

Uttar Pradesh Value Added Tax

Step by Step Procedure for Registration under UP VAT

14/03/2013

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Documents Required for Registration

- ✓ Dealer Shall Present Application in Form VII-G in case of Government Department of Form VII in case of others.
- ✓ Application should be accompanied by satisfactory proof of Deposit and certified copy of any two of the following.

Electoral Identity Card
PAN Card issued
Passport
Bank Passbook

- ✓ All the application shall be duly filled in and signed by the person shall use the status code.
- ✓ Proof of Business Premises:-

Rent Agreement/Allotment/ Possession Letter/
Registry papers.

- ✓ Four Photographs of Proprietor/Authorized Signatory/ Applicant Director/ Partner/ Karta and three Photographs of Rest Director/ Partner/others.
- ✓ ID- Proof of Proprietor/ Director/ Partner/ Karta- Any Two Election Card / Bank Statement/ PAN/Passport.
- ✓ Residential Address Proof Rent Agreement/ Allotment/ Possession Letter/Registry papers /Electricity Bill

- ✓ PAN Card of Proprietor/Company/ Firm
- ✓ In case of Companies Partnership Firm, please furnish â€œ Extract of Board of Resolution/ List of Director MOA with Form 32 in case of change in Directors. Notarized Partnership Deed showing date of formation. No Objection Certificate from other partners/HUF.
- ✓ Address of Registered office along with Copy of VAT Registration (if any)
- ✓ List of all Branch / Godown in U.P.
- ✓ Latest Bank Statement of Firm/ Company.
- ✓ First Purchase and Sales Invoice

Status Code for Different Category of Applicant

SI No	Description	Status Code	
1.	The Proprietor in case of proprietorship business	0	1
2.	A Partner duly authorize by all other partners in case of Partnership.	0	2
3.	The Karta in case of Hindu Undivided Family	0	3
4.	The Managing Director or Director or a person authorized by the Board of Directors, in case of Limited Companies.	0	4
5.	The President or Secretary in case of Society of Club.	0	5
6.	The Head of the office or any other person authorized by him in case of a department of a State Government or the Central Government.	0	6
7.	The guardian of minor where business is in the name of the minor.	0	7
8.	Duly authorized person having a general power of attorney where business is in the name of an incapacitated person.	0	8
9.	Trustee in case of a trust, or	0	9
10.	In any other case, person duly authorized by dealer or any other officer authorized by competent Authority	1	0

Security

Security May be furnished in any of the following manners:

- ✓ By Pledging personal Immovable property of the Proprietor/Partner/Company/Karta of HUF (as the case may be)
- ✓ By furnishing surety from two dealers who are and have been registered dealers either under The Uttar Pradesh Trade Tax Act 1948 or under The Uttar Pradesh Value Added Tax 2008 during a minimum period of past three completed assessment years and who are not defaulters under The Uttar Pradesh Trade Tax Act 1948 or under The Uttar Pradesh Value Added Tax 2008.
- ✓ By furnishing security bond from two sureties duly verified by the collector of the district where sureties resides.
- ✓ Further Undertaking from surety shall be presented. The undertaking shall be complete in all respects.

Process

- ✓ Every application for registration received shall be disposed of in the manner provided in following schedule of time:
 - (a) Biometric data and verification from original documents – one week;
 - (b) Site inspection and digital photograph of premises – one week;
 - (c) Processing of security, if required – 10 days;
 - (d) Issue of TIN – six days
- ✓ If the registering authority after such enquiry as he may think fit, is satisfied that application is in order and information and documents submitted are correct and genuine, he shall cause the dealer to be registered with effect from the date of receipt of registration application.