

**GOVERNMENT OF NCT OF DELHI  
DEPARTMENT OF TRADE & TAXES  
POLICY BRANCH  
VYAPAR BHAWAN, NEW DELHI-110002**

No.F.3(352)/Policy/VAT/2013/253-259

Date: 30.05.2013

**CIRCULAR No. 04 OF 2013-14**

**Subject: Clarification regarding submission of Form DP-1.**

Clarification and confirmations are being sought from different quarters regarding the Notification No.F.3(352)/Policy/VAT/2013/231-241 dated 28.05.2013

The purpose of taking the information in Form DVAT-07 and Form DVAT-52 is to update the dealers' data with the department. To maintain up to date and accurate data of the dealers in the department records, Registration Certificates of the dealers are required to be amended. The amendment process is to be initiated either on dealer's initiative or suo-moto order passed on information received by the department.

The Department, in its initiative to update the profile of all existing dealers, has initiated a one-time special drive. For this purpose, Form DP-1 has been notified vide the above said notification, which will allow the dealers to update/amend their important details as required under section 21 and section 95 of the DVAT Act, 2004. All dealers are required to furnish the information online on or before 30.06.2013 using their login ID and Password, in Form DP-1, which will also serve the purpose of Form DVAT-52 and Form DVAT-07. Further, the dealers who have submitted hard copy of Form DVAT-52 are also required to furnish information in Form DP-1 online.

The dealer shall submit hard copy of the acknowledgement generated after on line submission of Form DP-1, and in case the dealer has made any change in the constitution of his business, he shall also file the supporting legal document(s) with it, in the concerned ward.

The dealer shall quote the online generated acknowledgement number for future reference and the said number would be required to be filled while furnishing online return for the tax period ending 30.06.2013.

This issues with the approval of the Commissioner, VAT.

**(SANJEEV AHUJA)  
ADDL. COMMISSIONER (POLICY)**

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Copy forwarded for information and necessary action to:-

1. PS to the Commissioner, VAT, Department of Trade and Taxes, GNCT of Delhi Vyapar Bhawan, I.P.Estate, New Delhi-02.
2. PS to Spl./Addl./Joint Commissioners, Department of Trade and Taxes, GNCT of Delhi Vyapar Bhawan, I.P.Estate, New Delhi-02.
3. All VATOs/AVATOs Department of Trade and Taxes, GNCT of Delhi, Vyapar Bhawan, I.P.Estate, New Delhi-02.
4. Programmer (EDP), Department of Trade and Taxes, GNCT of Delhi, Vyapar Bhawan, I.P.Estate, New Delhi-02 for uploading the circular on the website of the department.
5. Dy. Director (R&S/Policy), Department of Trade and Taxes, GNCT of Delhi, Vyapar Bhawan, I.P.Estate, New Delhi-02.
6. The President/General Secretary, Sales Tax Bar Association (Regd.), Vyapar Bhawan, I.P.Estate, New Delhi.
7. Guard File.

**(SANJEEV AHUJA)  
ADDL. COMMISSIONER (POLICY)**