



Administration of Dadra & Nagar Haveli(U.T)
Silvassa

Department of VAT-DNH

Check-List for New Registration

DEPARTMENT OF VAT-DNH

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Checklist for New Registration

- 1) Registration Form DVAT – 04 along with applicable annexure can be filled online on our department website www.dnhctd.gov.in
- 2) For Registration under CST Act, Form A to be filled separately.
- 3) Registration Fee – VAT Rs. 500/- and CST Rs. 25/-
- 4) Copies of documents that need to be enclosed for Form DVAT 04.

Documents Required

Section I

Scanned copies of the below mentioned Mandatory Documents should be uploaded online

1. **PAN Card** (PAN Card of Company, Proprietor, Karta, or Directors as the case may be)

2. **Proof of incorporation of the applicant dealer**

(Please select from the appropriate type of documents to be scanned as per your Constitution of Business)

a. **HUF** : PAN Card of Karta

b. **Proprietorship** : PAN Card of Proprietor

c. **Partnership** : Partnership deed

d. **PSU/Public/Private Limited/Government Company/Government Corporation** : Copy of MOA following page as below are required.

: Certificate of Incorporation, Certificate of Commencement of Business (if applicable), MOA First page and Last page, Articles of Association (First and last page)

e. **Cooperative Society/Government Society/Others** : Scanned copy of Formation deed(first and last page) **OR** Scanned copy of Trust deed **OR** Registration under Cooperative Societies Act

f. **Government Department** : Scanned copy of Certificate of Head of Department

3. **Photo(s)**: Photographs of the Authorized Signatory and Persons Having Interest in Business as per Annexure I should be uploaded.

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4. Proof of Security Deposit (Please refer Section II below for further details)
5. In case of a dealer applying for registration and simultaneously opting for payment of tax under Composition scheme, please select the application in Form DVAT 01 along with this application
6. Proof of identity of authorized signatory
7. Others (if applicable)
 - a. Lease Deed
 - b. DIC Acknowledgment

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Section II

- Security Deposit: Total amount of security deposit of Rs. 50,000/- in the form of **F.D.R** you can get a rebate on your security deposit to a maximum of rupees 25,000.

Scanned copies of the respective Optional Documents should be provided to avail a rebate on your security deposit amount of rupees 50,000.

Method of Calculating Security Amount

Prescribed Security Amount	(Rs.)	50,000
Reduction sought (Maximum reduction available Rs. 25,000) Optional Supporting Documents (For reduction in Security Amount)		Rebate (Rs)
1. Proof of ownership of principal place of business Copy of Sale Deed of Business Premises OR Municipal Tax Receipt OR Village Panchayat Tax Receipt.		15,000
2. Proof of ownership of residential property Copy of Sales Deed of Residence OR Copy of Municipal Tax/Panchayat Receipt OR Copy of Electricity bill in the name of the owner		10,000
3. Copy of passport of proprietor/ managing partner/director(s)		5,000
4. Copy of Permanent Account Number in the name of the business allotted by the Income Tax Department		5,000
5. Copy of last electricity bill (The bill should be in the name of the business OR proprietor and for the address specified as the Principle Place of Business in the registration form)		5,000
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)		2,500