

## Checklist for VAT Registration (Offline)

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
7	NID (National ID Card) (Chairman/Director/Proprietor)
8	Bank solvency certificate

15. Items to be produced (and/or traded / services) to be rendered:

Name	A. S. Code / Service Code	Probable annual turnover
* If there are other tax exempted goods		

General Instructions:  
 1. Application Form must be filled in capital letters.  
 2. Taxpayer's number (BIN) can only be allocated to a taxpayer who is properly filled in. It is hereby notified that the information furnished above is true and complete.

Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

For Official Use Only  
 To be filled at the Issuing Office

Status of Application	New	Change	Close/ BIN						
Reflective Date of Registration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							
Activity Code									
Application Category			Mandatory	Optional	Freehold				
Circle Code:									
Seal of the Office			Name, Designation of Authorized Officer						
Date:			Signature						

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

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

\*\* All Documents will be attested by (1<sup>st</sup> Graduate officer or word councilor)

Form Download from here;

<http://nbr.gov.bd/uploads/form/49.pdf>

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