

**NECESSARY DOCUMENTS REQUIRED FOR OBTAINING
REGISTRATION UNDER MANIPUR VALUE ADDED TAX
(MVAT) ACT, 2004.**

1. REQUIREMENTS FOR REGISTRATION FOR AN INDIVIDUAL:

- i). Three recent photograph of the proprietor, Kartha of Hindu Undivided Family (HUF);
- ii). Residential Certificate of the dealer obtained from the concerned jurisdictional Revenue Authority of the State;
- iii). A copy of Income Tax PAN Card of the Proprietor;
- iv). The business site is to be identified by copy of Land Patta in case of site is owned by the applicant/lease deed in case of rented premises/power of attorney is to be issued by the land owner under judicial norm of the State;
- v). Location map of the business site with landmark for easy identification of the site. Further, a printout copy of uploaded map with identified/marked of business site or ticked on the remaining area of Zones as given on the side of the uploaded map;
- vi). Copies of voucher/bill/memo for showing taxable turnover or having business transaction for about Rs. 3 lakhs;
- vii). Security of minimum amount as prescribed vide Department Notification Tax/3(40)/IMP/2005(Pt-I)/168 dated 01.08.2014 (attached herewith) for registration and payment can be made either by challan or e-challan or any other manner as prescribed in Rule 21;
- viii). All application is required to be affixed in the form of Court Fee Stamp of Rs.100/-(value) in VAT form 5 and Rs. 25/-(value) in the CST Form.
- ix). Bank account details or copy of the updated passbook or latest bank statement.

Note: *In case of dealer, dealing in medicine, chemical fertilizer and alike shall produce Drug and Fertilizer licence and other relevant licence issued by concerned Authority in addition the above documents.*

2. REQUIREMENT FOR REGISTRATION AS CONTRACTOR:

The entire above document shall be required in case of contractor's registration however except in Sl. No.1 (iv) and 1(v) & (vi) shall be replaced by Contractor Certificate issued by concerned Authority and Work Order respectively.

3. REQUIREMENT FOR REGISTRATION OF PARTNERSHIP FIRM/ COMPANY/ASSOCIATION/TRUST/SOCIETY/CORPORATION/LOCAL AUTHORITY/LOCAL BODY ETC:

- i). Three recent photograph of the authorised person to sign the Form. 5.
- ii) Residential Certificate of the person authorised to sign Form 5 obtained from the concerned jurisdictional Revenue Authority of the State;
- iii). The business site is to be identified by copy of Land Patta in case of site is owned by the applicant/lease deed in case of rented premises/power of attorney is to be issued by the land owner under judicial norm of the State;
- iv). Location map of the business site with landmark for easy identification of the site, Further, a printout copy of uploaded map with identified/marked of business site or ticked on the remaining area of Zones as given on the side of the uploaded map;;
- v). Security of minimum amount as prescribed vide Department Notification Tax/3(40)/IMP/2005(Pt-I)/168 dated 01.08.2014 (attached herewith) for registration and payment can be made either by challan or e-challan or any other manner as prescribed in Rule 21;
- vi). All application is required to be affixed in the form of Court Fee Stamp of Rs. 100/- (value) in VAT form 5 and Rs. 25/- (value) in the CST Form;
- vii). Copy of Partnership deed/ Bye Law/Articles of memorandum/ Constitution/ Articles of Association. .
- viii) Income tax PAN Card copy of all partners/PAN Card copy of Company/Association/Corporation/ Trust/Society/Local bodies etc and its authorised person /Principal Officer/,Director/ Manager/Secretary etc.
- ix) Latest audited account statement/Balance sheet;
- x) Nomination /Authorisation paper as operator in the matter of VAT & CST shall be furnished from competent authority of the mentioned bodies;
- xi). List of the Directors/Executive members/Trustee/core member of other;
- xii). Latest Bank account statement/deatils or copy of the updated Passbook.

4. REQUIREMENTS FOR CANTEEN STORE DEPARTMENT (CSD):

- i) Nomination /Authorisation paper for the person to sign as Canteen officer from the Competent Authority of the Organisation;
- ii) Three passport photos of the Canteen Officer
- iii) Income Tax PAN card copy issued in the name of the Canteen/business;
- iv). Liquor License of the CSD in case of having liquor business;
- v). Previous stock balance certificate in case of having previous business;
- vi). Bank account details or copy of the updated passbook or latest bank statement.
- vii). Security of minimum amount as prescribed vide Department Notification Tax/3(40)/IMP/2005(Pt-I)/168 dated 01.08.2014 (attached herewith) for registration and payment can be made either by challan or e-challan or any other manner as prescribed in Rule 21;
- vi). All application is required to be affixed in the form of Court Fee Stamp of Rs. 100/- (value) in VAT form 5 and Rs. 25/- (value) in the CST Form;