

**GOVT. OF NCT OF DELHI
DEPTT. OF TRADE & TAXES
VYAPAR BHAWAN: I.P. ESTATE; NEW DELHI**

No.F.III/17/CT&T/Estt/07/2574-77

Dated: 16/04/2007

CIRCULAR

A Centralized Registration Cell at 'B' Wing of Ist Floor of the Vyapar Bhawan Will be functional w.e.f. 16.04.2007. The applicants will be issued registration at the Branch, as far as possible on the same day. The registration will be granted subject to Verification of security, business premises and other documents. However, before grant of registration the following mandatory documents may be filed by the dealer at the time of application :-

1. Completely filled in application for Registration in Form DVAT-04 for DVAT Registration or DVAT-04 A for casual trader alongwith DVAT-01 if opting for composition Scheme.
2. Completed Application in Form-A for registration under Central Act.
3. Security in form DVAT-12.
4. Dealer has to file Registration Fee of Rs.500/- in the form of Court Fee Stamps and a Fee of Rs.25/- under Central Act in the form of Court Fee Stamps.
5. Proof of incorporation of co., partnership deed etc, in the cases of constitutions other than proprietary.
6. Proof of identity of Authorized Signatory signing the registration application form.
7. Proof of legal possession of principal place and or additional places of business.
8. Copy of Permanent Account No. in the name of applicant or the business allotted by Income Tax Deptt.
9. Photo of Proprietor/Partner/Director or Authorized Signatory on application form.
10. Proof of dealer being liable for registration under Local/Central Act if the registration is being applied for as mandatory requirement.
11. Proof of Identity of the dealer in the form of Passport, Voter Identity Card, Driving Licence, Identification by his Banker or employer, or PAN NO. issued by Income tax department.
12. Proof of Bank Account of the dealer along with a cancelled cheque for MICR.
13. Two self addressed envelopes of the size of 11" X 4 ½".
14. Ward No. of the dealer.

**(Geetika Sharma)
Dy. Commissioner (Admn.)**

All Addl. Commissioners/Jt. Commissioners/Dy. Commissioners/All Branch/Ward
Incharges/Presidents Bar Association/Sales Tax Bar Association/Notice Board

No.F.III/17/CT&T/Estt/07/2574-77

Date: 16/04/2007

Copy to :

1. PS to Commissioner, Trade & Taxes.
2. Guard File.

(Geetika Sharma)
Dy. Commissioner (Admn.)