

FOR OFFICE USE ONLY

Date of receipt of Application																			
Application scrutinized by (Name and Designation)																			
Application scrutinized by (Signature)																			
Application approved by (Name and Designation)																			
Application approved by (Signature)																			
Data entry checked by (Name, Designation and Signature)																			
Data entry validated by (Name, Designation and Signature)																			
Details of R.C.	Number																		
	Effect Date																		
	Issue Date																		

ACKNOWLEDGEMENT

Serial No.	
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(Particulars of Name and Address to be filled by the Applicant)

Received an application for Registration in Form-I from _____

Name of the Applicant _____

Full Postal Address _____

Receiving Officer's Signature _____ Date _____

ANNEXURE-I

(Statement of Name and Permanent Address)

No. of Partners/ Directors/ Members

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Name, Permanent Residential Address, PAN Number and P.T.E.C. Number of Proprietor/Partners/Directors/Member of Managing Committee/
all persons engaged in the business (including the members of Hindu Undivided Family Business)

Sr. No.	Full name of Proprietor / Partner/ Director / Member of Managing Committee (Please strike out whichever is not applicable)	Permanent Residential Address														
		Office No. / Flat No. / Room No. / Bldg No.														
		Plot No., Street Name etc.														
1.		Area Name etc. and Landmark, if any														
		Village/Town/City														
		Taluka														
		District														
		P.T.E.C. No.										Pin Code				
		Mobile No. 1														
		PAN No.										Mobile No. 2				
		Instruction- STD Code should be prefixed in Telephone Number														
		Telephone No.1														
		Telephone No.2														
		Fax No														
		E-mail Address														

Sr. No.	Full name of Proprietor / Partner/ Director / Member of Managing Committee (Please strike out whichever is not applicable)	Permanent Residential Address																			
		Office No. / Flat No. / Room No. / Bldg No.																			
		Plot No., Street Name etc.																			
2.		Area Name etc. and Landmark, if any																			
		Village/Town/City																			
		Taluka																			
		District																			
		P.T.E.C. No.	Pin Code																		
			Mobile No. 1																		
		PAN No.	Mobile No. 2																		
			Instruction- STD Code should be prefixed in Telephone Number																		
			Telephone No.1																		
			Telephone No.2																		
			Fax No																		
			E-mail Address																		

The above information is true to the best of my / our knowledge and belief.

Signature (1)

Signature (2)

ANNEXURE – II
List of Nature of Business / Work / Profession
(To be filled in Para No.4)

1. Manufacturer
2. Reseller (includes Wholesalers)
3. Retailer
4. Importer
5. Exporter
6. Educational Institutions
7. Banking Institutions
8. Insurance Services
9. Other Financial Institutions
10. Information Technology Services
11. Information Technology Enabled Services
12. Security and Detective Agencies
13. Courier Services
14. Manpower Providers / Labour Contractors
15. Media and Event Management Companies
16. Consultancy Firms / Agencies
17. House Keeping Services
18. Advertising Agency
19. Hotels / Boarding / Lodging
20. Restaurants / Bar
21. Catering Services
22. Tour and Travel Services
23. Vehicle Rental Services
24. Transport, Freight /Cargo Services
25. Hospitals or Nursing Homes
26. Health Clinics / Fitness Centers
27. Beauty Treatment Centers / Parlours
28. Training and Placement Service Centre
29. Service Centers / Maintenance Agencies
30. Market Research Agencies
31. Marketing Services / Agencies
32. Coaching Classes / Training Institutes
33. Gymkhana, Club or Association
34. Construction Agencies / Contractors
35. Cable / DTH Services
36. Printing Press/ Printing Agencies
37. Film / TV Serial Production Agency
38. Business Centers
39. Pest-Control Services
40. Telecommunication Services
41. Electricity Generation, Transmission and Distribution
42. Mandap/ Decoration/ Shamiana Services
43. Commission Agent
44. Others*
45. Government

Form - I

Instructions

1. Please fill in all the details in the application in block letters and ensure that the required information and /or the required documents are attached along with the application.
2. A black ballpoint pen should be used to fill in the form.
3. No field should be left blank. If the field is not applicable, 'N.A.' should be written in it.
4. Wherever boxes are provided, only one letter should be written in each box and one box should be left blank between two words.
5. Wherever space provided for a particular field is not sufficient, the applicant should photocopy the relevant page, fill in the required information and attach along with the application.
6. The application may be obtained from the sales tax office or can be photocopied, printed or can be download from the website of the department (www.vat.maharashtra.gov.in)
Only font size of '11' should be used. The print out of the application should be in 'Black' ink only using A4 size paper of 70GSM. The format of the document must not be changed and printing should be only on one side of the paper.
7. Application can be submitted by anybody, however depending upon the constitution of the employer it should be signed by applicant himself as shown below -

Constitution of the Employer	To be signed by
Proprietor	Proprietor or an authorized person
Partnership Firm	Any Partner of the Firm
Private or Public Limited Company	Director, Manager or an authorized person
Hindu Undivided Family (HUF)	Karta or an adult member of HUF
Others	Manager, Principle Officer or an authorized person

8. The application for registration should be submitted within 30 days of the employer becoming liable to pay tax.

Documents to be furnished along with the application in Form- I

(Note – Copies of the document must be attested and the originals submitted for verification)

1. Proof of constitution of business/ work (as applicable)
 - i) In case of proprietary firm : Details of opening current bank A/C.
 - ii) In case of partnership firm : Copy of partnership deed.
 - iii) In case of company : Copy of certificate of incorporation
 - iv) In case of other constitution : Copy of relevant certificate / Document.
2. Proof of permanent residential address (Please provide at least one documents containing the name and present address .)
 - i) Copy of passport
 - ii) Copy driving licence
 - iii) Copy of the election photo identity card
 - iv) Copy of property card or latest receipt of property tax of Municipal Corporation/Council/Gram Panchayat as the case may be.
 - v) Copy of latest paid electricity bill or telephone bill in the name of applicant
3. Proof of status of place of business/ work-
 - i) In case of owner : Proof of ownership of premises (Property tax receipt, etc.)
 - ii) In case of tenant/subtenant: Proof of tenancy/Sub tenancy.
4. Copy of PAN card.