

Requirements of VAT/CST Registration (For Private Limited. Company)

Details required for Registration

1. Name & Regd. Office address of Company
2. Name, Age, Father's Name & Residential Address of Directors
3. Paid up Capital
4. Main Activity of Business
5. Date of Commencement of Business

Documents required for filing of the application

- 1 All Books of Accounts (if to be registered on Turnover basis)
- 2 Statement of Sales/Purchase(if to be registered on Turnover basis)
- 3 All Sales & Purchase Invoice (if to be registered on Turnover basis)
- 4 Copies of Ledger Account of the suppliers from whom first purchase made
- 5 Copies of Ledger Account of the Sales parties to whom first sales made
- 6 Memorandum & Articles of Association with true copies thereof. (Certificate of Incorporation).
- 7 Resolution copy passed in favor of applicant Director as a representative.
- 8 Confirmation of Permanent Residential Address.
- 9 Antecedents of Directors.
- 10 Rent Receipts of place of Business/ Place of Residence Leave and License Agreement or consent Letter if sub-tenant with true copies.
- 11 NOC from Director if place of business is on his name.
- 12 Rationing Card of Directors with Xerox copy of the First and Last pages.
- 13 One latest Passport size photograph of the Applicant.
- 14 Certificate under Municipal Act, Factory Act, Shop And Establishment Act and other Licenses as applicable with true copies.
- 15 Company Pan No & All Directors Pan No.
- 16 PT Enrollment No. & Challan.
- 17 Bank Details (A/C No, Branch & Bank name) Address & One Cancelled cheque for Proof of Bank A/c no.
- 18 Rs.5000/- as Regn fees & Rs. 25000/- as Regn. Deposit challans to be submitted in Dept.
- 19 Pan card of the Company
- 20 Pay order of Rs.525/- in favour Bank of Maharashtra A/C MVAT for fees if registration on Turnover basis
- 21 Electricity/ Telephone/Rent Receipt/Soc. Maintenance of POB
- 22 Electricity/Telephone/Rent Receipt/Soc.Maint of POR of the Directors