

Documents to be furnished alongwith the application

- 1) Copy of Partnership Deed, Memorandum and Articles of Association, as the case may be
- 2) Proof of Permanent Residential Address
- 3) Antecedents of Proprietor/ Partners or Directors
- 4) Copy of ownership deed/rent receipts of place of business / place of residence, leave and licence agreement or consent letter if sub-tenant.
- 5) Copy of rationing card of Proprietor /Partners with photocopy of the first and last pages
- 6) Two latest passport size photographs of the Applicant\*.
- 7) Copy of certificate under Municipal Act, Factory Act, Shop and Establishment Act and other Licences as applicable.
- 8) Copy of Income Tax Order, if any, and a copy of PAN Card
- 9) Latest Returns/Challans position in case of shifting of place of business and change in the constitution.
- 10) Required Court Fee Stamp for CST Registration Certificate application except for shifting
- 11) Challan in original in payment of registration fees
- 12) Requirement specific for registration on account of change in the constitution or transfer of business:---
  - a) Copy of Partnership Deed, Desolution Deed or Transfer Deed as the case may be
  - b) Latest Returns / Challans position
  - c) A copy of the last assessment order
  - d) No Dues Certificate from the dealer

\* Not applicable to the Director, Manager, Secretary or Principal Officer or a person duly authorised to act on behalf of a Public Limited Company, Public Trust, Corporation, Local Authority or a Department of a Government.

INSTRUCTIONS

1. Please fill in all the details in the application and ensure that the required information and/or the required documents are attached alongwith the application. Please note that application for Registration will not be accepted if the same is not complete in all respects and the required documents are not submitted alongwith the application.
2. Filling in the details of PAN and Bank Current Account Number is mandatory for dealers making application for voluntary registration.
3. In address, the following details are to be included,---  
Room/Flat No., Name of the building, Municipal No. of the Building, Road, Ward/ Locality, Village, Post Office, Taluka, District, Pin Code No.