

प्रशासन
दादरा एवं नगर हवेली संघप्रदेश
सिलवासा



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

User manual for online Refund Application



Dept. of Value Added Tax

U.T. of Dadra & Nagar
Haveli

Summary

This document is a step by step user guide for the registered dealers of Department of Value Added Tax, UT of Dadra & Nagar Haveli to use the Refund module of the VATSoft application. Using this module, the dealers can apply for refund from their respective login.

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1. INTRODUCTION

Under the guidance of Ministry of Finance, Department of Value Added Tax has taken up the initiative of offering online services to the registered dealers at the UT of Dadra & Nagar Haveli. As part of this project, the online services such as e-Registration, e>Returns and e-Payment were launched during August 2011. The e-CST module was launched effective from 1st April 2012. The dealers can avail the facility of submitting online requests for filing e-Refund application Form (DVAT-21) , take printout from their respective login-in. The online services can be availed through our website www.dnhctd.gov.in .

The screenshot shows the homepage of the Department of Value Added Tax, UT Administration of Dadra & Nagar Haveli, India. The website features a navigation menu with links for Home, About Us, Trade Info, Downloads, Right to Information, Related Links, e-Help Desk, and FAQs. A search bar is located in the top right corner. The main content area is divided into several sections: 'ABOUT US' with links for History, Mission and Vision, Organization Chart, Statistics, and Get in Touch; 'VATSoft E-Services' with a central diagram showing various services like e-Registration, e-Purchase, e-Refund, e-Audit, e-TDS, and e-CST; 'WHATS NEW' with recent updates on returns and mandatory filing; and a grid of service icons for e-Registration, e>Returns, e-Refund, e-Payment, e-Purchase/e-Sales, e-Audit, e-TDS, and e-CST. A 'Log On To My Tax Portal' button is also present. The footer contains contact information for the Value Added Tax Department, including the address, phone numbers, and website URL (www.dnhctd.gov.in). It also displays the number of visitors (41879) and the last update date (13/03/12).

2. LOG-IN USING CREDENTIALS PROVIDED BY VAT DEPARTMENT

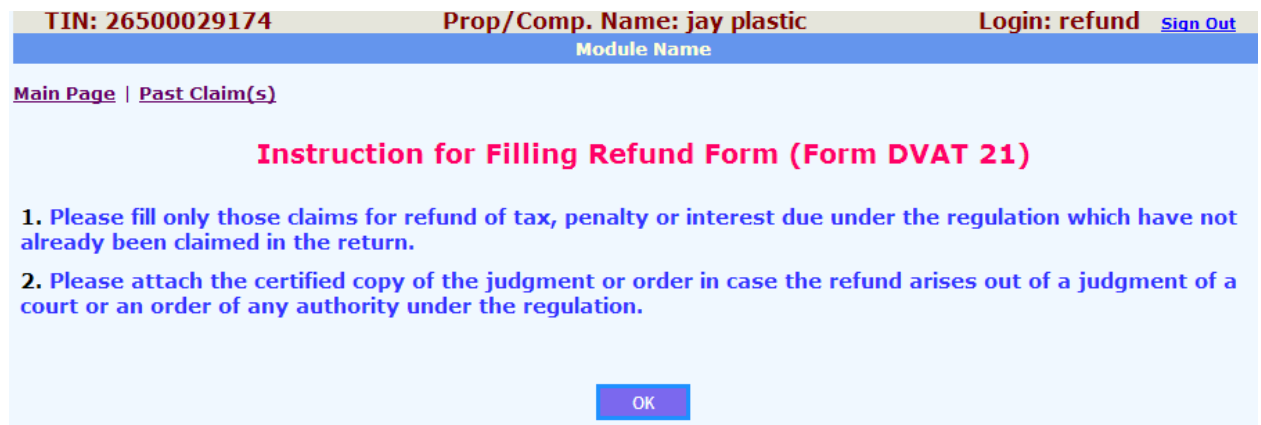
The screenshot shows the 'Dealer Login' form on the website. The form is titled 'Dealer Login' and is located within a 'Login' section. It contains two input fields: 'User Name' and 'Password'. Below the input fields are two buttons: 'Login' and 'Exit'. The form is set against a light blue background.

3. SUBMIT ONLINE REEFUND APPLICATION

a. Under the section ‘MISCELLANEOUS’ click on the link ‘Refund’.



b. Read on the Instructions for filing refund form (DVAT-21) and then click on ‘OK’ button.



- c. Application form for refund DVAT 21 will appear on the screen with basic details like Registration no, Full name of Dealer, Trade Name, Dealer's Address already filled in.

TIN: 26500029174 Prop/Comp. Name: jay plastic Login: refund Sign Out
Module Name

Main Page | Past Claim(s)

Department of Value Added Tax
Form DVAT 21
(See Rule 34 of the Dadra & Nagar Haveli Value Added Tax Rules, 2005)
Dadra & Nagar Haveli Value Added Tax Refund Claim Form

* indicates compulsory fields/entry

- Registration No.
- Full Name of Dealer
- Trade Name
- Dealer's Address
- Tax Refund Claimed (attach supporting documents)
- Financial Year for which refund Claim
 Yearly Quaterly Multiple Quarter
 Select Qtr
- Ground for claiming refund
- Applicant Name
- Applicant Designation
- Place
- Please upload Supporting Documents

 No file chosen

- d. Fill the other left out details:

- Tax Refund Claimed** – Enter the amount of Refund claimed.
- Financial Year for which refund Claim** – Enter the period of which refund is being claimed.
- Ground for claiming refund** – Give reason for claiming refund.
- Applicant Name** – Name of the applicant.
- Applicant Designation** – Designation of the applicant.
- Place** – Enter the name of the place of business.

Module Name

[Main Page](#) | [Past Claim\(s\)](#)

Department of Value Added Tax
Form DVAT 21
(See Rule 34 of the Dadra & Nagar Haveli Value Added Tax Rules, 2005)
Dadra & Nagar Haveli Value Added Tax Refund Claim Form

* indicates compulsory fields/entry

- Registration No.
- Full Name of Dealer
Trade Name
- Dealer's Address
- Tax Refund Claimed (attach supporting documents)
 Yearly Quaterly Multiple Quarter
 Financial Year for which refund Claim Select Qtr |
- Ground for claiming refund
- Applicant Name
- Applicant Designation
- Place
-
- Please upload Supporting Documents No file chosen

e. Upload supporting document

Dealers have to upload only the details of Authorized Person with contact details.

- Tax Refund Claimed (attach supporting documents)
- Financial Year for which refund Claim
- Ground for claiming refund
- Applicant Name
- Applicant Designation
- Place
- Please upload Supporting Documents No file chosen

<--- SELECT --->

- Registration Certificate
- Amendment Certificate
- Entitlement Certificate
- Exemption Certificate
- DVAT 43 – Audit Report
- DVAT 48 – Annual return of Statutory Forms
- Audited Balance Sheet.
- DVAT 30 & DVAT 31 (Excel Format)
- Bank Account Details and PAN Card Details
- Summary of Refund Granted in last three years with Copy of DVAT-22.
- Scrap Sale Details (month wise)
- Job work done / awarded (Local & Central Separately)
- Details of Demand Raised and payment of last three years
- Details of Authorized Person with Contact Details**
- Undertaking for Refund amount & pending statutory forms on Stamp paper of Rs. 100 dully signed by Director / Proprietor / Partner.
- Others

<--- SELECT --->

f. Submission of application

Click on “**Submit**” button for submission of the Refund application.

* indicates compulsory fields/entry

1. Registration No.

2. Full Name of Dealer
 Trade Name

3. Dealer's Address

4. Tax Refund Claimed (attach supporting documents)
 Yearly Quaterly Multiple Quarter

5. Financial Year for which refund Claim Select Qtr

6. Ground for claiming refund

7. Applicant Name

8. Applicant Designation

9. Place

10. Please upload Supporting Documents No file chosen

File Size: 17 KB

	Document Name	Document Type	Document Size	
Delete	Supporting Documents	.pdf	17KB	View

- g. Upon submission Refund application DVAT 21 gets generated.

Dealer has to take a printout of the application form DVAT-21 and submit it to the department along with all supporting documents to complete Refund application process.

Department of Value Added Tax UT Administration of Dadra and Nagar Haveli Form DVAT 21 (See Rule 34 of the Dadra & Nagar Haveli Value Added Tax Rules, 2005) Dadra and Nagar Haveli Value Added Tax Refund Claim Form Ack No. 12800581	
1. Registration No.	26500029174
2. Full Name of Dealer (For Individuals, provide in order of first name, middle name and last name)	ashwin patel (jay plastic)
3. Dealer's Address	SRY 54/2, NEAR KHILVANI, OPPOSITE YOGI, MASAT, TOKARKHADA, TOKARKHADA, TOKARKADA SILVASSA,
4. Tax Refund Claimed (attach supporting document)	Rs. 33500
5. Financial year for which Refund Claim	01/07/2012 - 30/09/2012
6. Ground for claiming refund (provide reasons in details, attach additional sheet, if required)	INPUT TAX CREDIT
<p>7. Verification I/We hereby solemnly confirm and declare that the information given here in above is true and correct to the best of my/our knowledge and belief and nothing has been concealed there from.</p> <p>Signature of Authorised Signatory _____</p> <p>Full Name (First Name, Middle, Surname) <u>GAURAV SHARMA</u></p> <p>Designation <u>MANAGER</u></p>	
Place <u>SILVASSA</u>	
Date <u>18/02/2014</u>	
Instruction for Filling Refund Form (Form DVAT 21)	
<ol style="list-style-type: none"> 1. Please fill only those claim for refund of tax, penalty or interest due under the regulation which has not already been claimed in the return 2. Please attach the certified copy of the judgement or order in case the refund arises out of a judgement of a court or an order of any authority under the regulation 	

4. MANDATORY DOCUMENTS TO BE SUBMITTED upon filing online Refund application.

S.No	Name of Documents
1.	Application of refund in Form DVAT - 21
2.	Photocopy of Registration/Exemption, Amendment if any issued by the VAT Department.
3.	Copy of Audit in Form DVAT – 43 & DVAT – 48, Audited Balance Sheet along with acknowledgement.
4.	Copies of returns filed in the department along with acknowledgement
5.	Details of demand raised and payment of last three years, subsequent to Reconciliation/VAT Audit
6.	Details of Sales and Purchase in prescribed proforma.
7.	Photocopy of Registration/Exemption, Amendment if any issued by the VAT Department.
8.	Details of scrap/waste sales month wise.
9.	Details of job work done/awarded (Local and Central separately)
10.	List of dealers involved in ITC claimed in prescribed proforma.
11.	Details of Bank Account and PAN Card Number.
12.	Copies of DVAT – 30 & DVAT – 31 (Hard copy and soft copy)
13.	Signed Party wise DVAT – 31 of dealers involved in ITC claim.
14.	Details of statutory forms submitted to the department along with acknowledgement for refund claim period and last three years.(in prescribed form)
15.	Undertaking of Refund Amount and pending statutory forms on Stamp Paper of ` .100/- duly signed by Director/Proprietor/Partner.
16.	Details of authorized person and contact number of the authorized person.
17.	Refund profile: Refund granted in last three years.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX **THANK YOU** XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX