

Kunal Jain & Associates

(Chartered Accountant)

Documents Required For VAT/CST No.

1. Turnover

Turnover (Sales / Purchase) required above Rs.5 Lacs

if turnover is less then Rs.5 Lacs then required challan deposit of Rs.25000/-

GST Challan deposit Rs.10000/-

CST Challan deposit Rs.10000/-

2. Proof of Business / Business Address

Photocopy of Elect. Bill, Landline Telephone Bill, Muni. Tax Bill

If business place is rented - Photocopy of Rent Receipt, Rent Agreement

If business place is owned - Photocopy of Agreement/Possession

Letter/Allotment Letter

If Business is Partnership firm - required Copy of Partnership Deed, Partnership

Firm's PAN Card , Firm's registration

If Business is "Pvt. Ltd. / Ltd." Company - required Copy of Articles of

Association, Memorandum of Association

Copy of Company's PAN Card, Copy of Certificate of Incorporation.

3. Proof of Residential Address

Photo Copy of Elect. Bill / Landline Telephone Bill, Muni. Tax Bill

If residential place is rented - Rent Receipt / Rent Agreement

If residential place is owned - Agreement/Possession Letter/Allotment Letter

If residential place is owned by parents/cousins/relatives then required

Declaration/ Sanmati Patra

4. Shops & Establishment (Gumasta) Certificate; if available

5. Passport Photo 2 Copies

6. Photocopy of PAN No.

7. Photocopy of Election Card, Driving License, Passport

8. All Purchase & Sales bills files, Books of A/c's required (In Case of 1 Point)