

# Checklist for VAT Registration

This checklist is for prepared to assess the requirements of the client.

SL. No	Documents
1	Company Trade License
2	Taxpayer Identification Number (TIN) of (Chairman/Managing director/Proprietor)
3	Taxpayer Identification Number (TIN) of Company
4	2 Copy Passport Size Photo of (Chairman/Managing Director/Proprietor)
5	For Limited Company- Certificate of Incorporation, MOA/AOA
6	Previous Registration Number (If any)
7	NID (National ID Card)/Passport (Chairman/Director/Proprietor)
8	Bank Account Details
9	Rental Deed (Commercial)

**Note: \*\* Application form must be filled in Capital letters.**

**\*\* Registration Number (BIN #) cannot be allotted unless application form is Properly filled in.**

**\*\* All Documents will be attested by (1<sup>st</sup> Class Gazetted officer or ward councillor)**

**Accfintax**

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