



Checklist for **VAT Registration (Offline)**

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

| Sl. | 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 |

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 (1st Graduate officer or word councilor)

Form Download from here;

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