

Department of Value Added Tax

Form DVAT 28

(See Rule 40 of the Dadra & Nagar Haveli Value Added Tax Rules, 2005)

Summons to appear in person/ or to produce documents

To

(name) _____ XYZ LTD _____

(address) _____ SILVASSA _____

Whereas your attendance is necessary to give evidence / whereas the following documents are required with reference to enquiry concerning M/s _____ XYZ LTD _____ having Registration No.: _____ 1234567891 _____ and having his principle place of business at _____ SILVASSA _____ under the Dadra & Nagar Haveli Value Added Tax Regulation, 2005.

1. In this context, you are summoned to appear in person and/or produce or cause to be produced, the said documents _____ (here describe the documents in sufficient detail to permit their identification with reasonable certainty) before me on the _____ 2 _____ (date) day of _____ MARCH _____ (month) at _____ 11 _____ a.m./p.m. (time) at _____ SILVASSA _____ (place) and not to depart from the office until expressly permitted by me.
2. A sum of Rs. _____ 1000 _____ being your diet money and traveling expenses is lying in deposit and will be paid to you in due course.
3. Failure, without prior intimation or lawful excuse, to appear and give evidence or produce or cause to be produced, the documents as the case may be, is punishable under the provisions of Order XVI, Rule 12 of Civil Procedure Code, 1908.
4. Given under my hand and seal, this _____ 2 _____ day of _____ MARCH _____

Signature

Seal

Designation: PROPRIETORSHIP

Place: SILVASSA

Date: 02/03/2015

Department of Value Added Tax

Note: In case the summons is merely for the production of a document it will be proper compliance with it if the document is sent per registered post and received by the Department on or before the date specified above.