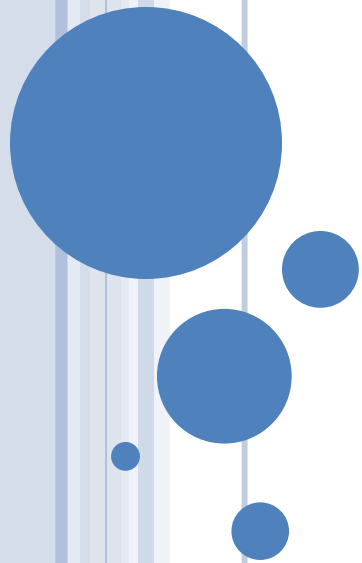


USER MANUAL OF REGISTRATION



TOPIC COVERED

- At the Dealers End
- At the Department End



AT THE DEALERS END



STEPS:

1. Open <http://dvat.gov.in/website/home.html> & click on “New Registration”.

वैट
VAT

Home | Tender | Complaints & Suggestions | Contact us

Department of Trade & Taxes
Government of N.C.T. of Delhi

TAX TRUST TRANSPARENCY

About Us | Act & Rules | Forms | Notifications | Circulars | Orders | Determination orders | Public Notice | FAQs | Help

NEW REGISTRATION

Login

- ▶ Dealer
- ▶ TAN
- ▶ Bank
- ▶ Banquet Halls(BE2)
- ▶ Goods Movement(DS2)
- ▶ E-Commerce
- ▶ Government Entity(GE)
- ▶ Courier Registration
- ▶ Market Association **NEW**

Department

- ▶ Login
- ▶ Circular/Notices
- ▶ Reports
- ▶ E-Office

Verifications

Advisory

What's new



- ▶ Revised list of codes for commodities
- ▶ DVAT M-SEWA Registration for Applicant is available under the link of User Manual
- ▶ Proforma letter reg. Hiring of 20 Desktops computers is available in the Public Notice Section
- ▶ Invitation of short notice quotation for catering services from 29-aug-2016 to 02-sep-2016
- ▶ EXTENSION OF LAST DATE OF SUBMISSION OF QUOTATIONS OF HIRING OF COMPUTERS
- ▶ Inviting of Quotation for providing of services b

VAT registered dealers of Delhi have to do enrollment

Public


#Service of v

2. After clicking on “New Registration”, Request For Registration is there, fill the form.

 Department of Trade and Taxes Government of N.C.T. of Delhi			
Request For Registration		Login	Check Status
Dealer Registration			
All fields marked with (*) are mandatory.			
Name of The Firm/Company :*	ABC		
Constitution of Business:*	Society ▼		
Type of Dealer:*	<input checked="" type="radio"/> Regular <input type="radio"/> TAN <input type="radio"/> Casual		
Apply for :*	<input type="radio"/> VAT <input checked="" type="radio"/> VAT+CST		
PAN (Permanent Account Number) of the Firm/Company:*	CJEPS0756E		
Name in PAN Record, if different from name of the Firm:	MNO		
Do You Have AADHAR Card:	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Enter Your EID:			
Name as per AADHAR :			
Date Of Birth of AADHAR Card holder:			
Designation of AADHAR Card holder:	Select ▼		
Do you have any existing TAN, if yes Please enter:	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Mobile No of Applicant:*	+91 - 9876543019		
Email of Applicant:*	abc@gmail.com		
Image Character :*	G2DF2 Change		
Enter the Image Characters:*	G2DF2		
Submit			



3. After clicking on “Submit “ button you will get a reference ID & your PAN will be verified

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Department of Trade and Taxes
Government of N.C.T. of Delhi

T
AX
RUST
TRANSPARENCY

Your PAN is being verified. You will be notified by Email after PAN verification is completed. Your Reference No. is R22203298

Close

Dealer Registration

Login

Check Status

All fields marked with (*) are mandatory.

Name of The Firm/Company :*

Constitution of Business:*

Select

Type of Dealer:*

☒ Regular ☐ TAN ☐ Casual

Apply for :*

☐ VAT ☒ VAT+CST

PAN (Permanent Account Number) of the Firm/Company:*

Name in PAN Record, if different from name of the Firm:

Do You Have AADHAR Card:

☐ Yes ☒ No

Enter Your EID:

Name as per AADHAR :

Date Of Birth of AADHAR Card holder:

Designation of AADHAR Card holder:

Select

Do you have any existing TAN, if yes Please enter:

☐ Yes ☒ No

Mobile No of Applicant:*

+91 -

Email of Applicant:*

Image Character :*

0E4D4

Change

Enter the Image Characters:*

4. Then click on “Login” button in Dealers Menu & enter login through “Reference No.” & click on “Next”



Login


UserId

Next



5. Then Enter Password, Image Character & Press “Sign In”.

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VAT

Department of Trade and Taxes
Government of N.C.T. of Delhi

Login

UserId : R21308206

Password : [Forget Password](#)

09D1E

Reset



Enter Image Characters :

Sign In

Site Best Viewed in IE 7.0, 8.0, 9.0 and Google Chrome



6. After “Sign In” Form DVAT 04 PART-A opens up . Fill the details. Enter all the details which are mandatory.

Welcome SHRI BALAJI MATELS(R21255019) Default ▾		Home More ▾ Logout			
		Department of Trade and Taxes Government of N.C.T. of Delhi			
DP-1 Opting Composition Document Submission DVAT 04 Composition CST Notice Payment					
Form DVAT 04 PART-A					
Application For Registration Under Delhi Value Added Tax Act,2004					
All Fields marked with (*) are mandatory					
Temporary Reference ID :			R21255019		
1. Full Name Of Applicant Dealer:			ABC Traders		
2. Nature Of Business :*			<input type="checkbox"/> Manufacturer <input type="checkbox"/> Trader <input type="checkbox"/> Work Contractor <input checked="" type="checkbox"/> Exporter <input type="checkbox"/> Importer <input type="checkbox"/> Leasing <input type="checkbox"/> Others		
3. Constitution of Business:*			Proprietorship ▾		
4. Type Of Registration:*			<input checked="" type="radio"/> Mandatory <input type="radio"/> Voluntary		
5. Opting For Composition Scheme Under Section 16 Of The Act?*			<input checked="" type="radio"/> Yes <input type="radio"/> No		
6. Annual Turnover Category:			<input type="radio"/> Less than Rs.10 Lacs <input checked="" type="radio"/> Rs. 10 Lacs or Above		
(a) Turnover In Preceding Financial Year:			₹ <input type="text"/>		
(b) Expected Turnover In The Current Financial Year:			₹ <input type="text"/>		
7. Date From Which Liable For Registration Under Delhi Value Added Tax Act, 2004:*			<input type="text"/>		
8. PAN:*			AMYPT9938J		
8A. Import Export Code (IEC):			<input type="text"/>		
9. Registration Number Under Central Excise Act (If Applicable):			<input type="text"/>		
10. Principal Place Of Business :					
(a) Building Name/Number: *			104		
(b) Area/Road:*			Janata Darbar		
(c) Locality/Market:*			Abc		
(d) City:*			Delhi		
(e) District:		Delhi	(f) State:*		Delhi ▾
(g) PIN Code:*		110011	(h) e-mail:*		abctraders@gmail.com
(i) Contact No.:*		011 - 2345678	(j) Fax No.:		<input type="text"/> - <input type="text"/>



Department of Trade and Taxes

Government of N.C.T. of Delhi



DP-1 Opting Composition Document Submission DVAT 04 Composition CST Notice Payment

Form DVAT 04 PART-A

☒ If address for service of notice is same as principal place of business

11. Address For Service Of Notice (If different from Principal Place Of Business):

(a) Building Name/Number: *	104		
(b) Area/Road: *	Janata Darbar		
(c) Locality/Market: *	Abc		
(d) City: *	Delhi		
(e) District:	Delhi	(f) State: *	Delhi ▾
(g) PIN Code: *	110011	(h) e-mail: *	abctraders@gmail.com
(i) Contact No.: *	011 - 2345678	(j) Fax No.:	

12. Details Of Main Bank Account:

(a) Account Number:		(b) MICR Number:	
(d) Address Of Bank:			
(d) Address Of Bank:			

13. Details Of Investment In The Business (Details should be current as on date of application):

(Total source should be greater than total expenditure)

(a) Own Capital:	₹		(a) Plant and Machinery:	₹	
(b) Loans From Banks:	₹		(b) Land And Building:	₹	
(c) Other loans and Borrowings:	₹		(c) Other Assets & Investments:	₹	

14. List Of Top 5 items with Commodity Code:

Items: CAKE & PASTRIES (128001) ▾

**Department of Trade and Taxes**
Government of N.C.T. of DelhiDP-1 [Opting Composition](#) [Document](#) [Submission](#) [DVAT 04](#) [Composition](#) [CST](#) [Notice](#) [Payment](#)

Form DVAT 04 PART-A

(c) Locality/Market:*		Abc	
(d) City:*		Delhi	
(e) District:	Delhi	(f) State:*	Delhi ▾
(g) PIN Code:*	110011	(h) e-mail:*	abctraders@gmail.com
(i) Contact No.:*	011 -2345678	(j) Fax No.:	

12. Details Of Main Bank Account:

(a) Account Number:		(b) MICR Number:	
(d) Address Of Bank:			
(d) Address Of Bank:			

13. Details Of Investment In The Business (Details should be current as on date of application):

(Total source should be greater than total expenditure)


(a) Own Capital:	₹		(a) Plant and Machinery:	₹	
(b) Loans From Banks:	₹		(b) Land And Building:	₹	
(c) Other loans and Borrowings:	₹		(c) Other Assets & Investments:	₹	

14. List Of Top 5 items with Commodity Code:Items: Select ▾[Add](#)**S. No. Item Commodity Code Description Of Items**[Delete](#) 1 116000 TEA (116000)

(1-highest volume to 5-lowest volume)

15. Accounting Basis:*☒ Accrual ☐ Cash

7. Now click on “save” button & Form DVAT 04 PART-B opens up. Fill the details. Enter all the details which are mandatory.

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		Department of Trade and Taxes Government of N.C.T. of Delhi	
DP-1 Opting Composition Document Submission DVAT 04 Composition CST Notice Payment			
Form DVAT 04 PART-B			
Particulars of Person [Proprietor/Karta/Partners/Directors in the Business/Members of Executive Committee of Societies, Clubs etc.] Having Interest In Business.			
<i>All Fields marked with (*) are mandatory</i>			
Temporary Reference ID :		R21255019	
1. Full Name of Applicant Dealer:		ABC Traders	
2. Full Name of Person Having Interest in Business			
(a) Person Name: *		Rakesh Prasad	
(b) Designation: *		Proprietor ▾	
3. Date of Birth: *	15-03-1982 	4. Gender: *	<input checked="" type="radio"/> Male <input type="radio"/> Female
5. Father's Name: *	RAM Prasad		
5A. Unique Identification (AADHAAR) Number:			
6. e-mail: *		rakeshp1@gmail.com	
Whether He/She is Authorized Signatory: *		<input type="radio"/> Yes <input checked="" type="radio"/> No	
7. Residential Address			
(a) Building Name/Number: *		145	
(b) Area/Road: *		Lodhi Road	
(c) Locality/Market: *		Lodhi Road	
(d) City: *		Delhi	
(e) District:	Delhi	(f) State: *	Delhi ▾
(g) PIN Code: *	110034	(h) e-mail:	rakeshp1@gmail.com
(i) Mobile Phone Number: *	91 - 9900117788	(j) Fax No.:	-
8. PAN: *	AMYPT9938J	9. Passport No.:	
<input checked="" type="checkbox"/> If Permanent address is same as residential address			
10. Permanent Address			
(a) Building Name/Number: *		145	

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Government of N.C.T. of Delhi[DP-1](#) [Opting Composition](#) [Document](#) [Schedules](#) [DVAT 04](#) [Composition](#) [CST](#) [Notice](#) [Payment](#)

Form DVAT 04 PART-B

☒ If Permanent address is same as residential address

10. Permanent Address

(a) Building Name/Number *	145			
(b) Area/Road *	Lodhi Road			
(c) Locality/Market *	Lodhi Road			
(d) City *	Delhi			
(e) District:	Delhi	(f) State *	Delhi ▾	
(g) PIN Code *	110004	(h) e-mail	nakeshp1@gmail.com	
(i) Mobile Phone Number *	91	9900117788	(j) Fax No.:	

11. Details of Other Business (if Any)



I. Name			
II. Address			
(a) Building Name/Number:			
(b) Area/Road:			
(c) Locality/Market:			
(d) City:			
(e) District:		(f) State:	Delhi ▾
(g) PIN Code:		(h) e-mail:	
(i) Mobile Phone Number:		(j) Fax No.:	
III. TIN:		IV. Status:	Manager of Coop. Society ▾

I/We SHRI BALAJI MATELS hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my/our knowledge and belief and nothing has been concealed therefrom.

 Save

8. Then Click on "Save" button, message will be displayed on successful completion.

Welcome SHRI BALAJI MATELS(R21255019) Default ▾ Home More ▾ Logout

 **Department of Trade and Taxes**
Government of N.C.T. of Delhi 

Operation successfully completed. Close

Form DVAT 04 PART-B

Particulars of Person [Proprietor/Karta/Partners/Directors in the Business/Members of Executive Committee of Societies, Clubs etc.] Having Interest In Business.			
All Fields marked with (*) are mandatory			
Temporary Reference ID :		R21255019	
1. Full Name of Applicant Dealer:		ABC Traders	
2. Full Name of Person Having Interest in Business			
(a) Person Name: *			
(b) Designation: *		Select ▾	
3. Date of Birth: *	<input type="text"/>	4. Gender: *	<input type="radio"/> Male <input type="radio"/> Female
5. Father's Name: *	<input type="text"/>		
5A. Unique Identification (AADHAAR) Number:		<input type="text"/>	
6. e-mail: *		<input type="text"/>	
Whether He/She is Authorized Signatory: *		<input type="radio"/> Yes <input type="radio"/> No	
7. Residential Address			
(a) Building Name/Number: *		<input type="text"/>	
(b) Area/Road: *		<input type="text"/>	
(c) Locality/Market: *		<input type="text"/>	
(d) City: *		<input type="text"/>	
(e) District:	<input type="text"/>	(f) State: *	Delhi ▾
(g) PIN Code: *	<input type="text"/>	(h) e-mail:	<input type="text"/>
(i) Mobile Phone Number: *	<input type="text"/>	(j) Fax No.:	<input type="text"/>
8. PAN: *	<input type="text"/>	9. Passport No.:	<input type="text"/>
<input type="checkbox"/> If Permanent address is same as residential address			
10. Permanent Address			
(a) Building Name/Number: *		<input type="text"/>	




9. Then go to DVAT 04 menu & open “Part C”.

[illegible]


10. Part C is optional for those having additional place of business premises . After Filling the form Click on “Save” Button

Welcome SHRI BALAJI MATELS(R21255019)Default

HomeMore▼Logout



Department of Trade and Taxes
Government of N.C.T. of Delhi



DP-1Opting CompositionDocumentSubmissionDVAT 04CompositionCSTNoticePayment

Form DVAT 04 PART-C

Details of Additional Places of Business

All Fields marked with (*) are mandatory

Temporary Reference ID :

R21255019

1. Full Name of Applicant Dealer:

ABC Traders

2. Place of Business:*

Delhi

(a) Type:*

Godown/Warehouse▼

3. Address

(a) Building Name/Number:*

1024

(b) Area/Road:*

Shadra

(c) Locality/Market:*

Shadra

(d) City:*

Delhi

(e) District:

Delhi

(f) State:*

Delhi▼

(g) PIN Code:*

110090

(h) e-mail:

(i) Contact No.:*

011-27654378

(j) Fax No.:

(k) Date of Establishment*

20-03-2013



(l) Whether Place of Business is Situated Outside Delhi?*

☐ Yes ☒ No

Save

11. After clicking on “save” button, a message is available at the top of the page “Operation Successfully Completed”.

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Government of N.C.T. of Delhi 

Operation successfully completed. Close

Form DVAI 04 PART-C

Details of Additional Places of Business

All Fields marked with (*) are mandatory

Temporary Reference ID : R21255019

1. Full Name of Applicant Dealer: ABC Traders

2. Place of Business:*

(a) Type: Select ▾

3. Address

(a) Building Name/Number:*

(b) Area/Road:*

(c) Locality/Market:*

(d) City:*

(e) District: (f) State: Select ▾

(g) PIN Code:*

(h) e-mail:

(i) Contact No.:*

(j) Fax No.:

(k) Date of Establishment *

(l) Whether Place of Business Is Situated Outside Delhi?*

☐ Yes ☐ No

S. No.	Address	e-mail	Code	Phone No.	Code	Fax	D.O.Est.	Registration No.
Delete	1	1024 Shadra, Shadra Delhi, Delhi - 110090		011	27654378		Mar 20 2013 12:00AM	

12. Again go to DVAT 04 & open Part D. It requires the details of Authority. The form looks like the as follows.

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 **Department of Trade and Taxes**
Government of N.C.T. of Delhi 

Temporary Reference ID: R21255019

DP-1 [Opting Composition](#) [Document](#) [Submission](#) [DVAT 04](#) [Composition](#) [CST](#) [Notice](#) [Payment](#)



Form DVAT 04 PART-D

3. Date Of Birth:*	15-08-1966	4. Gender:*	<input checked="" type="radio"/> Male <input type="radio"/> Female
5. Father's Name:*	Raam Prasad		
5A. Unique Identification (AADHAAR) Number:			
6. PAN:*	AJAP098645	7. Passport No.:	
8. e-mail:*	rakeshp1@gmail.com		
9. Residential Address			
(a) Building Name/Number:*	104		
(b) Area/Road:*	Defence Colony		
(c) Locality/Market:*	Defence Colony		
(d) City:*	Delhi		
(e) District:		(f) State:*	Delhi ▾
(g) PIN Code:*	110056	(h) e-mail:	
(i) Mobile Phone Number:*	91 9877665522	(j) Fax No.:	
<input checked="" type="checkbox"/> If permanent address is same as residential address			
10. Permanent Address:			
(a) Building Name/Number:*			
(b) Area/Road:*			
(c) Locality/Market:*			
(d) City:*			
(e) District:		(f) State:*	Delhi ▾
(g) PIN Code:*		(h) e-mail:	
(i) Mobile Phone Number:*		(j) Fax No.:	

Save

13. After clicking on “save” button, a message is available at the top of the page “Operation Successfully Completed”.

Welcome SHRI BALAJI MATELS(R21255019) Default * Home More * Logout

 **Department of Trade and Taxes**
Government of N.C.T. of Delhi 

Operation successfully completed. Close

Form DVAT 04 PART-D

Particulars Of The Authorized Signatory
All Fields marked with (*) are mandatory

Temporary Reference ID :		R21255019	
1. Full Name Of Applicant Dealer :		ABC Traders	
2. (a) Name Of Authorized Signatory: *		<input type="text"/>	
(b) Designation: *		Select	
3. Date Of Birth: *	<input type="text"/>	4. Gender: *	<input type="radio"/> Male <input type="radio"/> Female
5. Father's Name: *		<input type="text"/>	
5A. Unique Identification (AADHAAR) Number:		<input type="text"/>	
6. PAN: *	<input type="text"/>	7. Passport No.:	<input type="text"/>
8. e-mail: *		<input type="text"/>	

9. Residential Address

(a) Building Name/Number: *		<input type="text"/>	
(b) Area/Road: *		<input type="text"/>	
(c) Locality/Market: *		<input type="text"/>	
(d) City: *		<input type="text"/>	
(e) District:	<input type="text"/>	(f) State: *	Delhi
(g) PIN Code: *	<input type="text"/>	(h) e-mail:	<input type="text"/>
(i) Mobile Phone Number: *	<input type="text"/>	(j) Fax No.:	<input type="text"/>



☐ If permanent address is same as residential address

10. Permanent Address:

(a) Building Name/Number: *		<input type="text"/>	
(b) Area/Road: *		<input type="text"/>	

14. Then go to “CST” Menu in the header & select “Form A”.
A page will be displayed like below. We need to fill this form if we apply for CST+VAT

Welcome SHRI BALAJI MATELS(R21255019) Default ▾ Home More ▾ Logout

 **Department of Trade and Taxes**
Government of N.C.T. of Delhi 

DP-1 Opting Composition Document Submission DVAT 04 Composition **CST** Notice Payment

Central Sales Tax Registration - FOR **Form A**



All fields marked with (*) are mandatory.

Receipt ID	R21255019
Name of Dealer	ABC Traders
1. Name along with father name of Authorised Signatory making Application:	Select ▾
2. Name of the person deemed to be Manager.*	Select ▾
3. Status or relationship of the person who makes this application:*	
4. Name of the principal place of business in the state and address there of:	
Building Name/ Number:*	104
Area/Road :*	Janata Darbar
Locality/Market:*	Abc
PIN:*	110011
E-mail id:*	abctraders@gmail.com
5. The business is:	
Wholly:	Exporter
Mainly:	
Partly:	
Partly:	
Partly:	
6. Particulars relating to registration, license, permission, etc. issued under any law for the time being in force of the Dealer:	
7. We are member of:	
8. We keep our account in (language and script):*	English
9. Business in respect of which this application is made was first started on:*	
10. The first sale in the course of inter-State trade was effected on:*	

ONLINE/frmRedirect.aspx?url=4Q/O/D122I4a4Z~A.e5Z...

15. Fill the “Form A”



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 **Department of Trade and Taxes**
Government of N.C.T. of Delhi 

DP-1 [Opting Composition](#) [Document](#) [Submission](#) [DVAT 04](#) [Composition](#) [CST](#) [Notice](#) [Payment](#)

Central Sales Tax Registration - FORM A

All fields marked with (*) are mandatory.

Receipt ID	R21255019
Name of Dealer	ABC Traders
1. Name along with father name of Authorised Signatory making Application:	Select ▾
2. Name of the person deemed to be Manager:*	Rakesh Prasad, Father's Name Raam Prasad ▾
3. Status or relationship of the person who makes this application:*	Own
4. Name of the principal place of business in the state and address there of:	
Building Name/ Number:*	104
Area/Road :*	Janata Darbar
Locality/Market:*	Abc
PIN:*	110011
E-mail id:*	abctraders@gmail.com
5. The business is:	
Wholly:	Exporter
Mainly:	
Partly:	
Partly:	
Partly:	
6. Particulars relating to registration, license, permission, etc. issued under any law for the time being in force of the Dealer:	
7. We are member of:	
8. We keep our account in (language and script):*	English
9. Business in respect of which this application is made was first started on:*	14-03-2011 
10. The first sale in the course of inter-State trade was effected on:*	14-07-2011 

Department of Trade and Taxes
Government of N.C.T. of Delhi[DP-1](#) [Opting Composition](#) [Document Submission](#) [DVAT 04](#) [Composition](#) [CST](#) [Notice](#) [Payment](#)

Central Sales Tax Registration - FORM A

10. The first sale in the course of inter-State trade was effected on:*

14-07-2011

11. Accounting Year:*

From 1 ▾ Apr ▾ To 31 ▾ Mar ▾

12. We make up our accounts of sales to date at the end of every:*

Quarter ▾

13. The following goods or classes of goods are purchased by the dealer in the course of inter-state trade or commerce :*

Select ▾

For:

- ☐ Resale
- ☐ Use in manufacture or processing of goods for sale
- ☐ Use in the generation or distribution of electricity or any other form of power
- ☐ Use in the packing of goods for sale/resale

Add

List of Items for Resale

S. No.	Item	Commodity Code	Description Of Items
--------	------	----------------	----------------------

Delete	1	116000	TEA (116000)
------------------------	---	--------	--------------

(1-highest volume to 5-lowest volume)

List of Items for Use in manufacture or processing of goods for sale

(1-highest volume to 5-lowest volume)

List of Items for Use in the generation or distribution of electricity or any other form of power

(1-highest volume to 5-lowest volume)

List of Items for Use in the packing of goods for sale/resale

(1-highest volume to 5-lowest volume)

14. We manufacture, processes or extract in the mining the following classes of goods or generate or distribute the following form of power, namely:

Select ▾


Add


(1-highest volume to 5-lowest volume)

Save

16. After Clicking on save button a message will be displayed at the header of the page “Operation Successfully Completed”.

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 Department of Trade and Taxes
Government of N.C.T. of Delhi



Operation successfully completed. Close



Central Sales Tax Registration - FORM A

All fields marked with (*) are mandatory.

Receipt ID	R21255019
Name of Dealer	ABC Traders
1. Name along with father name of Authorised Signatory making Application:	Rakesh Prasad, Father's Name Raam Prasad ▾
2. Name of the person deemed to be Manager.*	Select ▾
3. Status or relationship of the person who makes this application.*	Own
4. Name of the principal place of business in the state and address there of:	
Building Name/ Number.*	
Area/Road :*	
Locality/Market.*	
PIN.*	
E-mail id.*	
5. The business is:	
Wholly:	
Mainly:	
Partly:	
Partly:	
Partly:	
6. Particulars relating to registration, license, permission, etc. issued under any law for the time being in force of the Dealer:	
7. We are member of:	
8. We keep our account in (language and script):*	
9. Business in respect of which this application is made was first started on:*	
10. The first sale in the course of inter-State trade was effected on:*	

17. After CST Form A its time to upload the document softcopy. By clicking on “Documents” menu, select “Upload” from the dropdown list.

Welcome SHRI BALAJI MATELS(R21255019) Default ▾ Home More ▾ Logout

 **Department of Trade and Taxes**
Government of N.C.T. of Delhi 

DP-1 Opting Composition **Document** Submission DVAT 04 Composition CST Notice Payment

Upload Document

Signature Sheet
Upload Signature Sheet
Upload

List of Documents Required

Document	Document Type	Uploading Status
<input type="radio"/> Rakesh Prasad	Photo	No
<input type="radio"/> Rakesh Prasad	PAN	No
<input type="radio"/> Rakesh Prasad, Father's Name Raam Prasad	Identity Details of Authorized Signatory	No
<input type="radio"/> Copy of Sale Bill/Copy of up to date Trading Account	Mandatory Registration	No
<input type="radio"/> Ownership Proof/Rent Agreement/NOC of the Landlord/Telephone Bill/Electricity Bill	Business Premises	No

Next

18. Now upload all the documents one by one. The documents must be in JPEG/PDF format only.

Select the documents from the list then click on “Choose File” button & browse to upload the document & subsequently click on “save” button.

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Government of N.C.T. of Delhi 

DP-1 Opting Composition Document Submission DVAT 04 Composition CST Notice Payment

Upload Documents

List of Documents Required to be Uploaded

Document	Document Type	Uploading Status
<input checked="" type="radio"/> Rakesh Prasad	Photo	No
<input type="radio"/> Rakesh Prasad	PAN	No
<input type="radio"/> Rakesh Prasad, Father's Name Raam Prasad	Identity Details of Authorized Signatory	No
<input type="radio"/> Copy of Sale Bill/Copy of up to date Trading Account	Mandatory Registration	No
<input type="radio"/> Ownership Proof/Rent Agreement/NOC of the Landlord/Telephone Bill/Electricity Bill	Business Premises	No

Next

Upload Document: * Choose File No file chosen Save Reset to Start





Department of Trade and Taxes

Government of N.C.T. of Delhi

DP-1 [Opting Composition](#) [Document Submission](#) [DVAT 04](#) [Composition](#) [CST](#) [Notice](#) [Payment](#)

Upload Documents

List of Documents Required to be Uploaded

Document	Document Type	Uploading Status
<input type="radio"/> Rakesh Prasad	Photo	Yes
<input type="radio"/> Rakesh Prasad	PAN	No
<input type="radio"/> Rakesh Prasad, Father's Name Raam Prasad	Identity Details of Authorized Signatory	No
<input type="radio"/> Copy of Sale Bill/Copy of up to date Trading Account	Mandatory Registration	No
<input type="radio"/> Ownership Proof/Rent Agreement/NOC of the Landlord/Telephone Bill/Electricity Bill	Business Premises	No

[Next](#)

List of Uploaded Documents

Select For Download	Document For Submission	Type/Name of Document	Submission Id
Delete <input type="radio"/>	Photo	Rakesh Prasad	44415

[Download](#)

19. When the entire relevant document has been uploaded the window will look like the below. There is a download button for review.

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Government of N.C.T. of Delhi


DP-1
Opting Composition
Document
Submission
DVAT 04
Composition
CST
Notice
Payment

Upload Documents

List of Documents Required to be Uploaded

Document	Document Type	Uploading Status
<input type="radio"/> Rakesh Prasad	Photo	Yes
<input type="radio"/> Rakesh Prasad	PAN	Yes
<input type="radio"/> Election Card	Identity Details of Authorized Signatory	Yes
<input type="radio"/> Copy of Trading Account	Mandatory Registration	Yes
<input type="radio"/> Ownership Proof/Rent Agreement/NOC of the Landlord/Telephone Bill/Electricity Bill	Business Premises	Yes

Next

List of Uploaded Documents

Select For Download	Document For Submission	Type/Name of Document	Submission Id
Delete <input type="radio"/>	Photo	Rakesh Prasad	44415
Delete <input type="radio"/>	PAN	Rakesh Prasad	44416
Delete <input type="radio"/>	Identity Details of Authorized Signatory	Election Card	44417
Delete <input type="radio"/>	Mandatory Registration	Copy of Trading Account	44418
Delete <input type="radio"/>	Business Premises	Electricity Bill	44419

Download

20. After Documents upload click on “Payment” Menu & select for “Go for Payment” option from dropdown list.

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DP-1 [Opting Composition](#) [Document Submission](#) [DVAT 04](#) [Composition](#) [CST](#) [Notice](#) **Payment**

Upload Documents

Go for Payment

Payment History

List of Documents Required to be Uploaded

Document	Document Type	Uploading Status
<input type="radio"/> Rakesh Prasad	Photo	Yes
<input type="radio"/> Rakesh Prasad	PAN	Yes
<input type="radio"/> Election Card	Identity Details of Authorized Signatory	Yes
<input type="radio"/> Copy of Trading Account	Mandatory Registration	Yes
<input type="radio"/> Ownership Proof/Rent Agreement/NOC of the Landlord/Telephone Bill/Electricity Bill	Business Premises	Yes

Next



List of Uploaded Documents

Select For Download	Document For Submission	Type/Name of Document	Submission Id
Delete <input type="radio"/>	Photo	Rakesh Prasad	44415
Delete <input type="radio"/>	PAN	Rakesh Prasad	44416
Delete <input type="radio"/>	Identity Details of Authorized Signatory	Election Card	44417
Delete <input type="radio"/>	Mandatory Registration	Copy of Trading Account	44418
Delete <input type="radio"/>	Business Premises	Electricity Bill	44419

Download

21. The window will look like as below

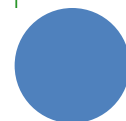
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DP-1 [Opting Composition](#) [Document](#) [Submission](#) [DVAT 04](#) [Composition](#) [CST](#) [Notice](#) [Payment](#)



Online/Offline Payment

TIN:*	<input type="text" value="R21255019"/>			
Tax Period:*	From:*	<input type="text" value="01-03-2017"/> (DD-MM-YYYY)	To:*	<input type="text" value="31-03-2017"/> (DD-MM-YYYY)
Payment Type:*	<input type="text" value="VAT+CST"/> ▾			
Tax:*	<input type="text" value="0"/> (In case you do not want to pay Tax then enter Zero)			
Penalty:	<input type="text"/>			
Interest:	<input type="text"/>			
Other Dues:	<input type="text" value="1025"/>			
Deduction:	<input type="text"/>			
Total:	<input type="text" value="1025"/>			
Date:*	<input type="text" value="02-03-2017"/>			
Payment Mode:*	<input checked="" type="radio"/> Online <input type="radio"/> Print Offline Challan			
Select Bank:*	<input type="text" value="Select"/> ▾			
<input type="button" value="Proceed for Payment"/>				



22. Fill the details & select the bank for online payment & click on “Proceed for Payment” button

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DP-1 Opting Composition Document Submission DVAT 04 Composition CST Notice Payment

Online/Offline Payment

TIN:*	R21255019			
Tax Period:*	From:*	01-03-2017 (DD-MM-YYYY)	To:*	31-03-2017 (DD-MM-YYYY)
Payment Type:*	VAT+CST ▾			
Tax:*	<input type="text" value="0"/> (In case you do not want to pay Tax then enter Zero)			
Penalty:	<input type="text"/>			
Interest:	<input type="text"/>			
Other Dues:	<input type="text" value="1025"/>			
Deduction:	<input type="text"/>			
Total:	1025			
Date:*	<input type="text" value="02-03-2017"/>			
Payment Mode:*	<input checked="" type="radio"/> Online <input type="radio"/> Print Offline Challan			
Select Bank:*	<input type="text" value="KOTAK MAHINDRA BANK(018)"/> ▾			
<input type="button" value="Proceed for Payment"/>				


23. After the payment a “Payment History” will be generated

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Payment History

View Paid Challan		Download Paid Challan as PDF		Print Offline Challan		
Request ID	Payment Date	Amount	Type	Tax Period	Status	Payment Type
 420230356760714	18-07-2014	1025.00	VAT+CST	01-07-2014 To 31-07-2014	Success	Online

24. Then go to “Submission” Menu & select “Approval” from the drop down list.

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DP-1 Opting Composition Document **Submission** DVAT-4 Composition CST Notice Payment

Payment History


View Paid Challan Download Paid Challan as PDF Print Offline Challan

Approval
Print
Provisional RC

Request ID	Payment Date	Amount	Type	Tax Period	Status	Payment Type
420230356760714	18-07-2014	1025.00	VAT+CST	01-07-2014 To 31-07-2014	Success	Online

25. Then a page of “Final Submission” Will be Generated

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TAX TRUST TRANSPARENCY

DP-1 [Opting Composition](#) [Document](#) [Submission](#) [DVAT 04](#) [Composition](#) [CST](#) [Notice](#) [Payment](#)

Final Submission

Dealer Registration	
Name Of The Firm:	ABC Traders
Applied For:	VAT + CST
Constitution Of Business:	Proprietorship
Mobile No:	9999999999
Email Id:	abctraders@gmail.com
Application For Registration Under Delhi Value Added Tax Act, 2004	
Nature Of Business:	Exporter
Type Of Registration:	Mandatory
Opting For Composition Scheme Under Section 16?	Yes
Annual TurnOver Category:	₹ 10 Lacs or Above
Turnover In Preceeding Financial Year:(Rs.)	₹
Expected Turn Over In The Current Financial Year:(Rs.)	₹
Date From Which Liable For Registration Under Delhi Value Added Tax Act, 2004:	12-03-2008
Permanent Account Number Of The Application Dealer(PAN):	AMYP79938J
Registration Number Under Central Excise Act (If Applicable):	
Principal Place Of Business:	104 Janata Darbar Abc - 110011 Email:abctraders@gmail.com Tel:27453689 Fax:
Address For Service Of Notice (If Different):	104 Janata Darbar Abc - 110011 Email:abctraders@gmail.com Tel:27453689 Fax:



Department of Trade and Taxes
Government of N.C.T. of Delhi

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DP-1 Opting Composition Document Submission DVAT 04 Composition CST Notice Payment

Address For Service Of Notice In Different:

RDC-110011

Final Submission

Details Of Main Bank Account

Account/Number:	
MICR Number:	
Name Of Bank:	
Address Of Bank:	

Details Of Investment In The Business

Own Capital:	₹
Loans From Banks:	₹
Other loans and Borrowings:	₹
Plant and Machinery:	₹
Land And Building:	₹
Other assets & Investments:	₹

Description Of Items You Deal Or Purpose To Deal In

Item Commodity Code	Description Of Items
116000	TEA (116000)
Accounting Basis:	Accrual

Particulars Of Person Having Interest In Business

Person Name	DOB	Father/Husband's Name	Email	PAN	Residential Address	Permanent Address	Other Business Details	TIN	Status
Rakesh Prasad	3/15/1982 12:00:00 AM	RAM Prasad	rakeshp1@gmail.com	AMYPT9938J	145, Lodhi Road Lodhi Road - 110034 9900117788	145, Lodhi Road Lodhi Road - 110034 9900117788			Manager of Coop. Society

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Rakesh Prasad 13/15/1982 12:00:00 AM RAM Prasad rakeshp1@gmail.com AMYPT9938J

DP-1 Opting Composition Document Submission DVAT 04 Composition CST Notice Payment

Final Submission

Name	Address	Email	Phone	Fax	DOEst.	Registration No.
Delhi	1024, Shadra Shadra, Delhi Delhi - 110090		011-27654378	-	Mar 20 2013 12:00AM	

Particulars Of The Authorized Signatory

Name	Email	Phone	Fax	PAN	Address
Rakesh Prasad, Father's Name Raam Prasad	rakeshp1@gmail.com	9877665522		AMYPT9938J	104, Defence Colony Defence Colony, 11 - 110056

Details of Submitted Documents



S.No.	Documents	Details of Documents
1	Rakesh Prasad	Photo
2	Rakesh Prasad	PAN
3	Election Card	Identity Details of Authorized Signatory
4	Copy of Trading Account	Mandatory Registration
5	Electricity Bill	Business Premises

Select the authorized signatory:*	Select ▾
Ward:*	Select ▾
Enter OTP:*	<input type="text"/> <input type="button" value="Enter SMS Code"/>

☐ The above details & uploaded documents are correct & verified. In Case inconsistency is found in the information/attach documents at the time of scrutiny/field verification the registration granted to me may be cancelled. (You cannot make changes after you submit!)

26. Before Final submission, details regarding authorized signatory, ward & OTP code are to be filled. Click on the checkbox & click on “Submit” Button

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 **Department of Trade and Taxes**
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Rakesh Prasad 13/15/1982 12:00:00 AM RAKM Prasad Rakeshp1@gmail.com AMYPT9938J

DP-1 Opting Composition Document Submission DVAT 04 Composition CST Notice Payment

Final Submission

Name	Address	Email	Phone	Fax	DOEst.	Registration No.
Delhi	1024, Shadra Shadra, Delhi Delhi - 110090		011-27654378		Mar 20 2013 12:00AM	

Particulars Of The Authorized Signatory

Name	Email	Phone	Fax	PAN	Address
Rakesh Prasad, Father's Name Raam Prasad	rakeshp1@gmail.com	9877665522		AMYPT9938J	104, Defence Colony Defence Colony, 11 - 110056

Details of Submitted Documents

S.No.	Documents	Details of Documents
1	Rakesh Prasad	Photo
2	Rakesh Prasad	PAN
3	Election Card	Identity Details of Authorized Signatory
4	Copy of Trading Account	Mandatory Registration
5	Electricity Bill	Business Premises

Select the authorized signatory: * Rakesh Prasad, Father's Name Raam Prasad ▾

Ward: * Ward 63 ▾

Enter OTP: * *** Enter SMS Code

☒ The above details & uploaded documents are correct & verified. In Case inconsistency is found in the information/attach documents at the time of scrutiny/field verification the registration granted to me may be cancelled. (You cannot make changes after you submit!)

Submit

27. Then a message is displayed at the top that the form is submitted successfully & TIN and password is sent to the registered e-mail address for further communication.




AT THE DEPARTMENT END



1. Open <http://dvat.gov.in/website/home.html> & click on Department “Login”.



2. Enter your User ID, Password & OTP code & click on “Sign In”




वैट
VAT

Department of Trade and Taxes
Government of N.C.T. of Delhi
(Department Portal)

Login

UserId [214961]

Next



Site Best Viewed in IE 7.0, 8.0, 9.0 and Google Chrome



Login

Userid : 215675


Password:

[Forgot Password](#)

Enter SMS Code:

3. Now go to Registration Menu & select “Issue RC (New Registration)” from the drop down list.

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Registration Special OHA Amendment Cancellation RIMs EIS Notice u/s 59(2) Assessment Finance Reconciliation Form New Assignment Profile HelpDesk Helpdesk Receipt Report

Action on Dealer Reply DS2 Report Enforcement II Finance Reports Objection Reports Amnesty Scheme Expedious Refund Manual Entry Information Dealer Analysis Report

Approval New Report Task Management

Approval of CST Registration

Change VATI Allocation

Pending List for VATI Verification

Issue RC (New Registration)

Ward Transfer(Before RC)

Action on Non recommended by VATI

Change VATI allocation

Issue RC (TAN)

VATO action on blocked TIN


Registration Dashboard

Block VATI for Inspection

Application details


Embassy TIN


AT



4. Now click on “Find” button.

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 **Say yes to VAT**

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Registration Special OHA Amendment Cancellation RIMs EIS Notice u/s 59(2) Assessment Finance Reconciliation Form New Assignment Profile HelpDesk Helpdesk Receipt Report
Scrutiny & Refund Evaluation Report DS2 Report Enforcement II Finance Reports Objection Reports Amnesty Scheme Expedious Refund Manual Entry Information Dealer Analysis Report
Recovery EIS Offence EIS New Report Task Management

Issue RC

Enter Reference No.* Next Find View DVAT 04 View Documents




5. A page will display like below. Now select the radio button & click on “Go” button

10.128.209.51/dvat/(S(0zf0t4uofoyhkb45hjvq1jai))/DIS/frmFindRc.aspx? - Google Chrome

10.128.209.51/dvat/(S(0zf0t4uofoyhkb45hjvq1jai))/DIS/frmFindRc.aspx?

Reference NO	TIN	Name	Address	Dealer Applied Through	Date of Filling
<input type="radio"/> R21889578	07217129027	balaji traders	L19 BUDH VIHAR MAIN MARKET 110086	Registration through Web application	2/2/2017 2:57:00 PM
<input type="radio"/> R21332477	07516943177	HEALTH KLOCK	D 4/37 SECTOR 15 ROHINI 110089	Registration through Web application	6/21/2016 1:55:00 PM
<input type="radio"/> R21890278	07037128059	OJAS ENTERPRISES	FLAT NO.10A ANUBHAV APPARTMENT SECTOR 13 ROHINI 110085	Registration through Web application	6/6/2016 1:58:00 PM
<input type="radio"/> R21890546	07877127888	PRAGATI ENTERPRISES	B 57/4 VUAY VIHAR PHASE II 110085	Registration through Web application	6/5/2016 11:31:00 AM
<input checked="" type="radio"/> R21883334	07167127648	JAI MATA DI ENTERPRISES	A 7/3 SHIVAJI APARTMENT SECTOR 14 ROHINI 110085	Registration through Web application	6/4/2016 11:14:00 AM
<input type="radio"/> R21854656	07437124638	INDAS ENGINEERING WORKS	HOUSE NO. 135B, BLOCK C 1, NEAR SURYA PUBLIC SCHOOL KRISHAN VIHAR 110086	Registration through Web application	5/18/2016 12:25:00 PM
<input type="radio"/> R21647025	07646989132	D Z BUILDERS PRIVATE LIMITED	28A, GF, KH.NO.70/6, BLOCK U PHASE 2, SHARMA COLONY BUDH VIHAR 110086	Registration through Web application	10/12/2015 2:33:00 PM
<input type="radio"/> R21635016	07316985094	M/s Pratik construction	C369 BALBIR VIHAR, TULA RAM PUBLIC SCHOOL, KIRARI SULEMAN NAGAR 110086	Registration through Web application	9/16/2015 1:26:00 PM
<input type="radio"/> R21583540	07456979876	MAKE IN INDIA HOME APPLIANCES	1035 WALKING EUENCCE K12 SULTANPUR ROAD , VILLAGE POOTH KHURD 110039	Registration through Web application	8/13/2015 10:59:00 AM


Go



6. Now Click on “Next” Button. Basic details of dealer will be displayed below.

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 Say yes to VAT

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Scrutiny & Refund Evaluation Report DS2 Report Enforcement II Finance Reports Objection Reports Amnesty Scheme Expedious Refund Manual Entry Information Dealer Analysis Report
Recovery EIS Offence EIS New Report Task Management


Issue RC

Enter Reference No: R21854656 **Next** **Find** **View DVAT 04** **View Documents**



7. If a dealer wants to view the documents of dealer, click on “View Documents”. Similarly if a dealer wants to view its DVAT04 then click on “View DVAT 04” button.

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Scrutiny & Refund Evaluation Report DS2 Report Enforcement II Finance Reports Objection Reports Amnesty Scheme Expedious Refund Manual Entry Information Dealer Analysis Report
Recovery EIS Offence EIS New Report Task Management

Issue RC

Enter Reference No:*	R21854656	Next	Find	View DVAT 04	View Documents
Name:	INDAS ENGINEERING WORKS				
Address:	HOUSE NO. 135B, BLOCK C 1, NEAR SURYA PUBLIC SCHOOL KRISHAN VIHAR-110086				
Ward:					
Type:	VAT+CST				
Enter OTP:*	<input type="text"/>	Get SMS Code			
	Generate RC				

8. After clicking on “View Documents” , a screen like below will be displayed. Now an Official can view dealers documents

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[Registration](#) [Special OHA](#) [Amendment](#) [Cancellation](#) [RIMs](#) [EIS](#) [Notice u/s 59\(2\)](#) [Assessment](#) [Finance](#) [Reconciliation](#) [Form](#) [New Assignment](#) [Profile](#) [HelpDesk](#) [Helpdesk](#) [Receipt Report](#)
[Scrutiny & Refund](#) [Evaluation Report](#) [DS2 Report](#) [Enforcement II](#) [Finance Reports](#) [Objection](#) [Reports](#) [Amnesty Scheme](#) [Expedious Refund](#) [Manual Entry](#) [Information](#) [Dealer Analysis Report](#)
[Recovery](#) [EIS](#) [Offence](#) [EIS](#) [New Report](#) [Task Management](#)


Issue RC

Enter Reference No:* [Next](#) [Find](#) [View DVAT 04](#) [View Documents](#)

Name: M/s Pratik construction
Address: C369 BALBIR VIHAR, TULA RAM PUBLIC SCHOOL, KIRARI SULEMAN NAGAR 110086
Ward:
Type: VAT+CST
Enter OTP:* [Get SMS Code](#)
[Generate RC](#)


Select For Download	Document For Submission	Type/Name of Document	Submission Id
<input checked="" type="radio"/>	Identity Details of Authorized Signatory	ABHISHEK JINDAL, Father's Name AJAY KUMAR GUPTA	1693324
<input type="radio"/>	Address Proof	Aadhar Card	1237232

[Download](#)



9. After verifying the Dealers DVAT 04 & documents, on official enter enters OTP & click on “Generate RC” button.

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Scrutiny & Refund Evaluation Report DS2 Report Enforcement II Finance Reports Objection Reports Amnesty Scheme Expedious Refund Manual Entry Information Dealer Analysis Report
Recovery EIS Offence EIS New Report Task Management

Issue RC

Enter Reference No.* Next Find View DVAT 04 View Documents

Name: . INDAS ENGINEERING WORKS
Address: HOUSE NO. 135B, BLOCK C 1, NEAR SURYA PUBLIC SCHOOL KRISHAN VIHAR 110086
Ward:
Type: VAT+CS1
Enter OTP.* Get SMS Code Generate RC



RC Generated.



Thank
You

