



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 GUJARAT VAT DEPARTMENT
For VAT / CST NO.

For Manufacturer / Trader / Exporter / Importer

Name of enterprise :- _____

Date of commencement
of business/D.O.B. :- _____

Address :- _____
(Registered Office)

Ph : _____

ADDRESS :- _____
(Factory/Branch/Godown - ALL)

Ph : _____

Manufacturing / Trading
Items /products
(Write all the items): _____

Banker's name, Address
And Account No.: _____

If you want to authorize any person to sign
Bills and VAT documents on your Enterprise's
behalf, his name, address and relevant proofs:

Entrepreneur's profile
(Proprietor/ all Partners / all Directors)

- Name: _____

- Address: _____

- Stake in other Enterprise? (Give name and address and their TIN No.)
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DOCUMENTS REQUIRED:

1. Copy of PAN Card of Enterprise.
2. 4 Passport size photographs of Proprietor/all partners/all directors.
3. Copy of Partnership deed in case of partnership firm and in case of company Memorandum of Association and Article of Association including Company registration certificate from ROC.
4. Copy of PAN Card of proprietor/all partners/all directors.
5. ID Proof of proprietor/all partners/all directors (Passport, Election card, Driving license – any one proof)
6. Residence address proof of proprietor/all partners/all directors (Passport, election card, Driving license, electric bill, telephone bill – any one proof)
7. Proof of business place i.e. Purchase deed or latest property tax payment of Municipal Corporation. In case of rental place, rent agreement or consent letter of landlord.
8. Account payee Cheque of Rs. 25,000/- in case of voluntary registration. The cheque should be in favor of "HDFC Bank Ltd. – VAT A/c."
9. Two Account payee Cheques for Security Deposit, One is of Rs. 10,000/- for VAT and Second is of Rs.10,000/- for CST in favor of "HDFC Bank Ltd. – VAT A/c."
10. First and last (up to date of application) purchase / sale bill of enterprise, if any.
11. Five copies of enterprise's letter pad.
12. Rubber stamp of enterprise.