The revised VAT Forms, which are now operative under the Punjab VAT Act & Rules, 2005

Form VAT-1

[See rule 3(2)]

Application for Registration (Please read the INSTRUCTIONS carefully before filling the form)

Cover Page

		Checklist of Mandatory Su	pporting aocuments	
	Annexure I			
	Annexure II			
	Annexure III			
		constitution (Partnership deed [if duly certified by the applicant	any], Trust deed, Memorandum and A	articles of
			n case of Company and Governing Bo ng authorization of the signatory to the	-
	Personal bond	or Bank Guarantee		
	Treasury receipt	for Application Fees		
	Proof of identific	ation of signatory		
	Proof of principa	al place of business (lease, rent de	ed, etc.)	
	Evidence of elig	ibility for registration for VAT/ToT		
	Statement of sto	ock, if requesting change in registr	ation status from TOT to VAT	
		For Office Us	e Only	
	Date of receipt:			
	Serial number o	f the Acknowledgement Receipt: _		
	Accepted	Visit date:	Certification No.	
			Date of Issue	
	Rejected	Reason(s) for rejection		
	Frequency of fili	ng return:		
Na	me of receiving o	fficial:	Designation:	
Off	ice Code:		Signature	

I. Instructions:

- 1. Please fill in all the details in CAPITAL letters
- 2. For field 2, give details of the trade names if the business is carried on in different names.
- 3. For field 3, please note that it is mandatory for you to register as VAT registrant if you are:
 - a. a manufacturer whose annual turnover exceeds Rs. 1,00,000/–; OR
 - b. an importer, who brings goods worth more than Re 1/- into Punjab from any place outside its territorial jurisdiction (including from other States and Union Territories in India); **OR**
 - c. a dealer having registration under CST Act, 1956 and who wishes to retain the CST status; OR
 - d. none of the above, but you have an annual turnover greater than Rs.50,00,000/-

In case you are not a manufacturer and do not fall into any of the above categories but you have an annual turnover greater than Rs. 5,00,000/-, you have the choice to opt for **EITHER** VAT registration **OR** TOT registration.

Please note that if you are a person for whom it is mandatory to register as <u>VAT registrant</u>, you will have to tick VAT (obligatory). In case you choose to opt for **EITHER** VAT registration **OR** TOT registration, you will have to tick VAT (voluntary) or TOT respectively

- 4. For field 7, more than one boxes may be ticked if applicable. Please note that an 'importer' is a person who brings goods into Punjab from <u>any place</u> outside its territorial jurisdiction including from other States and Union Territories in India
- 5. For field 7, please name the main nature of business on the basis of <u>value</u> or turnover.
- 6. For field 8, please name the main goods sold on the basis of <u>value</u>. Please note in case you are an exclusive 'Kirana' or general merchandise dealer then please write <u>'General merchandise'</u>
- 7. For field 9, if authorised representative does not have a PAN, then please mark 'Applied for' or 'N/A' as applicable
- 8. Registration application should be verified and signed by an authorised representative, as defined below:
 - a. proprietor, in case of proprietorship concern
 - b. partner, in case of Partnership firm
 - c. managing director or authorized signatory, in case of a company
 - d. manager or karta, in case of Hindu Undivided Family
 - e. principal officer managing the business, in case of any association of individuals
 - f. authorised representative, in all other cases

II. Instructions for using Annexure I of Registration application

- 1. To be filled in if the applicant is not a company.
- 2. The format is to be used for providing details about person(s) who have interest in the business; and whose details have either not been notified to the Department or have undergone changes not notified to the Department.
- 3. If required please make additional photocopies of the Annexure and attach with Registration application
- 4. Every sheet filled in Annexure I format has to be signed by the <u>same</u> person (authorised representative) whose particulars are being provided in that sheet
- 5. Please paste passport size photographs of the person whose details are being provided.

III. Instructions for using Annexure II of Registration application

- 1. The format is to be used for providing details about all places of business <u>including</u> the principal place of business
- 2. If required, please make additional photocopies of the Annexure and attach with the registration application
- 3. Every sheet filled in Annexure II format has to be signed by the <u>same</u> person (authorised representative) who has signed on the registration application

- $\hbox{\it iv.} \quad \hbox{Instructions for using Annexure III of Registration application}$
 - 1. This Annexure needs to be used for providing details about the authorised representative
 - 2. Declaration provided in this Annexure needs to be signed by all the persons having interest in the business
 - 3. If space is inadequate, please provide the <u>declaration</u> in another sheet in the given format

Form VAT-1

[See rule 3(2)]
Application for Registration

1	Name of the applicant											
2	Trade name in which busine		carried on (if									
	different from name of applic	cant)		_	=	(O. II.)	, ,					
3	Type of registration				VAT	(Obligator	y) ப	VAT	(Volu	ntary)		TOT
	Tick as applica	ble										
4	Expected Turnover in the cu	ırrent	financial year		Rs 5	0 lacs or a	bove			Les	s than	Rs 50 lacs but
	Tick one									grea	ater th	an Rs 5 lacs
5	Date from which liable to ta	ıX					DD / Mi	/		/		
6	Constitution of business		Proprietorship	☐ Private Ltd. Company				_				
	Tick one		Partnership			olic Ltd. Co						oration
	riok ono		HUF			iety/ Club/						overnment
			Others, please	speci	fy							
		_	ase fill details at	out p		_		busine	_			
7	Nature of business		Manufacture			Distributi	on			Whole		
	Tick all		Retail			Export				Import	t	
ар	plicable		Works Contract	t		Leasing						
			Others, please	speci	fy							
8	List of principal goods manu	ıfactu	red / sold									
9	Permanent Account Numbe	r ('PA	N'), if available									
10	Registration number under	Centra	tral Excise Act (if applicable)									
11	Main operating bank accour	nt	Bank name: Addre Account No:					ess:				
12	Address of Principal place of	of busi	ness in Punjab									
	ding Name/ Number a/ Road	_										
City		_										
	Code ail Id	_										
	ephone Number(s) Number(s)	_										
13	Number of places of busines	ss in					Within					le state
	India (attach details about pl		Factories				(Nos. o	orny)			(Nos.	only)
	of business including that of		Godowns/ W	areho	ouses				_			
	places of business in Punjak		Shops/ Reta	loutlets					_			
14	Total no. of enclosures		Others (Plea	se sp	ecify)							
Ver	ification I certify that the information	ation (niven in this form	and	ite atta	achmente ((if any) is	true a	nd co	rrect to	the he	set of my

I certify that the information given in this form and its attachments (if any) is true and correct to the best of my knowledge and belief and nothing has been concealed.

Signature Full name of authorized representative Designation Date Place

Photograph	
•	

Annexure IParticulars of person(s) with interest in business

1.	Name of the Business						
2.	Full Name						
3.	Father's / Husband's Full Name						
4.	Date of Birth (in case of minors)						
5.	Gender		☐ Male	☐ Fer	male		
	Tick as applicable						
6.	Principal Place of Business Building Name/ Number Area/ Road City Pin Code Email Id Telephone Number(s) Fax Number(s)						
7.	Permanent Residential Address Building Name/ Number Area/ Road City Pin Code Email Id Telephone Number(s) Fax Number(s)	-					
8.	Status and extent of interest in bu	Status					
9.		r business (es) within Punjab, if any	<i>t</i> .				
Naı	ne of other business	Complete Address of other business	VRN/TRN	CST Registration No	Nature and extent of interest in the business		
	Particulars of all immovable property	perty owned by or in which the pers Full address of		Nature and extended the property	ent of interest in		
Ve	rification						
I ce I fu	rtify that the information given in the rther declare that I shall inform the	his form is true and correct to the be department whenever there is a cha	est of my knowledge ange in the information	and belief and nothing han provided above	as been concealed.		
Full							

Annexure II

Particulars of places of business

1. Nun		cipal place of business Building Name/ Area/ Road City Pin Code Email Id Telephone Number(s) Fax Number(s)					
2.	Stat						
3.	Date	e of establishment					
4.	Typ (Tick	e One)		Godown		Factory/ Industries	Shop/ Retail outlets
				Office/Branch offices		Other (Please specify)	
1. Nun		litional places of business Building Name/	(If m	ore than one, attach sep	arate	sheets)	
		Area/ Road City Pin Code Email Id Telephone Number(s) Fax Number(s)					
2.	Stat	te					
3.	Stat	te local tax registration nu	mber	(if State is other than F	Punjal	o) —————	
4.	Date	e of establishment					
5.	Typ (Tick	e One)		Godown		Factory/ Industries	Shop/ Retail outlets
	`	,		Office/ Branch offices		Other (Please specify)	
The	abo					wledge and belief and nothi a change in the information	
Sigr	nature	Э					
	ignat ce	e of the person ion					