



Checklist of documents for LBT Assessment

General details/ documents;

1. Copy of LBT Registration Certificate
2. List of places of Business
 - within Bhiwandi jurisdiction
 - Outside Bhiwandi within Maharashtra
(In case of owned premise – Copy of Index II and if the premise is rented the copy of Rent Agreement).
3. Copy of Balance Sheet & Profit & Loss A/c
4. Copy of Income Tax Return for the corresponding Assessment Year.
5. Copy of Income Tax Audit Report - If applicable
6. Copy of Form 704 filed with VAT - If applicable
7. Copies of all VAT/CST returns filed during the year wherever applicable
8. Copies of Excise Returns - for Excise registered dealers
9. Purchase Register giving details of commodities purchased (Commodity wise).
10. Copies of sample purchase bills (Top 10 Nos. Value wise)
11. Monthly Purchase Summary giving details of Purchases within Bhiwandi & Outside Bhiwandi
12. Details of Additions to Assets with Name & Address of the Supplier
13. Details of following Expenses with ledger extracts
 - Repairs & Maintenance
 - Printing & Stationery
 - Car/Vehicle Expenses
 - Labour Charges paid
14. Books of account maintained in connection with LBT

Specific details/ documents;

1. LBT Annual Return in Form E-II
2. Monthly payment challans
3. Reconciliation of Purchases as follows;

FY	As per VAT 704 (Amount)	As per LBT E-II (Amount)
2015-16		