

**List of documents required for registration under various Acts administered by the Sales Tax Department,
Maharashtra**

Note: Act wise comprehensive list of required documents given below has certain documents repeated for more than one Acts. However, applicant has to upload document/s only once for one type of field in case he/she has to apply for more than one Acts.

List of documents required for registration under MVAT Act, 2002					
FORM 101					
Field No. of 101	Field Name	Category/Constitution	Sr. No.	Documents Required	Number of Pages to be scanned (Approx.)
1	Name of the Business/ Proprietor*	All		No document required	NA
2	Trade/Brand Name(s), if any	All		No document required	NA
3	Constitution of Business	Proprietorship		No document required	NA
		HUF			
		Government			
		Local Authority			
		Statutory Body			
		Partnership	1	Partnership Deed (Registered or unregistered)	5
		Public Ltd.Co.	1	Memorandum of Association	7
		Private Ltd.Co.	2	Articles of Association	

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Field No. of 101	Field Name	Category/Constitution	Sr. No.	Documents Required	Number of Pages to be scanned (Approx.)
		Unlimited Company	3	The copy of the Certificate of Incorporation issued by the Registrar of Companies	
		Corporation	4	Form DIR.12	
			5	List of present directors obtained from website of the Ministry of Corporate Affairs	
			6	Board Resolution to authorize Director for signing on Annexure B along with present list of directors available with Registrar of Companies	
			7	Form 32	
		Trust	1	Trust Deed registered at office of the Charity Commissioner	
			2	Certificate for Registration of Trust	
		Association of Persons	1	Deed registered with appropriate authority	5
		Society	2	Certificate for Registration issued by appropriate authority	
		Club			

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Field No. of 101	Field Name	Category/Constitution	Sr. No.	Documents Required	Number of Pages to be scanned (Approx.)
		Limited Liability Partnership	1	Deed registered at office of Companies	5
			2	Certificate for Registration issued by the Registrar of Companies	
4	PAN/TAN	Proprietorship		PAN of Proprietor	1
		Partnership		PAN of Partnership Firm	
	Public Ltd.Co. Private Ltd.Co. Unlimited Company Corporation		PAN of Company		
	HUF		PAN of HUF		
	Trust		PAN of Trust		
	Society		PAN of Society		
	Association of Persons		PAN of Club		
	Association of Persons		PAN of Society		
	Limited Liability Partnership		PAN of Firm		
	Local Body		PAN/TAN of Local Body		

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Field No. of 101	Field Name	Category/Constitution	Sr. No.	Documents Required	Number of Pages to be scanned (Approx.)
		State Government		TAN of applicant Office of the State Government	
		Union Government		TAN of applicant Office of the Union Government	
5	Location of Sales Tax Office having Jurisdiction over place of Business	All		No document required	NA
6	Do you want to opt for composition scheme in lieu of Sales Tax Payable?	All		No document required	NA
7	Date of commencement of business* (Calendar)	All		No document required	NA
8	Date on which liability to pay tax arises	All		No document required	NA
9	Period for which registration is required (For Casual Dealer only)	Casual Dealer		No document required	NA
10	Reason for Registration	All			

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Field No. of 101	Field Name	Category/Constitution	Sr. No.	Documents Required	Number of Pages to be scanned (Approx.)
10 (a)	Exceeding the prescribed turnover limit	All	1	Month wise Purchase and Sales Summary and bill wise Sales Statement/ Purchase statement for the month in which threshold limit of turnover of sale/purchase (in cases where Purchase Tax is leviable) exceeded the threshold limit.	10
			2	Sale Bill/Purchase Bill (in cases where Purchase Tax is leviable) on which threshold limit exceeded.	
			3	Lorry/transport receipt of purchase of imported goods(in case of importer)	
10 (a)	Voluntary	All		No document required	NA
10 (b)	Change in Constitution (Mention the previous and the new constitution)	Partnership to any other Constitution	1	Form 103 of old firm alongwith signature proof of person signing Form 103	5
			2	Dissolution Deed	

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Field No. of 101	Field Name	Category/Constitution	Sr. No.	Documents Required	Number of Pages to be scanned (Approx.)
		Any Constitution (Other than Partnership firm) to any other Constitution	1	Form 103 of old firm alongwith signature proof of person signing Form 103	2
10(C)	Part transfer of business:- (Mention the name of the transferor and date of transfer)	All	1	Transfer Agreement alongwith signature proof	5
10(d)	Full transfer of business:- (Mention the name of the transferor and date of transfer)	All	1	Transfer Agreement	9
			2	Form 103 of old firm alongwith signature proof of person signing Form 103	
10(e)	Full transfer of business due to death of Proprietor :- (Mention the name of the transferor and date of transfer)	Proprietorship	1	Transfer Agreement	8
			2	Death Certificate	
			3	No Objection Certificate from Legal heirs	
			4	Form 103 of old firm alongwith signature proof of person signing Form 103	
10 (f)	Merger/Amalgamation:-	All	1	Transfer Agreement	8 (First and Last Page if document is
			2	Merger Order from Court	

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Field No. of 101	Field Name	Category/Constitution	Sr. No.	Documents Required	Number of Pages to be scanned (Approx.)
			3	Form 103 of old firm alongwith signature proof of person signing Form 103	of more than two pages)
10 (g)	Demerger		1	Transfer Agreement	8 (First and Last Page in case document is of more than one page)
			2	Demerger Order from Court	
			3	Form 103 of old firm alongwith signature proof of person signing Form 103	
10(h)	Non-Resident	Non-Resident Dealer	1	Proof of POB in other State	
			2	RC Certificate of other State	
10 (i)	Casual Dealer	Casual Dealer	1	Agreement	
11	Indicate Existing Registration			No document required	
12	Details of the Principal Place of Business*	Owner	1	Latest electricity bill	
			2	Property Card OR	
				Registered Ownership deed OR	
				Registered Agreement (including Index II) with the builder OR	

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Field No. of 101	Field Name	Category/Constitution	Sr. No.	Documents Required	Number of Pages to be scanned (Approx.)
				Society maintenance receipt OR	
				Share certificate of Co-operative society in the name of applicant OR	
				Electricity bill	
		Tenant	1	Registered Tenancy agreement AND	
			2	Latest Rent Receipt	
		Sub-tenant	1	Registered Sub-tenancy agreement AND	
			2	Latest Rent Receipt AND	
			3	No Objection Certificate from landlord with his signature proof	
		Leave and License (Rented)	1	Registered leave and license agreement in the name of applicant along with AND	
			2	Ownership proof of Licensor OR	
				Property Card OR	

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Field No. of 101	Field Name	Category/Constitution	Sr. No.	Documents Required	Number of Pages to be scanned (Approx.)
				Registered Ownership deed OR	
				Registered Agreement (including Index II) with the builder OR	
				Latest electricity bill	
				Society maintenance receipt OR	
				Share certificate of Co-operative society in the name of applicant OR	
		On Consent/Rent free	1	Consent letter from family member/s in the name of applicant (owner/co-owners of premises) along with copy of document showing signature of consenter/s AND	
			2	Ownership proof of Consenter/s	
				Property Card OR	
				Registered Ownership deed OR	
				Registered Agreement (including Index II) with the builder OR	
				Latest electricity bill OR	
				Society maintenance receipt OR	

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Field No. of 101	Field Name	Category/Constitution	Sr. No.	Documents Required	Number of Pages to be scanned (Approx.)
				Share certificate of Co-operative society in the name of applicant OR	
		On Consent/Rent free (If consent is from sister concern)	1	Ownership proof of Consenter/s Property Card OR	
				Registered Ownership deed OR	
				Registered Agreement (including Index II) with the builder OR	
				Latest electricity bill	
				Society maintenance receipt OR	
				Share certificate of Co-operative society in the name of applicant OR	
				2	
		3	Board Resolution of consenter company		
		4	Consent letter and signature proof of consenter Director		
		Online Sellers working for online selling portals (AMAZON, FLIPKART etc.) (in consent)	1	1) Agreement between main company (online platform) and applicant 2) Latest electricity bill	

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Field No. of 101	Field Name	Category/Constitution	Sr. No.	Documents Required	Number of Pages to be scanned (Approx.)
13	Details of Bank Account(s)*		1	Cancelled cheque(s) of current account in the name of firm/business	
14	Major commodity to be sold	All - In case of LICENSED commodities	1	License showing name of the license, period of license, signature, stamp and seal of competent authority issuing the said license.	
	Other commodities to be sold	All - In case of LICENSED commodities	1	License showing name of the license, period of license, signature, stamp and seal of competent authority issuing the said license.	
15	Major commodity to be purchased	All - In case of LICENSED commodities	1	License showing name of the license, period of license, signature, stamp and seal of competent authority issuing the said license.	
	Other commodities to be purchased	All - In case of LICENSED commodities	1	License showing name of the license, period of license, signature, stamp and seal of competent authority issuing the said license.	

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Field No. of 101	Field Name	Category/Constitution	Sr. No.	Documents Required	Number of Pages to be scanned (Approx.)
16	Details of the Additional Place(s) of Business/Godown(s)/Warehouse(s) in Maharashtra*	Owner	1	Property Card OR	
				Registered Ownership Deed OR	
				Registered agreement (including Index II) with the builder OR	
				Latest electricity bill OR	
				Society maintenance receipt OR	
				Share Certificate of Co-operative Society in the name of applicant	
		Tenant/ Subtenant/ Leave and License (Rented)	1	Registered Tenancy/Sub-tenancy agreement	
			2	Latest Rent Receipt	
			3	In case of Sub-tenancy No Objection Certificate from landlord with his signature proof.	
17	Details of Proprietor/all Partners/Karta/Managing Directors and whole time Director/Members of Managing Committee of Associations/Board		1	PAN/TAN	
		Proprietorship		Not required	
		Partnership		PAN all Partners	

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Field No. of 101	Field Name	Category/Constitution	Sr. No.	Documents Required	Number of Pages to be scanned (Approx.)
	of Trustees/all persons having any interes in the business	Public Ltd.Co. Private Ltd.Co. Unlimited Company Corporation		PAN of Managing Director and whole time directors	
		HUF		PAN of Karta/Adult Members of the Family alongwith list of coparceners	
		Trust		PAN of Trustee/Authorized Person	
		Society		PAN of Authorized Person/Member/Secretary/Treasurer	
		Association of Persons		PAN of Authorized Person/Individual	
		Joint Venture		PAN of Authorized Person/Individual	
		Limited Liability Partnership		PAN of all Partners	
		State Government		TAN of applicant Office of the State Government and PAN of Authorized Person/Principal Officer	

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Field No. of 101	Field Name	Category/Constitution	Sr. No.	Documents Required	Number of Pages to be scanned (Approx.)
		Union Government		TAN of applicant Office of the Union Government and PAN of Authorized Person/Principal Officer	
		Local body		PAN of Authorized Person/Principal Officer	
		Proprietor/Partners/Directors /Members of Managing Committee including Members of HUF/Authorized Person	2	Latest paid electricity bill in the name of the applicant	
			3	Ration Card having the name of the applicant OR	
				Valid Indian Passport OR	
				Driving License OR	
				Election Photo Identity Card OR	
				Property Card OR	
				Latest receipt of property tax of Municipal Corporation/Council/Gram Panchayat in the name of applicant OR	
				Latest Society Maintenance Bill in the name of applicant	
				Co-operative Society share certificate in the name of applicant	

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Field No. of 101	Field Name	Category/Constitution	Sr. No.	Documents Required	Number of Pages to be scanned (Approx.)
				Aadhaar Card	
				Consent letter from family member/s in the name of applicant (owner/co-owners of premises) along with copy of document showing signature of consenter/s	
				Latest copy of MNTL/BSNL landline bill	
				Latest copy of bill of domestic gas agency	
				First page of passbook of saving Bank Account	
				Certificate showing the address of the applicant issued by the manager of Nationalised Bank	
		Proprietor/Partners/Directors /Members of Managing Committee including Members of HUF/Authorized Person (If permanent residential address is out of Maharashtra) - Owner	2	Latest paid electricity bill in the name of the applicant	
			3	Ration Card having the name of the applicant OR	
				Valid Indian Passport OR	

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Field No. of 101	Field Name	Category/Constitution	Sr. No.	Documents Required	Number of Pages to be scanned (Approx.)
				Driving License OR	
				Election Photo Identity Card OR	
				Property Card OR	
				Latest receipt of property tax of Municipal Corporation/Council/Gram Panchayat in the name of applicant OR	
				Latest Society Maintenance Bill in the name of applicant	
				Co-operative Society share certificate in the name of applicant	
				Aadhaar Card	
				Consent letter from family member/s in the name of applicant (owner/co-owners of premises) along with copy of document showing signature of consenter/s	

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Field No. of 101	Field Name	Category/Constitution	Sr. No.	Documents Required	Number of Pages to be scanned (Approx.)
				Latest copy of MNTL/BSNL landline bill	
				Latest copy of bill of domestic gas agency	
				First page of passbook of saving Bank Account	
				Certificate showing the address of the applicant issued by the manager of Nationalised Bank	
		Proprietor/Partners/Directors /Members of Managing Committee including Members of HUF/Authorized Person (If permanent residential address is out of Maharashtra) - Tenant	1	Registered Tenancy agreement AND	
			2	Latest Rent Receipt	
			3	Latest paid electricity bill in the name of the applicant	
			4	Ration Card having the name of the applicant	
				Valid Indian Passport	
				Driving License	
				Election Photo Identity Card	
				Property Card	

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Field No. of 101	Field Name	Category/Constitution	Sr. No.	Documents Required	Number of Pages to be scanned (Approx.)
				Latest receipt of property tax of Municipal Corporation/Council/Gram Panchayat in the name of applicant	
				Latest Society Maintenance Bill in the name of applicant	
				Co-operative Society share certificate in the name of applicant	
				Aadhaar Card	
				Consent letter from family member/s in the name of applicant (owner/co-owners of premises) along with copy of document showing signature of consenter/s	
				Latest copy of MNTL/BSNL landline bill	
				Latest copy of bill of domestic gas agency	
				First page of passbook of saving Bank Account	

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Field No. of 101	Field Name	Category/Constitution	Sr. No.	Documents Required	Number of Pages to be scanned (Approx.)
				Certificate showing the address of the applicant issued by the manager of Nationalised Bank	
		Proprietor/Partners/Directors /Members of Managing Committee including Members of HUF/Authorized Person (If permanent residential address is out of Maharashtra) - Sub-tenant	1	Registered Sub-tenancy agreement AND	
			2	Latest Rent Receipt AND	
			3	No Objection Certificate from landlord with his signature proof	
			4	Latest paid electricity bill in the name of the applicant	
			5	Ration Card having the name of the applicant	
				Valid Indian Passport	
				Driving License	
				Election Photo Identity Card	

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Field No. of 101	Field Name	Category/Constitution	Sr. No.	Documents Required	Number of Pages to be scanned (Approx.)
				Property Card	
				Latest receipt of property tax of Municipal Corporation/Council/Gram Panchayat in the name of applicant	
				Latest Society Maintenance Bill in the name of applicant	
				Co-operative Society share certificate in the name of applicant	
				Aadhaar Card	
				Consent letter from family member/s in the name of applicant (owner/co-owners of premises) along with copy of document showing signature of consenter/s	
				Latest copy of MNTL/BSNL landline bill	

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Field No. of 101	Field Name	Category/Constitution	Sr. No.	Documents Required	Number of Pages to be scanned (Approx.)
				Latest copy of bill of domestic gas agency	
				First page of passbook of saving Bank Account	
				Certificate showing the address of the applicant issued by the manager of Nationalised Bank	
		Proprietor/Partners/Directors /Members of Managing Committee including Members of HUF/Authorized Person (If permanent residential address is out of Maharashtra) - Leave and License (Rented)	1	Registered leave and license agreement in the name of applicant alongwith AND	
			2	Ownership proof of Licensor	
				Property Card OR	
				Registered Ownership deed OR	
				Registered Agreement (including Index II) with the builder OR	

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Field No. of 101	Field Name	Category/Constitution	Sr. No.	Documents Required	Number of Pages to be scanned (Approx.)
				Latest electricity bill OR	
				Society maintenance receipt OR	
				Share certificate of Co-operative society in the name of applicant OR	
			3	Latest paid electricity bill in the name of the applicant	
			4	Ration Card having the name of the applicant	
				Valid Indian Passport	
				Driving License	
				Election Photo Identity Card	
				Property Card	
				Latest receipt of property tax of Municipal Corporation/Council/Gram	

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Field No. of 101	Field Name	Category/Constitution	Sr. No.	Documents Required	Number of Pages to be scanned (Approx.)
				Panchayat in the name of applicant	
				Latest Society Maintenance Bill in the name of applicant	
				Co-operative Society share certificate in the name of applicant	
				Aadhaar Card	
				Consent letter from family member/s in the name of applicant (owner/co-owners of premises) along with copy of document showing signature of consenter/s	
				Latest copy of MNTL/BSNL landline bill	
				Latest copy of bill of domestic gas agency	
				First page of passbook of saving Bank Account	
				Certificate showing the address of the applicant issued by the manager of Nationalised Bank	

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Field No. of 101	Field Name	Category/Constitution	Sr. No.	Documents Required	Number of Pages to be scanned (Approx.)
		Proprietor/Partners/Directors /Members of Managing Committee including Members of HUF/Authorized Person (If permanent residential address is out of Maharashtra) - On Consent/Rent free	1	Consent letter from family member/s in the name of applicant (owner/co-owners of premises) along with copy of document showing signature of consenter/s AND	
			2	Ownership proof of Consenter/s	
				Property Card OR	
				Registered Ownership deed OR	
				Registered Agreement (including Index II) with the builder OR	
				Latest electricity bill OR	
				Society maintenance receipt OR	
			Share certificate of Co-operative society in the name of applicant OR		

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Field No. of 101	Field Name	Category/Constitution	Sr. No.	Documents Required	Number of Pages to be scanned (Approx.)
			3	Latest paid electricity bill in the name of the applicant	
			4	Ration Card having the name of the applicant	
				Valid Indian Passport	
				Driving License	
				Election Photo Identity Card	
				Property Card	
				Latest receipt of property tax of Municipal Corporation/Council/Gram Panchayat in the name of applicant	
				Latest Society Maintenance Bill in the name of applicant	
				Co-operative Society share certificate in the name of applicant	

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Field No. of 101	Field Name	Category/Constitution	Sr. No.	Documents Required	Number of Pages to be scanned (Approx.)
				Aadhaar Card	
				Consent letter from family member/s in the name of applicant (owner/co-owners of premises) along with copy of document showing signature of consenter/s	
				Latest copy of MNTL/BSNL landline bill	
				Latest copy of bill of domestic gas agency	
				First page of passbook of saving Bank Account	
				Certificate showing the address of the applicant issued by the manager of Nationalised Bank	
		In case of Persons of Indian Origin(PIO), Non-Resident	1	Copy of Passport	2

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Field No. of 101	Field Name	Category/Constitution	Sr. No.	Documents Required	Number of Pages to be scanned (Approx.)
		Indian (NRI) and Overseas Citizen of India (OCI) - who are Proprietor/ Partners/Directors/Members of Managing Committee	2	Other National ID attested by Indian Embassy/Consulate/High Commission/Apostile	2
			3	Bank account statement in country of residence duly attested by Indian Embassy/High Commission/Consulate/Apostille in the country where applicant resides	2
			4	NRE (Non Resident External) bank account statement	1
			5	Person of Indian Origin (PIO) card issued by Government of India.	1
			6	Overseas Citizen of India (OCI) card issued by Government of India	
			18	Details of Manager/Authorized Signatory	All

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Field No. of 101	Field Name	Category/Constitution	Sr. No.	Documents Required	Number of Pages to be scanned (Approx.)
19	Details of Authorized Representative (TRP/CA/Advocate etc.)	All		No documents required	
20	State Specific Information				
20(A)	Address(s) in other State(s) and corresponding TIN under C.S.T. Act, if any	All	1	CST TIN Certificate of concerned state	
20(B)	Status of the signatory to the application	Proprietorship Corporate Body Union Government State Government	1	Letter of Authorization	
		All	2	Aadhaar Card (applicable only if UID No. is entered in the form)	
21	Documents	All	1	Photograph	
			2	Signature	
			3	Annexure "B"	
			4	Form 105	