
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/ Byelaw/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;