

## Sales Tax Registration (C.S.T. & D-VAT) --for Sole Proprietor

### (Requirements)

1. D-VAT-04 Form For Local
2. Form-A For CST
3. Name of The Products for Sale & Purchases
4. Own account Cheque photocopy
5. Ration Card / Election I.D./ Driving Licence
6. Two Photographs of Proprietor/Directors/Partners
7. Pan Photocopy
8. Income Tax Return of Proprietor/Directors/ Partners
9. First Purchases Bill –From Vendor Having Sales Tax No.
10. First Inter-state Sale Bill
11. Copy of Courier Receipt/ Transport Receipt (GR/RR)
12. Photocopy Of Draft / Cheque
13. Bank Statement
14. Sale Deed / Power of Attorney and Rent Deed and Rent Receipt of The Premises
15. Water/ Electricity Bill/ House Tax Receipt
16. NOC from Owner
17. Power of Attorney
18. Books of Accounts
19. Two envelope self addressed
20. Form-DVAT-12 for surety.....Local surety Bond
21. Surety for Rs. 1 lakh. – **Rebate for Surety**...if available require property papers  
Ownership of Business place.....30000/-...  
Ownership of Residence place...20000/-  
Passport..10000/- PAN copy...10000/- Electricity bill 10000/- Tel. Bill 5000/-

### OTHER PAPERS: IN CASE OF COMPANY or PARTNERSHIP FIRM

1. MEMORENDUM AND ARTICLES OF ASSOCIATION  
Or PARTNERSHIP DEED
2. LIST OF DIRECTORS or PARTNERS
3. BOARD RESOLUTION or AUTHORIZING LETTER
4. COPY OF THE AUDITED ACCOUNTS – in case of company
5. FORM-32 – in case of company
6. FORM-18 – in case of company

Date.....Refer by.....Ph.....File No.....

**DETAILS FOR SALES TAX REGISTRATION – For Sole Proprietor**

Firm Name M/s.....

Firm address.....

.....Pin.....

Prop. Name.....

Mobile no.....Tel (O).....Tel (R).....

E-mail.....

PAN.....Date of Birth.....Age.....Sex.....

Father's Name.....

Residence Address.....

.....Pin.....

Permanent Address.....Pin.....

Firm Bank Name.....Address.....

A/c No.....MICR No.....

A/c introduced by.....

Nature of Business.....Trading / Manufacturing of .....

Products for sale .....

.....

Office landlord's name.....S/o.....

R/o.....Pin.....

Rent Rs.....Area.....feet..X.....feet.....  
First inter state buyer's name.....  
Address.....Pin.....  
Goods sent by Courier Receipt / Bilti no.....Dated.....  
Surety.....  
.....

**Remarks:**

**Fees Due: .....Received.....Balance.....**

**Date.....Refer by.....Ph.....File No.....**

**DETAILS FOR SALES TAX REGISTRATION – For Company**

Co. Name M/s.....  
Co. address.....  
.....Pin.....  
Authorised Person Name.....  
Mobile no.....Tel (O).....Tel (R).....  
E-mail.....  
PAN.....Date of Birth.....Age.....Sex.....  
Father's Name.....  
Residence Address.....  
.....Pin.....

Permanent Address.....Pin.....

Co. Bank Name.....Address.....

A/c No.....MICR No.....

Nature of Business.....Trading / Manufacturing of .....

Products for sale .....

.....

Office landlord's name.....S/o.....

R/o.....Pin.....

Rent Rs.....Area.....feet..X.....feet.....

First inter state buyer's name.....

Address.....Pin.....

Goods sent by Courier Receipt / Bilti no.....Dated.....

Surety.....PAN copy for Rs. 10000/- and balance Rs. 90000/- for Bank Gurantee or party's Surety.....

**Remarks:**

**Fees Due: .....Received.....Balance.....**