Form DVAT 04 – Cover Page

(See Rule 12 of the Delhi Value Added Tax Rules, 2005)

Application for Registration under Delhi Value Added Tax Act, 2004

Checklist of Supporting Documents

Plea	ase tick as applicable
Mar	ndatory Supporting Documents
	Annexures of the Form duly filled in (in case any of the annexures is not applicable, please mention the same)
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]	Proof of incorporation of the applicant dealer i.e. Copy of deed of constitution (partnership deed (if any), certificate of registration under the Societies Act, Trust deed, Memorandum and Articles of Association etc) duly certified by the authorised signatory
	Proof of identity of authorised signatory signing the Registration Application Form
	Two self addressed envelopes (Without stamps)
J	Two sen audiessed envelopes (without stamps)
	In case of a dealer applying for registration and simultaneously opting for payment of tax under composition scheme, please attach
	application in Form DVAT 01 along with this application
	Proof of Security
Opt	ional Supporting Documents (For reduction in Security Amount)
	Proof of ownership of principle place of business
	Proof of ownership of residential property by proprietor/ managing partner
	Copy of passport of proprietor/ managing partner
	Copy of Permanent Account Number in the name of the business allotted by the Income Tax Department
]	Copy of Permanent Account Number in the name of the business anotted by the income rax Department
	Copy of last electricity bill (The bill should be in the name of the business and for the address specified as the main place of business
	in the registration form)
	Copy of last telephone bill (The bill should be in the name of the business and for the address specified as the main place of business
	in the registration form)
	Reasons for Rejection (For Office Use Only)
	Reasons for rejection (For Office Osc Only)
	Please tick as applicable
	Not attached Mandatory Supporting Document(s)
	Other

Form DVAT 04

(See Rule 12 of the Delhi Value Added Tax Rules, 2005)

Application for Registration under Delhi Value Added Tax Act, 2004

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Full Name of Applicant Dealer																			
(For individuals, provide in order of first																T	1		7
name, middle name, surname)																+	+		-
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2. Trade Name (if any)																			
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(b) Expected turnover in the c	urrent fi	nancial	year			Rs.													
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13. Details of main Bank Account		R Number													
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	(b)	Type of Security													
	(c)	Date of expiry of	Security						/		/				
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Number of managers Number of authorised signatories.													+	+	+

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* if more than one manager,	attach p	articul	ars fo	or addi	tional	mana	agers	on a	sepai	rate sh	eet				,							
23. Name of Authorised																						
23. Name of Authorised	Ī			Fi	rst N	ame					N	1iddl	le Na	me			S	urna	me			
Signatory*																						
* Please complete Annexure	: III																					
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Form DVAT 04: Annexure I

Passp

Particulars of person [proprietor/ karta/ partners/ directors in the business / Members of Executive Committee of societies, clubs etc.] having interest in the business

1. Full Name of Applicant Dealer (For individuals, provide in order of first name, middle name, surname) 2. Registration No*. *This field is applicable when applying for amendment of registration in Form DVAT 07 3. Full Name of Person (Provide in order of first name, middle name, surname) 4. Date of birth	Full Name of Applicant Dealer																			
2. Registration No*. *This field is applicable when applying for amendment of registration in Form DVAT 07 3. Full Name of Person (Provide in order of first name, middle name, surname) 4. Date of birth 4. Date of birth 5. Gender (tick Ø one) First Name Middle Name Surname 7. PAN: 8. Passport No. 9. E-mail address 10. Residential Address (If different from principle place of business) Building Name/ Number Fax Number 11. Permanent Address Building Name/ Number Fax Number																				
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Designation																										
Place																										
Date		/			/																					
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Form DVAT 04: Annexure II

Details of additional places of business

Full Name of Applicant Dealer														
(For individuals, provide in order of first											+	+-		
name, middle name, surname)									_		—	₩	4	
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2. Registration No.														
*This field is applicable when applying for	amendment of registration in Form	DVAT	07		11									
3. Details of Additional Places of Busin	ness (attach addi	tional .	sheets	s if re	auired))								
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	Telephone Number Fax Number						-							
	Date of establishment			/			/							
	Date of establishment	Da	av	′	Mor	nth	′ ⊢	7	'ear					
State local sales tax/V	VAT/CST registration number													
	business is situated outside Delhi)							l .						
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Form DVAT 04: Annexure III

Particulars of the authorised signatory

Full Name of Applicant Dealer																					
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name, middle name, surname)		+			+	+											+	+		+	\dashv
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3. Name of Authorised Signatory																					
(Provide in order of first name, middle																					٦
name, surname)		1			-	-														+	-
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13. Acceptan	ce as an a	uthor	ised signa	atory																				
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referred busin	ness and a	all my	acts shal	l be l	bindir	ng on	the bus	iness		-		•	•								•			
						•																		
Signature of	Authorise	ed Sig	natory																			_		
Full Name (first nam	e, mia	ldle, surn	ame)																		_		
Designation																								
							-																	
Place				I	I		1 1	1	1	1	1				I	1	l			1			-	
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Date]																						
	Day		Month			Ye	ear	╝																

Instructions for filling Registration Form (DVAT-04) (For details refer to Section 19 and Rule 12)

- 1. Please fill in all the details in CAPITAL letters.
- 2. Please note that you are **mandatorily** required to register if you:
 - (i) had turnover of more than Rupees 5 lakhs in the preceding financial year; or
 - (ii) exceed turnover of Rupees 5 lakhs in the current year; or
 - (iii) are liable to pay tax, or are registered or required to be registered under Central Sales Tax Act, 1956
- Please note that irrespective of the quantum of turnover of the business, a dealer may apply for voluntary registration under the Delhi Value Added Tax Act, 2004.
- 4. For field 3, an "importer" means -
 - (i) a person who brings his own goods into Delhi; or
 - (ii) a person on whose behalf another person brings goods into Delhi; or
 - (iii) in the case of a sale occurring in the circumstances referred to in sub-section 2 of section 6 of the Central Sales Tax Act, 1956, the person in Delhi to whom the goods are delivered
- 5. The application for registration under this Act should be filed within 30 days from the date of person becoming liable for payment of tax.
- 6. For **field 8**, if the business does not have a PAN, then please mark 'Applied for' or 'N/A' as applicable.
- 7. For **field 15**, please fill the description of top 5 items on the basis of value of goods sold.
- 8. In case any of these details change, the dealer is required to intimate the department of the amendments within **one month** of the change.
- 9. The form has to be filled and signed by the authorised signatory of the business.
- 10. Businesses with a turnover of more than Rs 5 crores are mandatorily required to file returns every month. Businesses with a turnover of less than Rs 5 crores are required to file returns every quarter. They may however, elect to file their returns every month.
- 11. Registration application should be verified and signed by the following:
 - (i) in the case of an individual, by the individual himself, and where the individual is absent from India, either by the individual or by some person duly authorised by him in this behalf and where the individual is mentally incapacitated from attending to his affairs, by his guardian or by any other person competent to act on his behalf;
 - (ii) in the case of a Hindu Undivided Family, by a Karta and where the Karta is absent from India or is mentally incapacitated from attending to his affairs, by any other adult member of such family;
 - (iii) in the case of a company or local authority, by the principle officer thereof;
 - (iv) in the case of a firm, by any partner thereof, not being a minor;
 - (v) in the case of any other association, by any member of the association or persons;
 - (vi) in the case of a trust, by the trustee or any trustee; and
 - (vii)in the case of any other person, by some person competent to act on his behalf.

Instructions for filling Registration Form (Annexures I, II and III)

- 1. In case of partnerships, Annexure I to be filled and signed by the managing partner plus top 4 other partners.
- 2. In case of companies, Annexure I to be filled and signed by the company secretary, the managing director and 3 other directors.
- 3. If required, make additional copies of the Annexures and attach with application form for registration (DVAT-04).
- 4. An amendment would be required each time a person changes (and not when the details of an existing person change)
- 5. In case of minors, the specimen signature of guardian/ trustee should be furnished.
- 6. In case of Annexure III, it is to be filled and signed by the person whose details are given in the Annexure.
- 7. Every sheet filled in the Annexures has to be signed by the same person (authorised signatory) who has signed the registration application.
- 8. In case any of the Annexures are not applicable, please strike off the same and write 'Not Applicable' on the said Annexure.

Method of Calculating Security Amount

Pres	cribed Security Amount (Rs)	1,00,000
Redu	action sought (Maximum reduction available Rs. 50,000)	Rebate (Rs)
1	Proof of ownership of principle place of business	30,000
2	Proof of ownership of residential property by proprietor/ managing partner	20,000
3	Copy of passport of proprietor/ managing partner	10,000
4	Copy of Permanent Account Number in the name of the business allotted by the Income Tax Department	10,000
5	Copy of last electricity bill (The bill should be in the name of the business and for the address specified as the main place of business in the registration form)	10,000
6	Copy of last telephone bill (The bill should be in the name of the business and for the address specified as the main place of business in the registration form)	5,000

Form DVAT 04A

(See Rule 5A of the Delhi Value Added Tax Rules, 2005)

Application for Registration by a Casual Trader under Delhi Value Added Tax Act, 2004

1. Full Name of Applicant Dealer																T			٦
(For individuals, provide in order of first																+	\top		7
name, middle name, surname)															-	+	+	-	-
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2. Trade Name (if any)			1							1	1				Т	\top	\top	1	٦
														<u> </u>	Щ.		Ш		
3. Constitution of Business												 							
(Tick Mone as applicable)		priet		ip						npany				ector			_		
(TickE one as applicable)	<u>Pa</u>	rtner.	<u>ship</u>			G	overn	ment	Cor	npany	/	Go	vernr	nent (Corp	orati	ion		
	HU	<u>JF</u>				Pι	ublic	Ltd. (Com	pany		Go	vt De	ptt/ S	Socie	ty/ C	llub/	Trust	ŧ
	Otl	hers,	pleas	se spe	cify														
Permanent Account Number of th	e anr	lican	t dea	ler (P	AN)									$\overline{}$	\overline{T}				
Registration number under Centr						e)				1	1	T	\neg	\top	十				
Registration number under preva 6. Registration number under preva							a state								1				
where the principal place of busin	_						c statt												
where the principal place of bush	1055 1	S Situ	iaicu	(11 ap	рисас	ne)													
7. Principle Place of Business	Bu	ildin	g Nar	ne/ N	lumbe	r													
	۸r	ea/ R	oad																
		cality		rket											_				
		ı Cod											ı						
		nail Io lepho		umbe	-r									-	\rightarrow				-
		x Nu			<i>.</i>														
8. Address in Delhi	Bu	ildins	g Nar	ne/ N	lumbe	r													
(If different from principal place of	Ar	ea/R	oad																
business)	Lo	cality	// Ma	rket															
	Pir	n Cod	le																
		nail Io														<u> </u>	<u> </u>	<u> </u>	
		lepho x Nui			er									-			 		
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0 D : :: 6: 2::			1																
9. Description of top 3 items you																			
deal in (In order of volume of sales	-		3																
neriod 1-highest volume to 3-lowest	volum	0)		1															

casual trader or otherwise at anytime prior to filing this application, please provide registration number for the last such registration granted to you and year in which it was granted 11. Period for which registration required 12. Estimated Turnover of sales during the period for which registration is sought (i) Goods taxable at 1% (ii) Goods taxable at 4% (iii) Goods taxable at 12.5% (iv) Goods taxable at 20% Name of Manager First Name (registration number) (registration number) (registration number) (registration number)
please provide registration number for the last such registration granted to you and year in which it was granted 11. Period for which registration required 12. Estimated Turnover of sales during the period for which registration is sought (i) Goods taxable at 1% (ii) Goods taxable at 4% (iii) Goods taxable at 4% (iii) Goods taxable at 20% Total Name of Manager First Name Middle Name Surname
granted to you and year in which it was granted 11. Period for which registration required 12. Estimated Turnover of sales during the period for which registration is sought (i) Goods taxable at 1% (ii) Goods taxable at 4% (iii) Goods taxable at 12.5% (iv) Goods taxable at 20% Name of Manager First Name Middle Name Surname
11. Period for which registration required 12. Estimated Turnover of sales during the period for which registration is sought (i) Goods taxable at 1% (ii) Goods taxable at 4% (iii) Goods taxable at 12.5% (iv) Goods taxable at 20% Total Name of Manager First Name Total
11. Period for which registration required 12. Estimated Turnover of sales during the period for which registration is sought (i) Goods taxable at 1% (ii) Goods taxable at 4% (iii) Goods taxable at 12.5% (iv) Goods taxable at 20% Name of Manager First Name Middle Name Surname
11. Period for which registration required 12. Estimated Turnover of sales during the period for which registration is sought (i) Goods taxable at 1% (ii) Goods taxable at 4% (iii) Goods taxable at 12.5% (iv) Goods taxable at 20% Name of Manager First Name Middle Name Surname
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12. Estimated Turnover of sales during the period for which registration is sought (i) Goods taxable at 1% (ii) Goods taxable at 4% (iii) Goods taxable at 12.5% (iv) Goods taxable at 20% Name of Manager First Name Turnover of Sales (Rs.) Output Tax (Rs.) Output Tax (Rs.) Output Tax (Rs.) First Name Output Tax (Rs.) Output Tax (Rs.) Output Tax (Rs.) Output Tax (Rs.) First Name Output Tax (Rs.) Output Tax (Rs.) Output Tax (Rs.)
12. Estimated Turnover of sales during the period for which registration is sought (i) Goods taxable at 1% (ii) Goods taxable at 4% (iii) Goods taxable at 12.5% (iv) Goods taxable at 20% Name of Manager First Name Turnover of Sales (Rs.) Output Tax (Rs.) Output Tax (Rs.) Output Tax (Rs.) Name of Manager First Name Middle Name Surname
which registration is sought (i) Goods taxable at 1% (ii) Goods taxable at 4% (iii) Goods taxable at 12.5% (iv) Goods taxable at 20% Total Name of Manager First Name Middle Name Surname
(i) Goods taxable at 1% (ii) Goods taxable at 4% (iii) Goods taxable at 12.5% (iv) Goods taxable at 20% Total Name of Manager First Name Middle Name Surname
(ii) Goods taxable at 4% (iii) Goods taxable at 12.5% (iv) Goods taxable at 20% Total Name of Manager First Name Middle Name Surname
(iii) Goods taxable at 12.5% (iv) Goods taxable at 20% Total Name of Manager First Name Middle Name Surname
Name of Manager First Name Middle Name Surname
Name of Manager First Name Middle Name Surname
First Name Middle Name Surname
First Name Middle Name Surname
,
13. Verification
I/We hereby solemnly affirm and declare that the information given hereinabove is
true and correct to the best of my/our knowledge and belief and nothing has been concealed therefrom.
Signature of Authorised Signatory
Signature of Authorised Signatory
Full Name (first name, middle, surname)
Designation
Place
Date Day Month Year

Form DVAT 04A: Annexure I

Particulars of the authorised signatory

Full Name of Applicant Dealer																			
(For individuals, provide in order of first																			
name, middle name, surname)			-																1
2. Name of Authorised Signatory						1	l I						1		1	1	1	7	
(Provide in order of first name, middle name, surname)																			
·																			
3. Date of birth /	$\overline{}$, [_		4 Ca	adan d	ω <i>Γ</i>	7)								_
3. Date of birtin	3. Date of birth / / /					•	4. Gei	iuei (пск в	ı one)	N	lale) F	emal	e		
5. Father's / Husband's name	First Name							Щ.		Ļ									
			Firs	st Na	me			N	1iddle	e Nan	ne				Surna	ıme			
				-		-									1	-		1	1
6. PAN :	L							7.	Pass	port l	No.								
8. E-mail address																			
9. Address in Delhi	Bu	Building Name/ Number																	
(If different from principle place of	Area/Road																		
business) Local			ocality/ Market																
		Coc																	
			one N		er														
	Fax Number																		
[10 P				/3	· ·		1								-				
10. Permanent Address	Building Name/ Number					-	-												
(If different from residential address)	Area/ Road Locality/ Market																		
		Pin Code											J						1
	Tel	Telephone Number																	
	Fax Number																		

11. Declaration
I/We hereby solemnly affirm and declare that the person named above is authorised to act as an authorised signatory for the above referred business for which application for registration is being filed/ is
registered under the Delhi Value Added Tax Act, 2004. All his actions in relation to this business will be binding on us.
S.No. Full Name (First name, Middle Name, Surname) Designation
Signature
12. Acceptance as an authorised signatory I hereby solemnly accord my acceptance to act as authorised signatory for the above
referred business and all my acts shall be binding on the business.
0. 4 64 4 10. 4
Signature of Authorised Signatory
Full Name (first name, middle, surname)
Designation
Designation
Place
Date
Day Month Year

Instructions for filling Registration Form (DVAT-04A) (For details refer to Section 16A and Rule 5A)

- 1. Please fill in all the details in CAPITAL letters.
- 2. The form has to be filled and signed by the authorised signatory of the business.
- 3. Registration application should be verified and signed by the following:
 - (i) in the case of an individual, by the individual himself, and where the individual is absent from India, either by the individual or by some person duly authorised by him in this behalf and where the individual is mentally incapacitated from attending to his affairs, by his guardian or by any other person competent to act on his behalf;
 - (ii) in the case of a Hindu Undivided Family, by a Karta and where the Karta is absent from India or is mentally incapacitated from attending to his affairs, by any other adult member of such family;
 - (iii) in the case of a company or local authority, by the principle officer thereof;
 - (iv) in the case of a firm, by any partner thereof, not being a minor;
 - (v) in the case of any other association, by any member of the association or persons;
 - (vi) in the case of a trust, by the trustee or any trustee; and
 - (vii) in the case of any other person, by some person competent to act on his behalf.
- 4. Every sheet filled in the Annexure has to be signed by the same person (authorised signatory) who has signed the registration application.