



CONSULTANTS PVT. LTD.

910-913, Top Floor, Star Plaza, Phulchhab Chowk, Rajkot-360001, India
Contact : +91 281 2454534, 3046622(Telefax), email : info@pcac.in
visit us: www.pcac.in

BASIC INFORMATION SHEET
FOR REGISTRATION WITH THE PROFESSIONAL TAX DEPARTMENT

Name of Applicant :- _____

Type of business
(Profession/trade/
Business) :- _____

Address :- _____

Ph : _____

Address :- _____
(branch / godown / factory – all)

Ph : _____

No. of years in
the profession :- _____

Annual turnover of
All sales or purchases:- _____

No. of workers at
enterprise :- _____

No. of employees Employed in the
Establishment :- _____

VAT TIN No. :- _____

CST No. :- _____

DOCUMENTS REQUIRED:

1. Copy of PAN Card of enterprise.
1. Copy of partnership deed in case of firm and in case of company copy of Memorandum of Association and Article of Association including Company registration certificate from ROC.

2. Purchase deed in case the place of business is owned by the enterprise and the deed of rent in case the place is taken on rent.
3. Account payee cheque for professional tax payment in favor of "xxx Municipal Corporation" e.g. "Rajkot Municipal Corporation".