central excise act 1944, the custom act 1962 or under the state excise act in such case is there any difference under these acts & disclosed under MVAT Act. Any material difference, should give details (Impact of tax liability)
4. Registration Certificate under Service Tax (If applicable)
5. Registration Certificate and / or Enrollment Certificate granted under Professional Tax Act.1975. & Professional Tax Paid Challan.
6. Export / Import Certificate (If applicable)
7. Shop & Establishment No. Certificate.
8. Photocopy of PAN Card issued under the income Tax Act. 1961.
9. Tax Audit Report Form 3CD 3CB/3CA
10. Trading A/c, P&L A/c, Balance Sheet. Along with Schedules, if the dealer has multi state activities then trail balance in relation to the business activities in Maharashtra State should be attached
11. Correspondence with the Tax departments (Notice, Penalties, Appeals, etc.)
12. Books of Accounts (Sales Register, Purchase Register, Debit note, Credit note, Bank book, Cash book)
13. Bank Details (Name, Address, A/c. No. & Branch)
14. Details of Declaration Form 'H' and other than 'H' Form (C/F) not received as Annexure 'H' and 'I' enclosed
15. Tax Payment Challan.(VAT & C.S.T. Paid Challan)
16. Sales & Purchase Statement Month wise which should be reconciled with P/L A/c.(As per Format Attached)
17. Details of Additions and deletions to Fix Assets along with relevant purchase and sales bills.
18. Bank Statements

Further find enclosed herewith following annexures A-K which you have to field up and sent:

19. Annexure 'A' details of amount paid along with VAT returns submitted for the period 01.04.2008 to 31.03.2009
20. Annexure 'B' details of amount paid along with CST returns submitted for the period 01.04.2008 to 31.03.2009
21. Annexure 'C' Details of WCT Vat TDS Certificate received
22. Annexure 'D' Details of WCT Vat TDS Certificate issued

23. Annexure –F Financial Ratios for the year under audit and other information as per Profit and Loss A/C.
24. Annexure –G details of Purchases exceeding Rs. Five lakhs from new local suppliers on which set off has been claimed during the year.
25. Annexure ‘H’ Details of ‘H’ Forms not Received
26. Annexure ‘I’ details C-Form/F-Forms Not Received
27. Annexure ‘J’ Customer wise Vat sales Section-1 (Sales party wise)
28. Annexure ‘J’ Supplier wise VAT Purchase Section-2(Purchase party wise)
29. Annexure ‘J’ Customer wise Vat Debit note/Credit note Section-3 (Sales Returned party wise with in six months)
30. Annexure ‘J’ Supplier wise Debit/Credit Note Section-4 (Purchase Returned party wise with six Months)
31. Give Information as per Annexure ‘K’
32. If any amendment made in Tin Certificate during the year
33. Change of Place of Business /Additional Place of Business in Maharashtra and other state
34. Business Activity in Brief
35. Product Dealt
36. Computer Software used and Version
37. Back up of accounting software used