

**DOCUMENTS REQUIRED TO BE SUBMITTED
FOR OBTAINING SVAT REGISTRATION NUMBER
UNDER SIMPLIFIED VAT SYSTEM**

1. INDIVIDUAL / PARTNERSHIP BUSINESS

- Certificate of Registration of Business,
- Photo Copies of the National Identity Cards of the Owner/s of the Business / Partners, and
- Documents mentioned under item 3, if applicable.

2. COMPANIES

- Certificate of Incorporation,
- Photocopies of the National Identity Cards of the Managing Director and the Finance Director, and
- Documents mentioned under item 3, if applicable.

3. GENERAL -

- a letter of authority giving permission to collect the certificate (If the certificate to be handed over to a person other than the applicant)

Please attach copies of the following documents, if applicable

- VAT registration certificate
- BOI Registration Certificate
- TQB Registration Certificate
- EDB Registration Certificate

- Photo Copies of National Identity Cards of two persons who are authorized to obtain Credit Vouchers from the Department.(If applicable)
- A copy of the approval, if you are a registered person engaged in any **Specific Project** referred to in sub paragraph (ii) of paragraph (f) of PART (ii) of First Schedule.
- A copy of the approval, if you are a person registered under **Section 22(7)**..
- If you are a service exporter under section 7(b) (iv) of the Act, submit relevant documentary proof
- Photo copy of the National identity card of the person who signs the application