

New Registration Process under D-VAT

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Delhi Government has introduced fully automated registration process for intended dealer. Under this regime, applicant dealer need not have to visit the department for new registration. Process flow for new registration has been described as below.

1. Pre-Verification Process:

Under this process, the applicant dealer's credentials such as PAN has been verified by the department.

Process Flow:

- ✓ Log on to dvat.gov.in
- ✓ Click on New Registration Icon. You will be directed to new window for REQUEST FOR REGISTRATION.
- ✓ Fill the relevant field such as Name of dealer, Constitution of business, Types of registration, PAN of dealer, UID, Name, DOB, Designation, Mobile No., Email ID etc.
- ✓ Upon successful submission, the applicant dealer will get reference no.

After Successful submission, the department will verify the details of applicants. After successful verification, applicant dealer will get password via registered email.

2. Registration Process

- ✓ After getting password, the applicant dealer has to log on using reference no and password combination.
- ✓ Fill the Part A, B, C, D of DVAT-04.
- ✓ If the applicant dealer has opted for composition scheme, fill the relevant form like WC-01, DM-01, BU-01. Similarly if the applicant dealer has opted for central registration, fill Form A of CST ACT.
- ✓ Attached relevant document like PAN, UID, ID proof, Rent agreement, partnership deed, Certificate of Incorporation etc. (All the documents should be in either .jpeg or .pdf format and should not be less than 20kb and should not be more than 40kb.)
- ✓ Upon successful submission of the form, the applicant dealer will get provisional TIN No.
- ✓ Take print out of the form, sign the form, attached all the relevant documents to form.

3. Payment of Registration fee

The applicant dealer has to pay the registration fee as per manual court fee procedure and has to submit to the VAT-Inspector during post registration verification process.

4. Post registration verification and Issue of Registration Certificate.

- ✓ After registration and getting Provisional TIN by applicant dealer, VAT-I will visit the premises of the applicant dealer within 15 days of registration.

- ✓ VAT-I will verify the form and attached document with originals. If there is discrepancy in form or attached documents, the registration shall be liable to cancelled. If there is no discrepancy in form and attached documents, the applicant dealer shall be sent registration certificate along with password via email.