

**List of documents required for registration under Maharashtra Tax on the Entry of Goods into Local Areas Act, 2002**

**Entry Tax FORM 1**

<b>Field No.</b>	<b>Field Name</b>	<b>Category/Constitution</b>	<b>Sr. No.</b>	<b>Documents Required</b>
<b>1</b>	<b>PAN/TAN</b>	Proprietorship		PAN of Proprietor
		Partnership		PAN of Partnership Firm
		Public Ltd.Co. Private Ltd.Co.		PAN of Company
		Unlimited Company Corporation		
		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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<b>2</b>	<b>Name of the Business/ Proprietor*</b>	All		No document required
<b>3</b>	<b>Trade/Brand Name(s), if any</b>	All		No document required
<b>4</b>	<b>Status of the signatory to the application</b>	Proprietorship Corporate Body Union Government State Government	1	Letter of Authorization
<b>5</b>	<b>Name of the person deemed to be the Manager/Athorized Signatory in relation to the business of the dealer in the State</b>			No document required
<b>6</b>	<b>Names of the State with which Business is carried out</b>			No document required
<b>7</b>	<b>Full address of the principal place of business in the said state *</b>	Owner	1	Property Card
			2	Registered ownership deed
			3	Registered agreement (including Index II) with the builder
			4	Latest electricity bill
			5	Society maintenance receipt

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			6	Latest copy of MNTL/BSNL landline bill		
			7	Latest copy of bill of domestic gas agency		
			8	Share certificate of Co-operative society in the name of applicant		
			9	First page of passbook of saving Bank Account		
			10	Certificate showing the address of the applicant issued by the manager of Nationalised Bank		
			11	Agreement between main company (online platform) and applicant in case of the online sellers like AMAZON, FLIPKART etc.		
		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.		
		<b>8</b>	<b>Full address of the additional place(s) of Business / Godown(s) / Warehouse(s) in the said state</b>	Owner	1	Property Card

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			2	Registered Ownership Deed
			3	Registered agreement (including Index II) with the builder
			4	Latest electricity bill
			5	Society maintenance receipt
			6	Share Certificate of Co-operative Society in the name of applicant
			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.
			9	List of the places of business in each of the other States together with the address of every such place
10	The business is Wholly/Mainly/Partly conducted by the dealer	NA		NA

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<b>11</b>	<b>Particulars relating to the registration, license, permission, etc. issued under any law for the time being in force, of the importer</b>	Certificate for Import Export License.		Import Export License Certificate.
<b>12</b>	<b>We are members of Association</b>	NA		NA
<b>13</b>	<b>Details of Proprietor/all Partners/Karta/Managing Directors and whole time Director/Members of Managing Committee of Associations/Board of Trustees/all persons having any interest in the business</b>		1	PAN/TAN
Proprietorship			Not required	
Partnership			PAN all Partners	
Public Ltd.Co. Private Ltd.Co.			PAN of Managing Director and whole time directors	
Unlimited Company Corporation				

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		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
		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
		All	2	Ration Card having the name of the applicant
			3	Valid Indian Passport
			4	Driving License
			5	Election Photo Identity Card

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			6	Aadhaar Card
			7	Latest paid electricity bill in the name of the applicant
			8	Lease Agreement registered with IGR
			9	Rent Agreement registered with IGR
			10	Consent Agreement
			11	Tenancy Agreement
			12	Latest Society Maintenance Bill in the name of applicant
			13	Co-operative Society share certificate in the name of applicant
			14	Property Card
			15	Latest Receipt of Property Tax in the name of applicant
			16	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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		In case of Persons of Indian Origin(PIO), Non-Resident Indian (NRI) and Overseas Citizen of India (OCI) - who are Proprietor/ Partners/Directors/Members of Managing Committee	1	Copy of Passport
			2	Other National ID attested by Indian Embassy/Consulate/High Commission/Apostile
			3	Bank account statement in country of residence duly attested by Indian Embassy/High Commission/Consulate/Apostille in the country where applicant resides
			4	NRE (Non Resident External) bank account statement
			5	Person of Indian Origin (PIO) card issued by Government of India.
			6	Overseas Citizen of India (OCI) card issued by Government of India
<b>14</b>	Business in respect of which this application is made, was first started on. *			No document required
<b>15</b>	The first sale in the course of inter-State was effected on			No document required



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<b>16</b>	We observed the calendar and for the purpose of accounts our years run from the (English date) day of (Indian date) day of the (English date/Indian date) day of ([DDMMYYYY] (Calendar))			No documents required
<b>17</b>	The following goods or classes of goods are purchased by the dealer in the course of inter-State trade or Commerce for			No documents required
<b>18</b>	We Manufacture, process of extract in mining the following classes of goods or generate or distribution the following form of power, namely.			No documents required
<b>19</b>		Documents Mandatory along with application Form.	1	Photograph
			2	Signature
			3	Annexure "B"
			4	Import Export License Code certificate