



M/s PRANJAL JOSHI & CO

CHARTERED ACCOUNTANTS

Office No. 9, Suvan Apartments, Opp. Jog High School, HDFC Bank Building, Mayur Colony, Kothrud, Pune – 411 038. Tel – 020 – 25 43 02 76, Mob: 98500 35736, contact@capranjaljoshi.com

Documents required for M-Vat Registration

| Sr No | Copies of |
|-------|--|
| 01 | PAN Card |
| 02 | Shop Act License |
| 03 | Constitution documents – memorandum of Association, Articles of Association, Certificate of Association, Copy of Board resolution (in case of company), Partnership Deed (for firms), Trust Deed, Society Registration certificate etc. as the case may be |
| 04 | For Business Premises - Address proof of premises – a. Rent Agreement if taken on rent, If rent free then consent letter from owner, Index II copy showing name of the owner, Plus b. Any 1 document out of - Electricity Bill / Telephone Bill / Property card / Property tax receipt |
| 05 | Original Cancelled Cheque of bank account |
| 06 | Address proof of residence of Proprietor / Partner / Director (any 2 documents from – Electricity Bill, Ration card, Passport copy, Voter ID). |
| 07 | Bill wise statement of Sales and Purchases from beginning of the year / date of company formation till date of application |
| 08 | Court fee stamps for Rs. 25 |
| 09 | Court fee stamp for Rs. 5/- |
| 10 | Authority Letter on Form 709 |
| 11 | Rubber stamp / Common seal - of the company, firm, proprietary concern |
| 12 | Two latest passport sized photographs (for other than Proprietary concern this is required for signatory only) |
| 13 | Copy of Profession tax Registration Certificate (if applicable), Copy of Profession Tax Enrolment certificate for Proprietor / Partner / Director |
| 14 | Registration Fees to be paid to Vat Dept – a. For Voluntary Registration (without achieving turnover limits) i. Rs. 5000/- DD in favour of “STATE BANK OF INDIA A/C MVAT” payable at Pune ii. Rs. 25000/- as Deposit to vat Dept – DD in favour of “STATE BANK OF INDIA A/C MVAT” payable at Pune b. For Other cases i. Rs. 500/- DD in favour of “STATE BANK OF INDIA A/C MVAT” payable at Pune. |