

List of documents required for registration under Maharashtra Tax on Luxuries Act, 1987

Luxury FORM 4

Field No.	Field Name	Category/Constitution	Sr. No.	Documents Required
1	PAN/TAN	Proprietorship		PAN of Proprietor
		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 of Local Body
		State Government		TAN of applicant Office of the State Government
	Union Government		TAN of applicant Office of the Union Government	

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Field No.	Field Name	Category/Constitution	Sr. No.	Documents Required
2	Name of the Business/ Proprietor*	Same as Form 101 field 1		No document required
3	Trade/Brand Name(s), if any	Same as Form 101 field 2		
4	Consitution of business	Same as Form 101 field 3		
5	Reason for Registration			
5 (a)	Exceeding the prescribed turnover limit		1	Where the charge for luxury provided in a hotel exceeds [One thousand rupees] per day, per residential accommodation.
			2	Bill receipt by hotelier or by his agent for any luxury provided in a hotel.
5 (b)	Shifting of place of business			
5 (C)	Change in Constitution (Mention the previous and the new constitution)	Change in Constitution from Partnership to any other constitution	1	1) Form No 6 in case of Luxury Tax of old firm along with signature proof of person signing Form No 6 and dissolution deed
			2	Dissolution Deed
		Any Constitution (Other than Partnership firm) to any other Constitution	1	1)RC Cancellation Order of Old Firm 2) in case of Luxury Tax, Form No 6 of old firm along with signature proof of person signing Form No 6

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5 (d)	Part transfer of business:- (Mention the name of	All	1	i) Transfer Agreement along with signature proof.
5 (e)	Full transfer of business:- (Mention the name of the transferor and date of transfer)	All	1	i) Transfer Agreement or ii) In case of Luxury Tax, Form No 6 of old firm along with signature proof of person signing Form No 6
			2	RC Cancellation Order
6	Nature of Business	If the Nature of Business is 'Lodging and Boarding then this document is mandatory	1	i) License from Food and Drug Authority or Local Bodies
7	Date of commencement of business	NA		NA
8	Whether holding Certificate of Entitlement under Tourism Incentive Scheme:	If the hotel is covered by any Tourism Incentive Scheme (TIS), the certificate / license issued by MTDC.		1) Tourism License from MTDC 2) Entitlement Certificate from MSTD.
9	Full address of the Principal Place of Business	Format Same as Field 12 of VAT Form 101		
10	Details of Bank Account(s) *	Format Same as Field 13 of VAT Form 101		

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11	Full address of the additional place(s) of Business / Godown(s) / Warehouse(s) in Maharashtra, (If any)	Format Same as Field 16 of VAT Form 101		
12	Details of Proprietor/Partner/Director/Members of Managing Committee/all persons having any interest in the business including HUF *	Format Same as Field 17 of VAT Form 101		
13	Address(s) in other State(s) and corresponding TIN under C.S.T. Act, if any	Format Same as Field 20 (A) VAT Form 101		CST TIN Certificate of concerned state or the documents as prescribed at Sr.No. 20 of this field fill up.
14	Status of the signatory to the application	Proprietorship Corporate Body Union Government State Government	1	Letter of Authorization OR Conducting Agreement if the hotel is managed by the conductor

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15	Business Conductor		1	Conductor Agreement.
		Documents (Mandatory)	1	Photograph
			2	Signature
			3	Annexure "B"
			4	License from Police Department