Form DVAT 03: Annexure I

(i) Details of trading stock on which credit has been sought

S.No.	Tax Invoice date	Tax Invoice No.	Supplier Registration no. under the Regulation	Purchase Price (Rs.)	Input Tax (Rs.)
				Total	

(ii) Details of raw material on which credit has been sought

S.No.	Tax Invoice date	Tax Invoice No.	Supplier Registration no. under the Regulation	Purchase Price (Rs.)	Input Tax (Rs.)
				Total	

(iii) Details of packaging material on which credit has been sought

S.No.	Tax Invoice date	Tax Invoice No.	Supplier Registration no. under the Regulation	Purchase Price (Rs.)	Input Tax (Rs.)
				Total	

(iv) Verifica I/We hereinabove		and	l corr	ect to	o the	best	t of r	ny/o	ur kr		solen Id be							
Signature o	f Author	isec	I Sigr	nator	y					 	 	 	 	 	 	 	 	 _
Full Name surname)	(first na	ame,	mid	dle,						 	 	 	 	 	 	 	 	
Designatior	1									 		 	 					
Place																		
Date	Day		M	onth]		Y	ear										

Form DVAT 04 – Cover Page

(See Rule 12 of the Daman and Diu Value Added Tax Rules, 2005)

Application for Registration under Daman and Diu Value Added Tax Regulation, 2005

Checklist of Supporting Documents

Plea	ise tick as applicable
Mai	ndatory Supporting Documents
	Annexures of the Form duly filled in (in case any of the annexures is not applicable, please mention the same)
	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)
	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
<u>Opt</u>	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 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)
	Please tick as applicable
	Not attached Mandatory Supporting Document(s)
	• Other

Form DVAT 04

(See Rule 12 of the Daman and Diu Value Added Tax Rules, 2005)

Application for Registration under Daman and Diu Value Added Tax Regulation, 2005

1. Full Name of Applicant Dealer																Т		٦
(For individuals, provide in order of first														1		-		-
name, middle name, surname)														-		+		-
																		_
2. Trade Name (if any)																<u> </u>		٦
																		_
3. Nature of Business (Tick☑ all applicable) □ M	anufacture	r 🗖	Trad	er		Le	asing	g			orks ntrac	tor	_]	Othe	rs (sp	ecify))
4. Constitution of Busines	Propriet	orshin		Pri	vate l	[.td. (Com	nanv	,		Puł	lic S	ector	. Un	derta	kino		
(Tick \blacksquare one as applicable)	(Tick A one as applicable)														oorati	-		
	HUF	<u></u>							,					-			Trust	
_														5001	cty/ C	Juor	must	
	Others, please specify																	
5. Type of Registration Tick I one I Mandatory I Voluntary																		
a Mandatory a voluntary																		
5A. Opting for composition scheme u	nder sectio	on 16(2) o	f the R	legula	tion?		Tic	k⊠	one		Yes				וב	No		
6. Annual Turnover Category	Tick ☑ on	e [L	ess th	an Rs	s. 5 la	acs				Rs.	5 lac	s or	abov	/e			
(a) Turnover in preceding fina	ncial vear]	Rs.													
(b) Expected turnover in the cu	-	ncial vear]	Rs.													
		ionar your																
7. Date from which liable for registr	ation under	r Daman a	and Di	u Val	ue Ad	lded	Тах									Γ		
Regulation, 2005	ation under	Dumant		u vui	ue m	lucu	Tun					4				<u>/</u>		
regulation, 2005]	Day		1	Mon	th	F	Yea	ar
													Ľ			L		
8. Permanent Account Number of the	applicant	dealer (P	AN)				—					- T				<u> </u>		
	uppheant	uculei (1)					_					_						
9. Registration number under Centra	l Excise A	ct <i>(if appl</i>	licable)														
	1																	
10. Principle Place of Business	Building	g Name/ N	Numbe	r														
	Area/ Road																	
	Locality	/ Market		ļ														
	Pin Cod Distict	e		ŀ								-				, T		
	Email Id																	
			er	F	\neg													
1	Telephone Number Fax Number														I	1		

11. Address for service of notice (If different from principle place of	Building Name/ Number Area/ Road							
(i) all perent from principle place of business)	Locality/ Market							
	Pin Code							
	Email Id							
	Telephone Number							
	Fax Number							

12. Number of additional places of business within or outside the state	Godown / Warehouse	
(also please complete Annexure II)	Factory	
	Shop	
	Other place(s) of business	
	• • • • • • • • • • • • • • • • • • •	

13. Details of main Bank Account	Account Number							
	MICR Number							
	Name of Bank							
	Address of Bank							

14. Details of investment in the business	Own Capital	(Rs.)					
(details should be current as on date of	Loans from Banks	(Rs.)					
application)	Other loans and borrowings	(Rs.)					
	Plant & Machinery	(Rs.)					
	Land & Building	(Rs.)					
	Other assets & investments	(Rs.)					

15. Description of top 5 items you deal or pro-	ppose to deal in	D	escriptior	n of i	tems					
(1-highest volume to 5-lowest volume)	1									
	2									
	3									
	-									
	4									
	_									
	5									
16. Accounting Basis	Tick⊠ one		Accrua	l			Casł	1		
17. Frequency of filing of returns (to be filled	d in hy the dealer whose turnover is less		Monthl	.,			01101	rterly		
than Rs. 5 crores in the preceeding year)		-	wonun	у			Qua	terry		
	(a) Amount of Security Rs.							1	<u> </u>	T
18. Security	(b) Type of Security									
	(c) Date of expiry of Security			/		/				Γ
			Day		Mc	onth		Ye	ear	
										1
19. Number of persons having interest in bus	iness (also please complete Annexu	re I fo	r each such	1 pers	son)			_		
20. Number of managers										

21. Number of authorised signatories

22. Name of Manager																								
				rst Na							ldle	Nai	ne						Sur	rnan	ne			
* if more than one manager, attach	partic	ulars fo	r additi	onal n	nanage	ers of	n a se	parate	e shee	t														
			-	-			-	-						1	-				<u> </u>	<u> </u>		1	1	1
23. Name of Authorised												N												
Signatory*			FI	rst Na	ame					Mic	Idle	Nai	ne						Sur	rnan	ne			
* Please complete Annexure III	1								I						-									
24. Verification I/We														is										
		1						<u> </u>		-					<u> </u>	1	Т	_	—	— т			<u> </u>	
Place																	_							
Date																								
Day	Month			Yea	ır																			

Form DVAT 04: Annexure I

Passport sized
(signed)
photograph of
person

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				Τ		Τ											Τ			٦
(For individuals, provide in order of first				+	+	+										1	+			
name, middle name, surname)	<u> </u>			-	_	_	-										+	—		_
		<u> </u>														<u> </u>				
2. Registration No*.																				
*This field is applicable when applying for a	imend	ment	of reg	istrat	ion ir	ı Forn	ı DVA'l	07	•	•								_		_
3. Full Name of Person					Т													Τ		٦
(Provide in order of first name, middle name, surname)																				
	•	•									•	•								
4. Date of birth /		/						5. Ge	ender	(tick L	🗹 one,		ר ר	Aale			1 1	Femal	٩	
														laic			d 1	Cinai	C	
6. Father's / Husband's name	Т	Т	Т							1						Т	Т	Т		Т
o. Futior 57 Husband 5 humb			Firs	st Na	ime	<u> </u>		l	Middl	e Nai	me				5	Surna	ame			
7. PAN :			Т	Т	Т			8	. Pass	port]	No.					Т	Т	Т		Γ
																		_		
9. E-mail address					Τ	Τ										Т				
10. Residential Address	Bu	iildin	σ Na	me/ 1	Num	her		1												
(If different from principle place of		ea/ R		1110/ 1	, uni	001														
(i) u))erem from principle place of business)	Lo	cality	y/ Ma	ırket																
	Pir	n Coc	le																	
		lephc		lumb	er															
		x Nu																		
11. Permanent Address	Bu	uildin	g Na	me/]	Num	ber														
(If different from residential address)		ea/ R															L			
		cality		ırket													L			L
		n Coc									ļ									
	T																	1 1		
		lephc x Nu			ber															

12. Verificat	ion																									
I/We								he	ereby	y sol	emn	y af	firm	and	decla	re tl	nat t	he in	forn	natio	n giv	ven l	ierei	inab	ove	is
true and corr	ect to the	best	of my/ou	r kno	wled	lge an	d bel	ief a	nd n	othi	ng ha	ıs be	en c	once	aled	ther	efroi	n.								
Signature of	Authorise	ed Sig	natory																							
Full Name	(first nam	e, mie	ddle, sur	name)																					
Designation																										
Place																										
Date		/		/					1																	
-	Day		Month			Y	ear]																	

Form DVAT 04: Annexure II

Details of additional places of business

1. Full Name of Applicant Dealer										
(For individuals, provide in order of first name, middle name, surname)										
nume, maare nume, surname)										
2. Registration No.										

*This field is applicable when applying for amendment of registration in Form DVAT 07

3. Details of Additional Places of Business

(attach additional sheets if required)

Туре	Godown / Warehouse	e 🗖 Factory		(ב	Shop				Oth	er pla	ace of	f bus	iness	
Address		Building Name/ Number													
		Area/ Road													
		Locality/ Market													
		Pin Code													
		Email Id													
		Telephone Number													
		Fax Number													
		Date of establishment			/			/							
			D	ay		Mo	onth		Y	ear					
	State local sales tax/V	AT/CST registration number													
	(if place of business is	situated outside Daman and Diu)													

Туре	Godown / Warehouse	e 🗖 Factory		Ę		Shop				Oth	er pla	ace of	f busi	iness	
Address		Building Name/ Number													
		Area/ Road													
		Locality/ Market													
		Pin Code													
		Email Id													
		Telephone Number													
		Fax Number													
		Date of establishment			/			/							
	-		D	ay		Mo	onth		Ye	ear					
		AT/CST registration number situated outside Daman and Diu)													

Туре	Godown / Warehouse	e 🛛 Factory				Shop				Oth	er pla	ace of	f busi	iness	
Address		Building Name/ Number													
		Area/ Road													
		Locality/ Market													
		Pin Code													
		Email Id													Γ
		Telephone Number													Γ
		Fax Number													Γ
		Date of establishment			/			/							
			Da	ıy		Mo	onth		Y	ear					
		AT/CST registration number situated outside Daman and Diu)													

Туре		Godown / Warehouse	e 🗖 Factory		[: ב	Shop					Oth	er pla	ace of	f busi	iness	
Address			Building Name/ Number														
			Area/ Road														
			Locality/ Market														
			Pin Code														
			Email Id														
			Telephone Number														
			Fax Number														
			Date of establishment			/			/								
				D	ay		Mo	nth			Ye	ear					
			AT/CST registration number situated outside Daman and Diu)														
																	_
4. Verificat I/We	tion		hereby sole	mnl	u affi	rm a	nd da	olara	that	tha ii	nform	atio		an ha	raina	hove	ie

Designation

Place																
Date		/			/]								
	Day		Mor	nth		Ye	ear									

Form DVAT 04: Annexure III

Particulars of the authorised signatory

1. Full Name of Applicant Dealer						Τ												٦
(For individuals, provide in order of first						+	-							1	-			-
name, middle name, surname)			-			+	_	-	-						-		_	_
				-				-		-	-	1	1					_
2. Registration No.																		
*This field is applicable when applying for a	mendm	ient o	of reg	gistrat	tion in	ı Fori	n DVA	T 07										
3. Name of Authorised Signatory						Т								Τ			Τ	٦
(Provide in order of first name, middle			-			+	_								-	+		
name, surname)			-	-		_	_	_	_					 	_		_	_
4. Date of birth /	/		Т					5. G	ender	(tick	🗹 one	. .		Тг	<u> </u>			
, Duit of that								0.0		(11011)	_ 0.1.0		Aale			Femal	e	
				1	1					-		 		 				
6. Father's / Husband's name		L							MC 11									
			Fire	st Na	ime				Middl	le Na	me			Surn	ame			
7. PAN :			—						Dage	mont	No			_			Т	T
7. PAN.									8. Pass	sport	INO.							
9. E-mail address	г	,		1	1	—		1				 -		 				,
9. E-mail address																		
10. Residential Address			g Na	me/]	Num	ber												
(If different from principle place of		a/ R							_									
business)	Loc	ality	y/ Ma	arket														ĺ
	Pin	Cod	le															
			one N		er													
	Fax	Nu	mber															
								-			r	 		 				
11. Permanent Address			g Na	me/]	Num	ber												
(If different from residential address)		a/ R					-		_	<u> </u>					<u> </u>			┣—
		Cod	y/ Ma	irket			-	_		-	-				<u> </u>			L
			one N	Jumb	er		-								<u> </u>	(

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 Daman and Diu VAT Regulation, 2005. All his actions in relation to this business will be binding on us.

S.No.

Full Name (First name, Middle Name, Surname) Designation Signature

13. Acceptan I referred busin					Ũ			ng oi		-	ly ac	cord	my a	accej	otanc	e to	act a	s aut	horis	sed si	ignat	tory f	or th	ie ab	ove
Signature of A	Autho	orise	d Sig	nato	ry																				
Full Name (first r	ıame	e, mie	ddle,	surn	ame,)																		
Designation																									
Place																									
Date]]															
	Da	y		Mo	onth			Y	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 Daman and Diu Value Added Tax Regulation, 2005.
- 4. For field 3, an "importer" means -
 - (i) a person who brings his own goods into Daman and Diu; or
 - (ii) a person on whose behalf another person brings goods into Daman and Diu; 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 Daman and Diu to whom the goods are delivered
- 5. The application for registration under this Regulation 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

cribed Security Amount (Rs)	50,000
action sought (Maximum reduction available Rs. 25,000)	Rebate (Rs)
Proof of ownership of principle place of business	15,000
Proof of ownership of residential property by proprietor/ managing partner	10,000
Copy of passport of proprietor/ managing partner	5,000
Copy of Permanent Account Number in the name of the business allotted by the Income Tax Department	5,000
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)	5,000
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)	2,500
	Inction sought (Maximum reduction available Rs. 25,000) 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 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