

**Checklist for the Inspection of VAT Registration**

<b>S.No.</b>	<b>Description</b>	<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1	All particulars based on HPVAT Act			
2	Examination of Business Constitution			
3	Examination of Date of liability			
4	Dealers Book of Accounts			
5	Eligibility for registration			
6	Verification visit report whether consistent or inconsistent with information given in the VAT application			
7	Place of Business as well as place of residence (premises such as locality, town/City etc) & brief check on the outline of premises with orientation on North, East, West & South directions			
8	Stock verification			
9	Examination of Nature of Business			
10	Verification of genuineness of sureties			
11	Examination of other licenses/ registration like Labour license/ Electricity connection/ Industry license/ License issued under Shop & establishment act. License issued under drug license, License issued by Agricultural department etc.			
12	Verification of Property, bank account and PAN as reflected in the VAT application			
13	Details of applicant's connectivity in any other business activity, if any			
14	Any other point if registering authority wants to verify			