Form VAT-61

[See rule 75(1)]

Application for Registration Certificate by Clearing or forwarding Agent

1. Name of Business

2. Principal Place of Business

Bldg no/Name/Area

Town/City

District (State)

Pin Code Email Id

Telephone Number(s) FAX No.

3. Permanent Account Number (PAN), if any

4. Date of commencement of business DD / MM / YYYY

5. Date from which liable to be registered, DD / MM / YYYY

6. Type of business of rendering services for

Booking/ delivery of goods at

Railway Station Booking Agency Transport Company office

Any Others place ,please specify _____

7. Constitution of Business

Proprietorship Partnership Private Ltd. Company Public Ltd.Company

HUF Co-operative Society Others

8. Particulars of the proprietor / partners / directors / Karta / Members of the governing body/ authorised signatory:

1. Full Name

2. Father's / Husband's Name

3. Age 4. Status 5. extent of interest %

6. Permanent address

7.Telephone no. 8. PAN (if any)

9. Name personal identification see rule 12(3)(6)

10. Details (including address) of all immovable property owned by or in which the person has interest/ joint interest

11. Name & Address of witness

Signature Signature of witness

9. Details of branch / additional place(s) of business in State / India

Office Godown / Warehouse Branch Others (please specify)

Name of Business

Bldg. No/Name/Area

Town/City

District (State)

Pin Code Email Id

Telephone Number(s) FAX No.

Place :

Date :

Signature

Name:

Status

Verification

I / We verify that the information given in this form and its enclosure(s) (if any) is true and correct to the best of my knowledge and belief and nothing has been concealed. I also verify that Registration No. has not been previously issued to me / us.

Place :
Date :

Signature

Full Name:
Status

For Office Use Only

Registration Number ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Instructions:

1. Please read the instructions carefully
2. All the entries should be filled in capital letters
3. Tick ✓ applicable in option boxes
4. If required, attach seperate sheet
5. The application should have the following attachments:
   (i) Declaration of business manager in Form VAT-02;
   (ii) Copy, of partnership deed, if any, memorandum and articles of association of a company, constitution deed of trust, association of persons or body of individuals, certified by the applicant;
   (iii) Copy of resolution passed by Board of Directors, in case of a company and of governing body, in case of other entities, for authorisation of a person to file the application for registration certified by the applicant;
   (iv) Signed photo duly attested by a gazetted officer or notary public of following:-
      a) Proprietor, in case of Proprietorship concern;
      b) Every Partner, in case of Partnership firm;
      c) Managing Director / Director or authorized signatory, in case of a Company;
      d) Karta, in case of Hindu Undivided Family; and
      e) Authorised Signatory, in all other cases.
   (v) Copy of voter identification card or passport or Permanent Account Number or driving license.
   (vi) Copy of rent deed alongwith rent receipt, electricity bill or water bill.
   (vii) Own property documents, in support of address proof.
6. The application and all attachments are to be filed in duplicate
7. Any change in any of the particulars mentioned above should be intimated to the Department within 30 days.
8. This Form should be verified and signed by:
   a. Proprietor, in case of Proprietorship concern
   b. Managing Partner, in case of Partnership firm and where there is no Managing Partner by all the partners in case there is no partnership deed and in case of partnership deed by any one partner.
   c. Managing Director or authorized signatory, in case of a Company
   d. Karta, in case of Hindu Undivided Family
   e. Authorised Signatory, in all other cases
9. Where a clearing or forwarding agent conducts his business in territirial jurisdiction of more than one Asst. commissioner or Commercial Taxes Officer, seperate application is to be filed to the AC/CTO concern

ACKNOWLEDGEMENT

Received from M/s ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ Form VAT-61 with following enclosures:

(i)
(ii)
(iii)
& so on

Receipt No. Dated: Signature of the receiving official with seal