

COMPREHENSIVE CHECKLIST, PROCEDURES AND TIMLINES OF VAT(VALUE ADDED TAX),
CST(CENTRAL SALETAX), GOODS AND SERVICES TAX(GST) AND PROFESSIONS TAX

Type of Registration: VAT (Value Added Tax)	
Checklist	<ol style="list-style-type: none"> 1. Address Proof of Business Place 2. PAN Card 3. Articles of Memorandum of Association/Similar Documents. 4. Certificates of License/Registration with other Department/Partnership Deed. 5. Driving License. 6. Photo/s
Procedure	<p>Click on the below link to see the procedure of VAT(Value Added Tax registration)</p> <p>http://taxes.tripura.gov.in/pdf/usermanual/eReg%20Tripura%20v0.pdf</p>
Timeline assured for disposal	Within 10(Ten) working days

Type of Registration: CST (Central Sale Tax)	
Checklist	<ul style="list-style-type: none"> • No supporting document is required to be uploaded • During Verification, supporting document will be asked from the concerned applicant, if required.
Procedure	<p>Click on the below link to see the procedure of CST(Central Sale Tax registration)</p> <p>http://taxes.tripura.gov.in/pdf/usermanual/eReg%20Tripura%20v0.pdf</p>
Timeline assured for disposal	Within 10(Ten) working days

Type of Registration: GST (Goods and Services Tax)	
Checklist	<ol style="list-style-type: none"> 1. Photo-1 copy color. 2. Bank statement/Cancelled Cheque. 3. Authorisation letter for authorised signatory(if any). 4. Partnership deed. 5. Photo, Aadhar Card and PAN card for Authorised Signatory, if Authorised Signatory Required. 6. Rent Agreement/Electricity Bill/Tax Paid receipt/ Municipality Khata copy.
Procedure	<ol style="list-style-type: none"> 1. Applicant will first enter in to the GST website viz. www.gst.gov.in 2. Click on the registration link. 3. Provide the necessary details in the first part of the registration i.e. Part-A. 4. After submission of Part-A, a TRN(Temporary Reference number) will generate which will be valid upto 15days. 5. Within 15days of the TRN, applicant should provide the necessary details in the second part of the registration i.e. Part-B. 6. After providing all the necessary details with documents, applicant will submit the application. 7. While filing the application applicant should select the concerned Charge office, so that after submission the application will automatically move to the respective Charge Officer. 8. After submission of the application, the applicant will get an ARN(Application Reference Number) to track the application status. 9. Authority after receiving the application may ask Clarification/Approve/Reject the application. 10. In case of no action from the Authority, the application will be deemed approved and the applicant will get his/her GSTIN. 11. If any clarification is seek from the applicant, than the applicant has to send clarification within 07days or the application will be rejected. 12. After receiving the clarification Authority may Approve/Reject the application. 13. To know about the filing process of Part-A and Part-B of the GST registration, the check the links given below: Part-A: http://taxes.tripura.gov.in/pdf/gst/VID-20170625-WA0042.MP4 Part-B: http://taxes.tripura.gov.in/pdf/gst/VID-20170625-WA0043.MP4
Timeline assured for disposal	<ul style="list-style-type: none"> • Deemed approval after 03 working days, if the officer fails to take any action. • If any clarification asked by officer, applicant should reply within 07 days, or else the application will be rejected automatically. • After receiving clarification from the applicant, if the officer fails to take any action, deemed approval will be done after 07 working days.

Type of Registration: Professions Tax	
Checklist	<ul style="list-style-type: none"> • No supporting document is required to be uploaded • During Verification, supporting document will be asked from the concerned applicant, if required.
Procedure	<ul style="list-style-type: none"> ➤ Visit concerned Charge Office of Superintendent of Taxes. ➤ Collect application of Registration (Form-I)/Enrolment (Form-III) whichever is required from the concerned Charge Office. ➤ Fill the detail that has been mentioned in Form-I/III. ➤ After filing Form-I/III, submit the application to the concerned Superintendent of Taxes. ➤ After submission of the application Superintendent of Taxes may verify the details, if required. ➤ After verification, the authority i.e. Superintendent of Taxes, may approve or reject the application within 30days from the receipt of application. ➤ If approved, a Professions Tax Registration/Enrolment number will be provided to the applicant.
Timeline assured for disposal	Within 30(Thirty) working days.