

Document Name	User Manual
Module Name	e-Registration
User Type	Dealer
Location	Daman & Diu

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Submitted to	Department of VAT – Daman & Diu

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Version Control

Version no	Submission Date	Description of Changes made
0.1	04/11/2011	
0.2	21/11/2011	1. Changed the name of the department as mentioned in the official website of the department. 2. Briefly explained about the Intended purpose of this Manual. 3. Added Mandatory column in the Explanation table.
0.3	27/01/2012	1. Screenshots changed as per the changes in the application 2. Procedure for e-Registration payment explained 3. COTS registration explained
0.4	09/02/2012	1. Sizing of the documents to be uploaded explained 2. Manual e-Payment explained 3. Screenshots removed for Server error

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List of Abbreviations

Abbreviation	Expansion
CST	Central Sales Tax Act
FAQ	Frequently Asked Questions
NIC	National Informatics Centre
U.T.	Union Territory
VAT	Value Added Tax
PAN	Permanent Account Number
.jpg	Joint Photographic Group. Used as a file extension
.pdf	Portable Document Format. Used as a file extension

About this Manual

Purpose

The purpose of this manual is to describe the e-registration functionality available through the web portal of The Value Added Tax Department, Daman & Diu for the dealers who wishes to register for VAT & CST. This User Manual will provide the detailed description of the salient features of the Registration Modules such as,

- Online Registration (e-Registration)
- Online tracking of the registered application (e-Registration Status)
- Application form Print for VAT
- Search Acknowledgement number
- Online Registration for CST (e-Registration for CST)
- Online tracking of the registered application (e-Registration CST Status)
- Application form Print for CST

Intended Audience

This document is intended to the dealers and other business men in Daman & Diu who file their returns with the Value Added Tax department.

Organization of the manual

Information on this manual has been organized as follows:-

Chapter	Description
Chapter 1	It provides brief introduction of Web Portal.
Chapter 2	It provides brief overview of VAT e-Registration module
Chapter 3	Describes the VAT e-Registration functionality.

Introduction to VATSoft application

VATSoft is a software application developed and customized by National Informatics Center (NIC) for the benefit of the VAT department for the administration of tax that comes under their purview. A link for the VATSoft application is provided in the departmental website under the 'e-services' menu. The application mainly caters to the dealers and department officials bringing in the benefits of computerization and modernizing their operations through information technology.

The Salient features of the Registration Modules are:-

- Online Registration (e-Registration)
- Online tracking of the registered application (e-Registration Status)
- Application form Print for VAT
- Search Acknowledgement number
- Online Registration for CST (e-Registration for CST)
- Online tracking of the registered application (e-Registration CST Status)
- Application form Print for CST
- Online Registration for Composition scheme (e-Registration for Composition scheme)

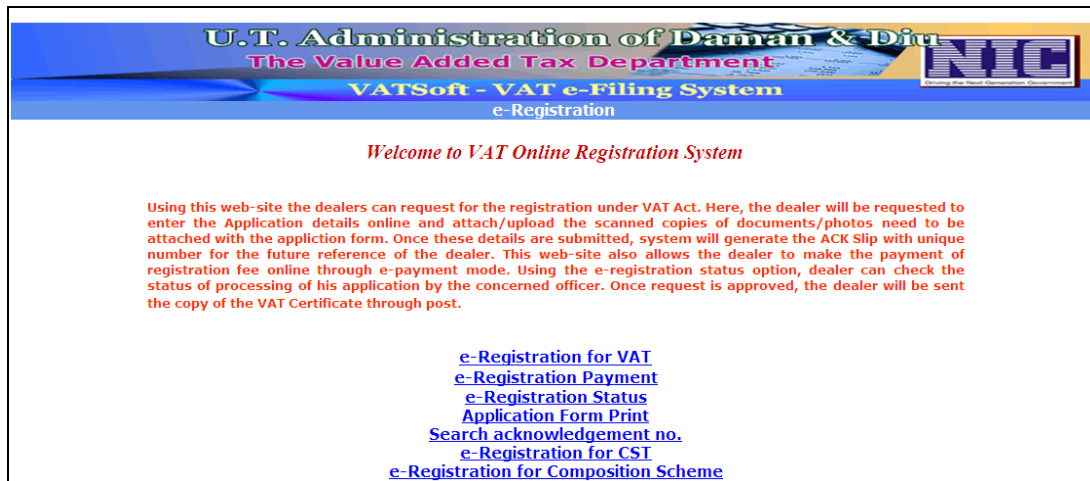
Introduction to e – Registration Module

Since e-registration is a new concept to the U.T. of Daman & Diu, this booklet has been prepared with a view to provide step-by-step guidance to the dealers applying for e-registration through the e-registration module. This booklet contains details and screenshots for filling the e-registration for VAT, e-registration status, application form print, searching of acknowledgement number and filling the e-registration for CST.

e-Registration

The Dealers who would like to register their businesses and operations with the VAT department can register online by using the following procedure:-

- Log onto the website <http://www.ddvat.gov.in/>
- Click on the e-Registration link under the e-services online sub menu. The following Welcome Page will be displayed.



The applicant may use the following links, which appears on the Welcome page:-

- e-Registration for VAT—for submitting new application for registering under VAT online.
- e-Registration Status – for knowing the status of the application online.
- Application Form Print – for printing the registration of the application
- Search Acknowledgement No – for searching the acknowledgement no.
- e-Registration for CST -for submitting new application for registering under CST online
- e-Registration for Composition scheme- for submitting new application for registering under Composition scheme

Process of new dealer Registration for VAT/CST



The online form for new VAT/CST registration is submitted either by the dealers themselves or the caseworker in the VAT department on behalf of the dealer. Upon submission of the online form, an acknowledgement number is generated, which can be used to check the status of the submitted online application. In certain cases, the application directly goes to the inspector for verification and to submit the inspection report to the approving authorities in the VAT department. But in other cases, the new application is manually assigned to the inspector by the officers of VAT department. The inspection report submitted by the inspector includes recommendation for either approving or disapproving the application for registration based on the inspection conducted. The approving authority of the VAT department validates the data and the inspector comments, and either approves or disapproves the application for VAT/CST registration. Upon approval, the Registration Certificate (RC) and the TIN number are generated. If the application is disapproved, a rejection notice is sent to the dealer mentioning the reasons for rejection of the application.

Steps to Perform Online Registration:-

Introduction to web portal

The Value Added Tax Department, Daman & Diu has launched a web portal with the URL www.ddvat.gov.in. The web portal offers different kinds of e-services to the dealers under Value Added Tax (VAT) and Central Excise Tax (CST).

U.T. Administration of Daman & Diu
The Value Added Tax Department

All Your Transactions should be accounted for

The Union Territory (U.T.), of Daman & Diu is a centrally administered territory without legislature. The territory was under Portugal Rule up to its liberation i.e. up to 19/12/1961. The GOI had exempted this U.T. from Sales tax regime. However, with the increase in Industries, Trade and commercial activities in the U.T., there was persistence from the neighbouring States to discontinue the exemption of tax to avoid unhealthy competition of prices among the neighboring States; it was decided to impose sales tax in the U.T.

Latest News

e-Services - Demo

- o VATSoft Officers Login
- o e-Registration
- o e-Services

e-Services - Online

- o VATSoft Officers Login
- o e-Registration
- o e-Services

Dealer Services

- o Schedule
- o Tax_Rate

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 Office of the Development Commissioner, Secretariat,
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 Telephone Number : 0260-2230349, Fax Number : 0260-2230351

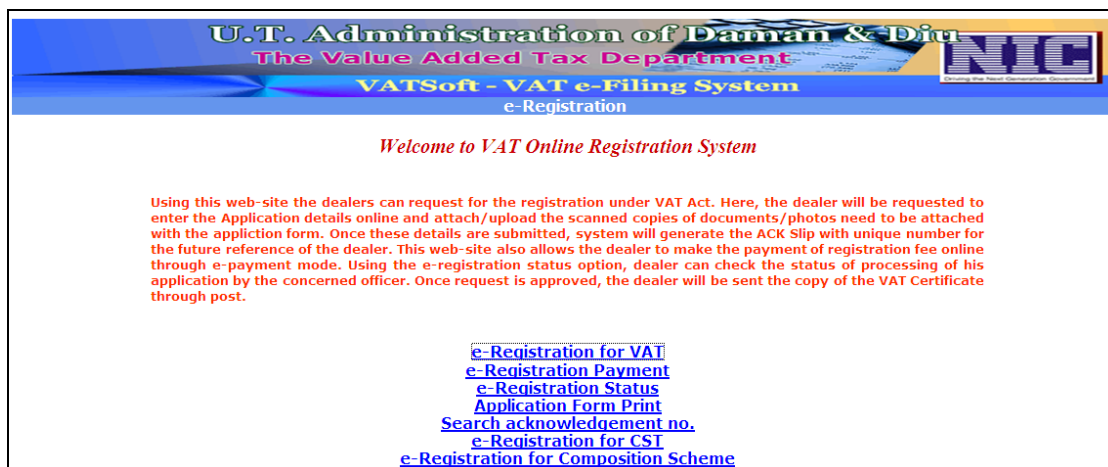
India Portal
india.gov.in
 The national portal of India

The portal offers major functionalities like:-

- e-services like e-registration, e-payment, e-returns, e-amendment, e-refund,online issuance of statutory forms.
- Tracking the status of various applications on-line
- Various dealer services such as Information on Schedules,Tax rates etc.
- Latest News, updates
- Acts,Rules,Notifications
- FAQs, Query posting and replying

e-Registration for VAT

Under e-Registration for VAT, the dealer can request for the registration under VAT act. The dealer can register by clicking 'e-Registration for VAT' in the welcome page. The dealers who want to register under VAT can also register by clicking 'e-Registration for VAT' in the welcome page. Once the dealer clicked 'e-Registration for VAT', the dealer can see the Instructions for filling Registration form. Upon reading the instructions the dealer will then be directed to Form DVAT 04 Cover page where the dealer can check the list of Mandatory supporting documents and optional supporting documents. Upon selecting the Mandatory and Optional supporting documents the dealer will then be directed to DVAT 04 (1-10), then DVAT 04 (11-17), and then to DVAT 04 (18-23) in which various necessary details can be filled by the dealer. Upon filling the necessary details, the dealer will then be directed to the Annexure I, Annexure II, and Annexure III. Upon filling the details, the dealer will then be directed to Documents screen in which the dealer can upload the documents. Upon uploading the documents, dealer will then complete the e-Registration for VAT which will generate an acknowledgement number which can be used for future reference by the dealer.



Upon clicking 'e-Registration for VAT', the following screen with instructions for filling up the application form shall appear.

Screen 1- Instructions

Instructions for filling Registration Form (DVAT-04) (For details refer to Section 19 and Rule 12)	
1	Please fill in all the details in CAPITAL letters
2	Please note that you are mandatorily required to register if you:
	(i) had turnover of more than Rupees 5 lakhs in the preceding financial year, or
	(ii) exceed turnover of Rupees 5 lakhs in the current year, or
	(iii) are liable to pay tax, or are registered or required to be registered under Central Sales Tax Act, 1956
3	Please note that irrespective of the quantum of turnover of the business, a dealer may apply for voluntary registration under the Daman & Diu Value Added Tax Regulation, 2005.
4	For field 3, an "importer" means -
	(i) a person who brings his own goods into Daman and Diu ; or
	(ii) a person on whose behalf another person brings goods into Daman and Diu ; or
	(iii) in the case of a sale occurring in the circumstances referred to in sub-section 2 of section 6 of the Central Sales Tax Act, 1956, the person in Daman and Diu to whom the goods are delivered
5	The application for registration under this Regulation should be filed within 30 days from the date of person becoming liable for payment of tax.
6	For field 8, if the business does not have a PAN, then please mark 'Applied for' or 'N/A' as applicable.
7	For field 15, please fill the description of top 5 items on the basis of value of goods sold.
8	In case any of these details change, the dealer is required to intimate the department of the amendments within one month of the change.
9	The form has to be filled and signed by the authorised signatory of the business.
10	Businesses with a turnover of more than Rs 5 crores are mandatorily required to file returns every month. Businesses with a turnover of less than Rs 5 crores are required to file returns every quarter. They may however, elect to file their returns every month.
11	Registration application should be verified and signed by the following:
	(i) in the case of an individual, by the individual himself, and where the individual is absent from India, either by the individual or by some person duly authorised by him in this behalf and where the individual is mentally incapacitated from attending to his affairs, by his guardian or by any other person competent to act on his behalf;
	(ii) in the case of a Hindu Undivided Family, by a Karta and where the Karta is absent from India or is mentally incapacitated from attending to his affairs, by any other adult member of such family;
	(iii) in the case of a company or local authority, by the principle officer thereof;
	(iv) in the case of a firm, by any partner thereof, not being a minor;
	(v) in the case of any other association, by any member of the association or persons;
	(vi) in the case of a trust, by the trustee or any trustee; and
	(vii) in the case of any other person, by some person competent to act on his behalf.
Instructions for filling Registration Form (Annexures I, II and III)	
1	In case of partnerships, Annexure I to be filled and signed by the managing partner plus top 4 other partners.
2	In case of companies, Annexure I to be filled and signed by the company secretary, the managing director and 3 other directors.
3	If required, make additional copies of the Annexures and attach with application form for registration (DVAT-04).
4	An amendment would be required each time a person changes (and not when the details of an existing person change)
5	In case of minors, the specimen signature of guardian/ trustee should be furnished.
6	In case of Annexure III, it is to be filled and signed by the person whose details are given in the Annexure.
7	Every sheet filled in the Annexures has to be signed by the same person (authorised signatory) who has signed the registration application.
8	In case any of the Annexures are not applicable, please strike off the same and write 'Not Applicable' on the said Annexure.
Method of Calculating Security Amount	
Prescribed Security Amount (Rs)	50,000
Reduction sought (Maximum reduction available Rs. 25,000)	Rebate (Rs)
1 Proof of ownership of principle place of business	15,000
2 Proof of ownership of residential property by proprietor/ managing partner	10,000
3 Copy of passport of proprietor/ managing partner	5,000
4 Copy of Permanent Account Number in the name of the business allotted by the Income Tax Department	5,000
5 Copy of last electricity bill (The bill should be in the name of the business and for the address specified as the main place of business in the registration form)	5,000
6 Copy of last telephone bill (The bill should be in the name of the business and for the address specified as the main place of business in the registration form)	2,500
Previous Next	

Action Description Table (1) for Screen 1:-

Label no.	Label name	Action to be performed
-	Previous	On clicking Previous, the system will go back to the Welcome page
-	Next	On clicking Next, the system will proceed to the Form DVAT 04 Cover Page screen

Once the dealer has read all the instructions, he can go to the next screen by clicking 'Next'. Upon the user clicking 'Next', the next screen with the Form DVAT 04 Cover page providing the Check list of supporting documents will appear.

The e-registration application consists of the following sections:-

- Form DVAT 04 - Cover Page
- DVAT 04(1 to 10)
- DVAT 04(11 to 17)
- DVAT 04(18 to 23)
- Annexure I
- Annexure II
- Annexure III
- Bank Info
- Documents
- Finish

Screen 2 – Form DVAT 04 – Cover Page

U.T. Administration of Daman & Diu
The Value Added Tax Department
VATSOFT - VAT e-Filing System

MainPage :e-Registration:

Form DVAT 04 – Cover Page
Form DVAT 04 – Cover Page
Checklist of Supporting Documents

Form DVAT 04 (1 TO 10)
DVAT 04(11 TO 17)
DVAT 04(18 TO 23)
Annexure I
Annexure II
Annexure III
Documents
Finish

Please tick as applicable

Mandatory Supporting Documents

☐ Annexures of the Form duly filled in (in case any of the annexures is not applicable, please mention the same.)

☐ Proof of incorporation of the applicant dealer i.e. Copy of deed of constitution (partnership deed (if any), certificate of registration under the Societies Act, Trust deed, Memorandum and Articles of Association etc) duly certified by the authorised signatory

☐ Proof of identity of authorised signatory signing the Registration Application Form

☐ In case of a dealer applying for registration and simultaneously opting for payment of tax under composition scheme, please attach application in Form DVAT 01 along with this application

☐ Proof of Security

Optional Supporting Documents (For reduction in Security Amount)

☐ Proof of ownership of principle place of business

☐ Proof of ownership of residential property by proprietor/ managing partner

☐ Copy of passport of proprietor/ managing partner

☐ Copy of last electricity bill (The bill should be in the name of the business and for the address specified as the main place of business in the registration form)

☐ Copy of last telephone bill (The bill should be in the name of the business and for the address specified as the main place of business in the registration form)

☐ Copy of Permanent Account Number in the name of the business allotted by the Income Tax Department

Next

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Mandatory Supporting Documents

- ☐ Annexure of the Form duly filled in (in case any of the annexure is not applicable, please mention the same)
- ☐ Proof of incorporation of the applicant dealer i.e. Copy of deed of constitution (partnership deed (if any), certificate of registration under the Societies Act, Trust deed, Memorandum and Articles of Association etc) duly certified by the authorized signatory
- ☐ Proof of identity of authorized signatory signing the Registration Application Form
- ☐ Two self addressed envelopes (Without stamps)
- ☐ In case of a dealer applying for registration and simultaneously opting for payment of tax under composition scheme, please attach application in Form DVAT 01 along with this application
- ☐ Proof of Security

Optional Supporting Documents

- ☐ Proof of ownership of principle place of business
- ☐ Proof of ownership of residential property by proprietor/ managing partner
- ☐ Copy of passport of proprietor/ managing partner
- ☐ Copy of last electricity bill (The bill should be in the name of the business and for the address specified as the main place of business in the registration form)
- ☐ Copy of last telephone bill (The bill should be in the name of the business and for the address specified as the main place of business in the registration form)
- ☐ Copy of Permanent Account Number in the name of business allotted by the Income Tax Department

Action Description Table (2) for Screen 2:-

Label no.	Label name	Action to be performed
-	Next	On clicking Next, the system will proceed to the DVAT 04(1to10) screen

The applicant needs to tick the relevant Mandatory supporting documents and optional supporting documents which the applicant will furnish to the DoVAT. Once the applicant tick on the list of documents, click 'Next', the system will proceed to the DVAT 04(1to10) screen.

Screen 3 – DVAT 04 (1to10)

Action Description Table (3) for Screen 3:-

Label No	Label Name	Action to be Performed	Mandatory
-	Select Office	Select the appropriate office from the options :- - Department of VAT – Daman Ward Office - Department of VAT – Diu Ward Office	Y
1	Full Name of Applicant Dealer	Enter Name of the dealer	Y
2	Trade Name(if any)	Enter the Trade name of the business	Y
3	Nature of Business	Select your nature of business from any one of the following options :- - Manufacturer - Others - Trader - Works Constructor - Leasing	Y
4	Constitution of Business	Select your business status from any one of the following options given in dropdown box :-	Y

		• Proprietorship • Private Limited Company • Public Limited Company • Public Sector Undertaking • Government Company • Co-operative • Government Dept/Society/Club/Trust • HUF • Others • Partnership • Government Corporation	
5	Type of Registration	Select the type of registration from the options :- • Voluntary • Mandatory	Y
5A	Opting for Composition Scheme under section 16(2) of the Regulation	Select 'Yes' if you want to opt for the Composition Scheme Select 'No' if you do not want to opt for the Composition Scheme	Y
6	Actual Turnover Category	Select 'Less than 5 lakhs' if the Actual Turnover is less than 5 Lakhs Select 'Over 5 Lakhs' if the Actual Turnover is more than 5 Lakhs	Y
6(a)	Turnover in the preceding financial year	Enter the amount of turnover in the preceding financial year	Y
6(b)	Expected turnover in the current financial year	Enter the expected turnover in the current financial year	Y
7	Date from which liable for registration under Daman and Diu Value Added Tax 2005	Enter date from which you are liable for registration under Daman and Diu Value Added Tax 2005	Y
8	Permanent Account Number of the Applicant dealer(PAN)	Enter the PAN number in the format AAAAAA****A	Y
9	Registration Number of the Central Excise Act(if applicable)	Enter registration number of Central Excise Act, if it is applicable to you	N
10	Principal Place of Business	Enter the full address of the Principal place of business in the following fields:- • Building Name/No. • Area/Road • Locality/Market	N

		• District • Pin Code	
-	Contact details	Enter the contact details of the dealer in the following fields:- • e-mail id • telephone number • mobile number • fax number	Y
-	Previous	On clicking Previous, the system will go back to the Form DVAT 04 – Cover page	
-	Next	On clicking Next, the system will proceed to DVAT 04(11-17) page	

After entering all the required details, click on 'Next' and the system will proceed to DVAT 04(11-17) screen.

If you want to return to Form DVAT 04 – Cover Page, click on 'Previous'.

Screen 4 – DVAT 04 (11-17)

U.T. Administration of Daman & Diu The Value Added Tax Department VATSoft - VAT e-Filing System			
MainPage		:e-Registration.:	
Form DVAT 04 – Cover Page DVAT 04(1 TO 10) DVAT 04(11 TO 17) DVAT 04(18 TO 23) Annexure I Annexure II Annexure III Documents Finish	DVAT 04(11 TO 17) 11 Address ☐ Same As Above ☒ Different From Principal Place Of Business Address for service of notice (If Different From Principle Place Of Business) Building Name/ Number* Area/ Road* Locality / Market* District* Daman District State DAMAN AND DIU PIN Code* Country INDIA Godown/Warehouse Factory Shop Other Place(s) Of Business Account number Details of main Bank account MICR number Name of Bank Abhinav Sahakari Bank Ltd. Address of Bank Own Capital (Rs) Loan From Banks (Rs) Other Loans and Borrowings(Rs) Plant & Machinery (Rs) Land & Building (Rs) Other Assets & Investments (Rs) 12 Number of additional places of business within or outside the state (Also Please Complete Annexure II) 13 Details of investment in the business (details Should be current as on date of application) 14 Description of top 5 items you deal or propose to deal in Select Commodity* Acetals and hemiacetals. Description Of Items* [+] Add • Commodity Deleted ! No Major Commodities 15 Accounting Basis Accrual Frequency of filing returns (to be filled in by the dealer whose turnover is less than Rs. 5 crore in the preceding year) ☒ Monthly ☐ Quarterly 16 Previous Next		

Action Description Table (4) for Screen 4:-

Label No	Label Name	Action to be Performed	Mandatory
11	Address	Select 'Same as above' if your address for service of notice is same as Principal Place of Business. System will automatically display the address entered in Principal Place of Business. Select 'Different from the Principal Place of Business' if your address for service of notice is different from the Principal Place of Business. Enter the relevant details in the following fields, if the address is different from the Principal Place of Business.	Y

		• Building Name/No. • Area/Road • Locality/Market • District • Pin Code • State • Country	
12	Number of Additional places of business within or outside the state	Enter the number of places in number value as applicable in the following fields:- • Godown/Warehouse • Factory • Shop • Other places of business	N
13	Details of Main Bank Account	Main bank account details to be furnished separately later. Hence you may not enter any details here.	N
14	Details of Investments in business	Enter amount, as applicable, under the following heads:- • Own Capital, • Loan from bank, • Other loan and Borrowings, • Plant and Machinery, • Land and Building, • Other Assets and Investments	N
15	Description of top 5 items you deal with or propose to deal with	Select the commodity (on the basis of values of goods sold) as per the Schedule of Commodities. Enter the Description of Item for the selected commodity. Click on 'Add' to add the Commodity description for the selected commodity. Note:-If you want to add more commodities, please select the commodity and add the description for each of the commodities selected as mentioned above.	Y
16	Accounting Basis	Select Computerised System	N
17	Frequency of filing returns(to be filled by the dealer whose turnover is less than Rs. 5 crore in the preceding year)	Select from the options :- • Monthly • Quarterly <i>Note:-Businesses with a turnover of more than Rs.5 crores are mandatorily required to file returns every month. Businesses with a turnover of less than Rs.5 crores are required to file returns every quarter. They may, however, elect to file their returns every month.</i>	N
-	Previous	On clicking Previous, the system will go back to DVAT 04(1-10) page	
-	Next	On clicking Next, the system will proceed to	

		DVAT 04(18-23) screen	
--	--	-----------------------	--

After entering all required details, click on 'Next' and the system will proceed to the DVAT 04(18-23) screen.

If you want to return to DVAT 04(1-10) screen, click on 'Previous'.

Screen 5 – DVAT 04 (18 to 23)

U.T. Administration of Daman & Diu
The Value Added Tax Department
VATSOFT - VAT e-Filing System

MainPage : e-Registration.:

Form DVAT 04 - Cover Page
DVAT 04(1 TO 10)
DVAT 04(11 TO 17)
DVAT 04(18 TO 23)
Annexure I
Annexure II
Annexure III
Documents
Finish

DVAT 04(18 TO 23)

18 Security*	(a) Amount Of Security (Rs)	(b) Date Of Expiry Of Security	(c) Type Of Security
(i)			FIXED DEPOSIT
(ii)			FIXED DEPOSIT
(iii)			FIXED DEPOSIT
19 Number of persons having interest in business* (Also Please Complete Annexure I For Each Person)			
20 Number of managers*			
21 Number of authorised signatories*			
22 Name of Manager			
23 Name of authorised Signatory * Please Complete Annexure III			

[Previous](#) [Next](#)

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Action Description Table (5) for Screen 5:-

Label No	Label Name	Action to be Performed	Mandatory
18	Security	Enter the following details:- - The amount paid as security deposit, - Security Deposit type and - Security Deposit expiry date in dd/mm/yyyy format	Y
19	Number of persons having interest in business	Enter number of persons having interest in business Note:-Incase of Partnerships, Annexure I to be filled.	Y
20	Number of Managers	Enter number. of managers having interest in the business	Y
21	Number of Authorized signatories	Enter the number of authorized signatories	Y
22	Name of Manager	Enter the name of the manager	N
23	Name of Authorized Signatory	Enter the name of the authorized signatory	Y
-	Previous	On clicking Previous, the system will go back to DVAT 04(11-17) screen	
-	Next	On clicking Next, the system will proceed to Annexure I screen	

After entering all required details, click on 'Next' and the system will proceed to Annexure I screen. If you want to return to DVAT 04(11-17) page, click on 'Previous'.

Screen 6 - Annexure I

- For entering the details of the any other person, select 'Others'.
- For entering the details of the Business Partner, select 'Partner'.
- For entering the details of the Manager, select 'Manager'.

Action Description Table (6) for Screen 6:-

Label No	Label Name	Action to be Performed	Mandatory
1	Full Name of Applicant Dealer	The full name of the applicant dealer shall be displayed automatically by the system.	Y
2	Registration Number	Enter the registration number if applied for amendment of registration	Y
3	Full Name of Person	Enter the full name of the person in the order of first name, middle name and last name	Y
4	Date of Birth	Enter the DOB in dd/mm/yyyy format	Y
5	Gender	Select the Gender as 'Male' or 'Female' as the case may be	N
6	Father's/Husband's Name	Enter father's or husband's name in the space	N
7	PAN	Enter the Permanent Account Number in the space	Y

8	Passport Number	Enter the passport number in the space	N
9	e-mail Address	Enter the e-mail address in the space (in the format abc@gmail.com)	Y
10	Residential Address	Enter the complete residential address details in the following fields:- • Building Name/Number • Area/Road • Locality/Market • Telephone No. • Fax No.	Y
11	Permanent Address	Enter the permanent address details in the following fields:- • Building Name/Number • Village/Town/City	N
-	Verification	Click on the I/We Accept button to accept the correctness of the details furnished in the online form.	Y
-	Add	To add the details of the Partners/Manager/Others, as the case may be	
-	Update	To update the details of the Partners/Manager/Others, as the case may be	
-	Delete	To delete the details of the Partners/Manager/Others, as the case may be	
-	Previous	On clicking Previous, the system will go back to the VAT 04 (18 -23) page	
-	Next	On clicking Next, the system will proceed to Annexure II page	

Note:-If there is more than one partner/manager please use 'Add button' to add more partners/managers, as the case may be.

After entering all the required details, please select the tick box to accept the terms and conditions and click on 'Next' and the system will proceed to the Annexure II screen.

If you want to return to VAT 04(18-23) page, click on 'Previous'.

Screen 7 – Annexure II

U.T. Administration of Daman & Diu
The Value Added Tax Department
VATSoft - VAT e-Filing System

MainPage ::e-Registration::

Form DVAT 04 – Cover Page
DVAT 04(1 TO 10)
DVAT 04(11 TO 17)
DVAT 04(18 TO 23)
Annexure I
Annexure II
Annexure III
Documents
Finish

Annexure II : Details of Additional Places of Business/Factories/Godown/Warehouse/Offices

1 Full Name of Applicant Dealer ANKUR

2 Registration Number * This field is applicable when applying for amendment of registration in Form DVAT 07

Details of Additional Places of Business/ Factories/ Godown/ Warehouse/ Offices

3 Type Factory (Godown/Warehouse/ Factory/ Shop/ Others)

4 Address

Building Name / Number

Area/ Road

Locality/ Market

District Daman District PIN Code

State DAMAN AND DIU

e-mail id

Telephone Number Date of Establishment

Fax Number

Location of Business Place ☒ Within State ☐ Outside State

Registration No. of Branch

Under State Act:

Under CST Act, 1958:

Verification

[+] Add [I] Update [X] Delete

List of Business Places

Previous Next

@National Informatics Centre

Action Description Table (7) for Screen 7:-

Label No	Label Name	Action to be Performed	Mandatory
1	Full Name of Applicant Dealer	The full name of the applicant dealer shall be displayed automatically by the system.	N
2	Registration Number	Enter the registration number if applied for amendment of registration	Y
Details of Additional Place of Business/Factory/Godown/Warehouse/Others			
3	Type	Please enter the type of additional place of business from the following options:- - Godown - Warehouse - Factory - Shop - Others	N
4	Address	Enter the following details in the respective fields:- - Building Name/No. - Area/Road - Locality/Market - District - Pin Code - State	N
-	Telephone	Enter the telephone no. of the additional place of business	N
-	Date of Establishment	Enter the date of establishment	N

-	Location of Business Place	Select 'Within State' if the additional place of business is within the U.T. and select 'Outside State' if the additional place of business is outside the U.T.	N
-	Registration number of Branch	Enter the registration number in the following fields:- • under the State Act • under CST Act, 1958	N
-	Verification	Click on the, I/We Accept button to accept the correctness of the details furnished in the online form.	Y
-	Add	To add the details of the Additional Place of business/ Factories/Godown/Warehouse/Officers, as the case may be	
-	Update	To update the details of the Additional Place of business/ Factories/Godown/Warehouse/Officers, as the case may be	
-	Delete	To delete the details of the Additional Place of business/ Factories/Godown/Warehouse/Officers, as the case may be	
-	Previous	On clicking Previous, the system will go back to the Annexure I page	
-	Next	On clicking Next, the system will proceed to Annexure III page	

After entering all the required details, please select the tick box to accept the terms and conditions and click on 'Next' and the system will proceed to Annexure III screen.

If you want to return to Annexure I page, click on 'Previous'.

Screen 8 – Annexure III

U.T. Administration of Daman & Diu
The Value Added Tax Department
VATSOFT - VAT e-Filing System

MainPage :e-Registration:

Form DVAT 04 – Cover Page
DVAT 04(1 TO 10)
DVAT 04(11 TO 17)
DVAT 04(18 TO 23)
Annexure I
Annexure II
Annexure III
Documents
Finish

Annexure III : Particulars Of The Authorised Signatory

☐ Auth. Signatory

1 Full Name of Applicant Dealer: ANKUR

2 Registration Number: * This field is applicable when applying for amendment of registration in Form DVAT 07

3 Name of Authorised Signatory*: 1

4 Date of Birth*: 5 Gender (M or F) ☒ Male ☐ Female

6 Father's / Husband's Name

7 PAN*: 8 Passport No.

9 Email address*

10 Residential Address

Building Name/ Number*

Area/ Road*

Locality/ Market*

Pincode* Telephone Number

Fax Number

11 Permanent Address

☐ Same As Above ☐ Different From Residential Address

Building Name/ Number

Area/ Road

Locality/ Market

Pincode Telephone Number

Fax Number

[+] Add [!] Update [X] Delete

List of Authorised Signatory Details

Acceptance as an authorised signatory ☐
I hereby solemnly accord my acceptance to act as authorised signatory for the above referred business and all my acts shall be binding on the business.

Previous Next

@National Informatics Centre

Action Description Table (8) for Screen 8:-

Label No	Label Name	Action to be Performed	Mandatory
1	Full Name of Applicant Dealer	The full name of the applicant dealer shall be displayed automatically by the system.	N
2	Registration Number	Enter the registration number if applied for amendment of registration	Y
3	Name of the Authorized Signatory	Enter the full name of the person in the order of first name, middle name and last name.	Y
4	Date of Birth	Enter the DOB in dd/mm/yyyy format	Y
5	Gender	Select the Gender as 'Male' or 'Female' as the case may be	N
6	Father's/Husband's Name	Enter father's or husband's name in the space	N
7	PAN	Enter the Permanent Account Number in the space	Y

8	Passport Number	Enter the passport number in the space	N
9	e-mail Address	Enter the e-mail address in the space (in the format abc@gmail.com)	Y
10	Residential Address	Enter the complete residential address Enter the complete residential address details in the following fields:- • Building Name/Number • Area/Road • Locality/Market • Telephone No. • Fax No.	Y
11	Permanent Address	Enter the permanent address details in the following fields:- • Building Name/Number • Village/Town/City	N
12	Declaration	Click on the, I/We Accept button to accept the correctness of the details furnished in the online form.	N
13	Acceptance as an authorized signatory	Click on I Accept button, to accept to act as an authorized signatory for the above referral.	N
-	Previous	On clicking Previous, the system will go back to the Annexure II page	
-	Next	On clicking Next, the system will proceed to the CST page	

After entering all the required details, please select the tick boxes to accept the declaration and the acceptance as an authorized signatory and click on 'Next' and the system will proceed to the Documents screen.

If you want to return to the Annexure II page, click on 'Previous'.

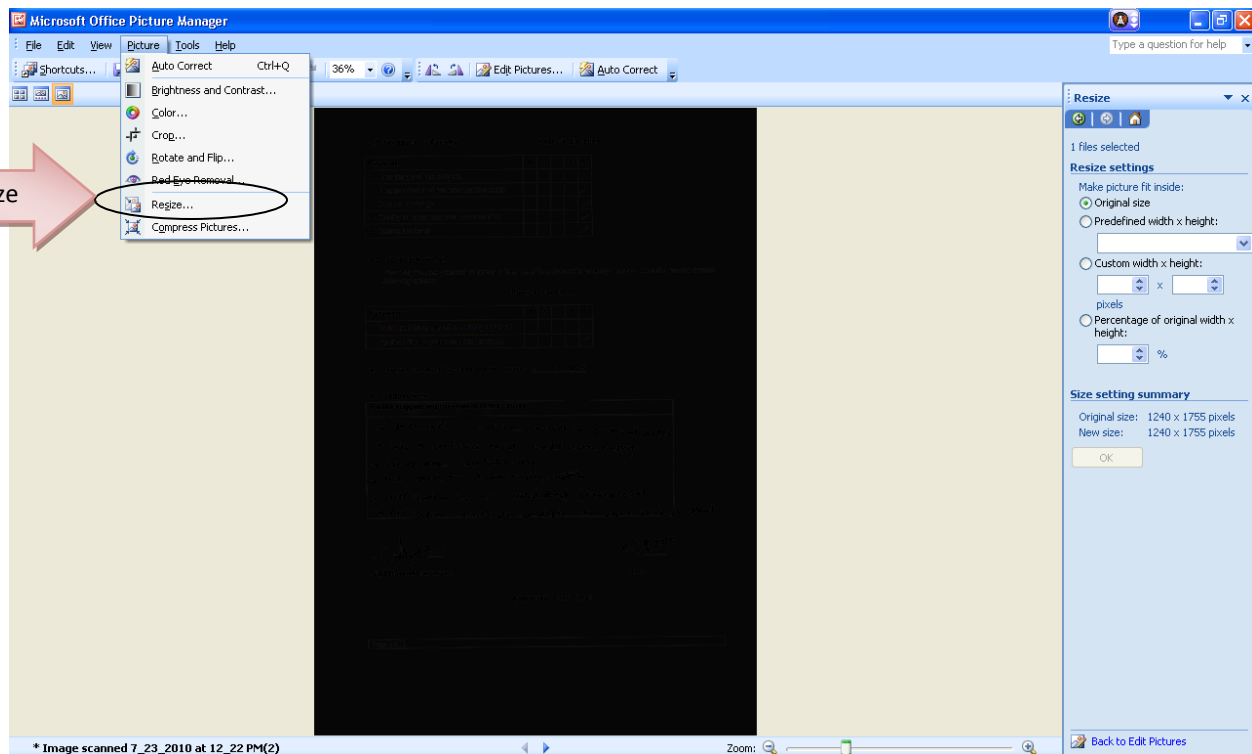
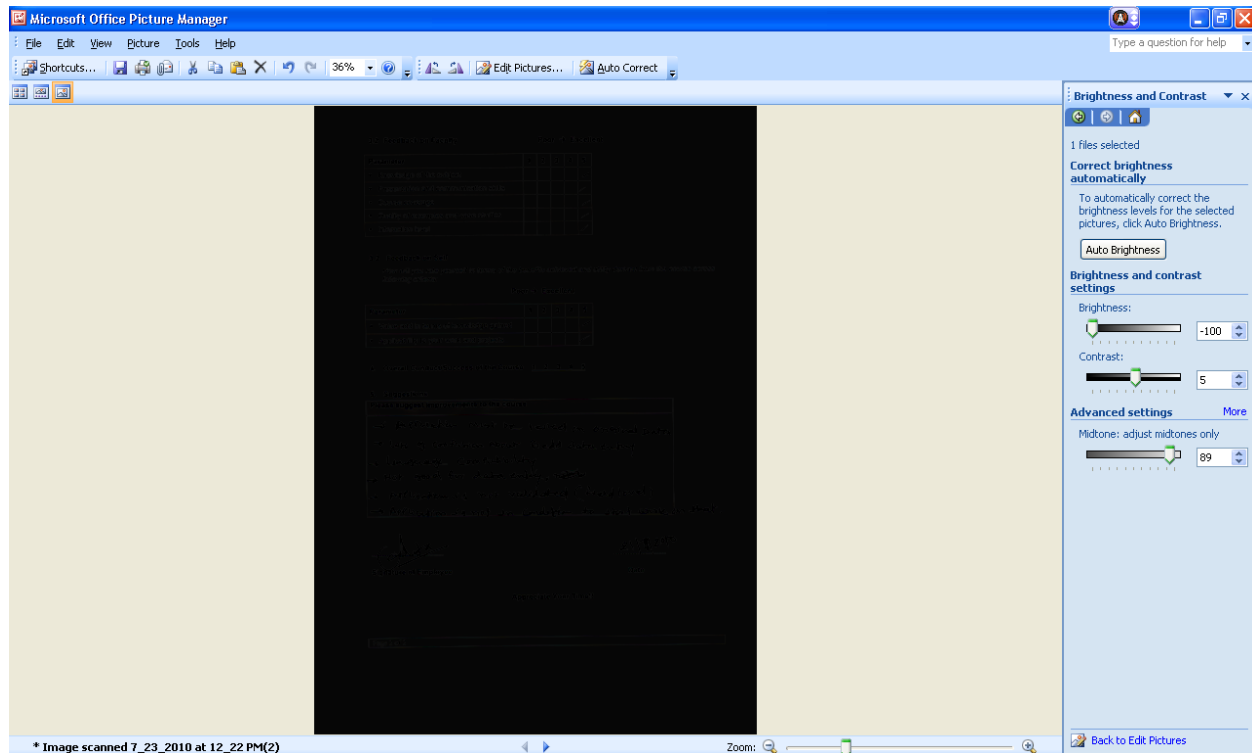
Screen 9 – Documents

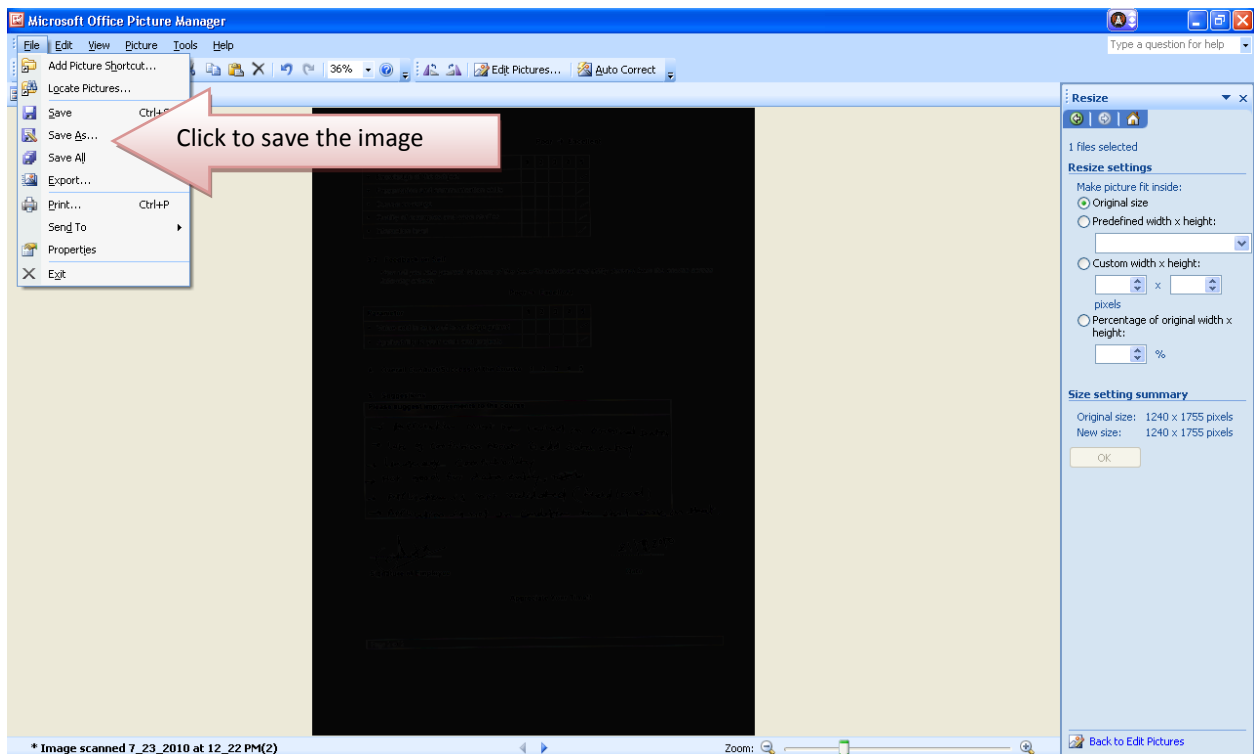
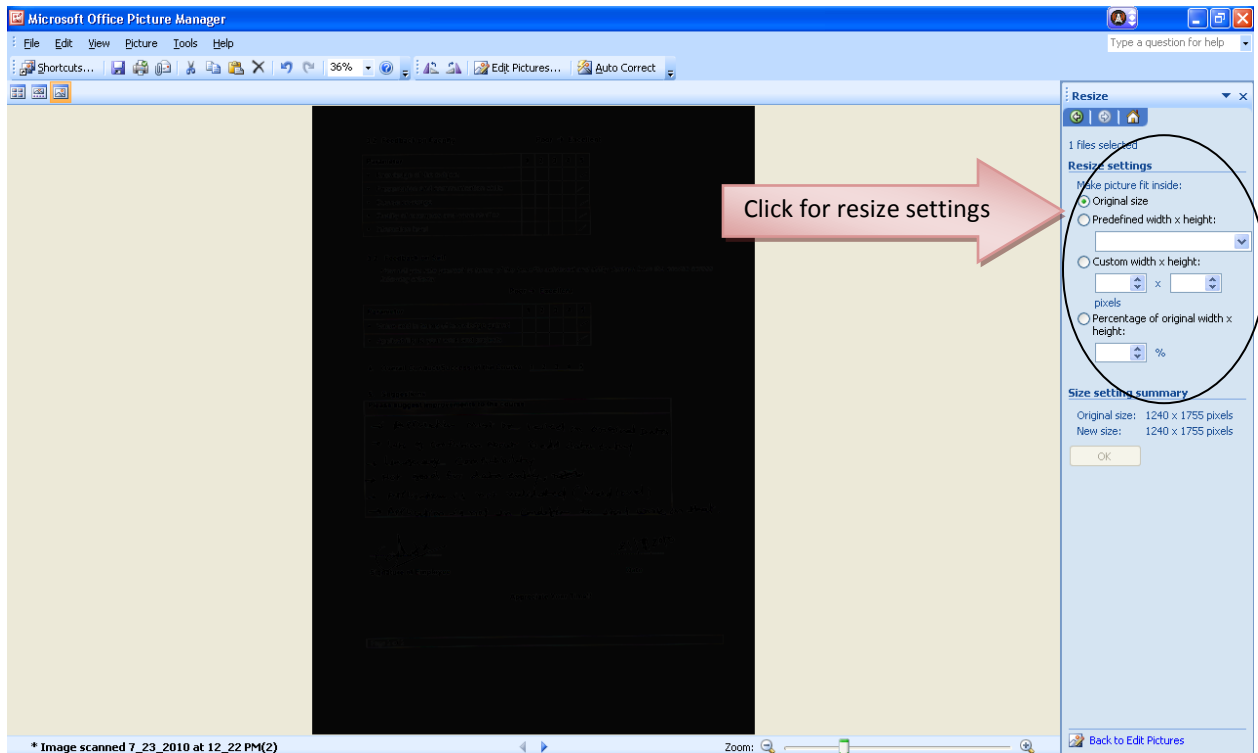
Documents screen is available for dealers to electronically submit their mandatory supporting documents and optional supporting documents to the department. While uploading the document/photograph, the maximum size of the document/photograph to be uploaded should be less than or equal to 100 KB. If the document/photograph to be uploaded exceeds 100 KB, the documents should be scanned with less resolution and the photographs should be scanned with less resolution and shall be cropped so that the size can be reduced to 100 KB or less.

For resizing of scanned document, the dealer shall click on the document. Upon clicking the document, the document shall be visible on the screen. The dealer shall click on the button 'Picture' and shall select 'Resize' from the dropdown menu. The dealer shall resize the document to be uploaded by selecting from the following,

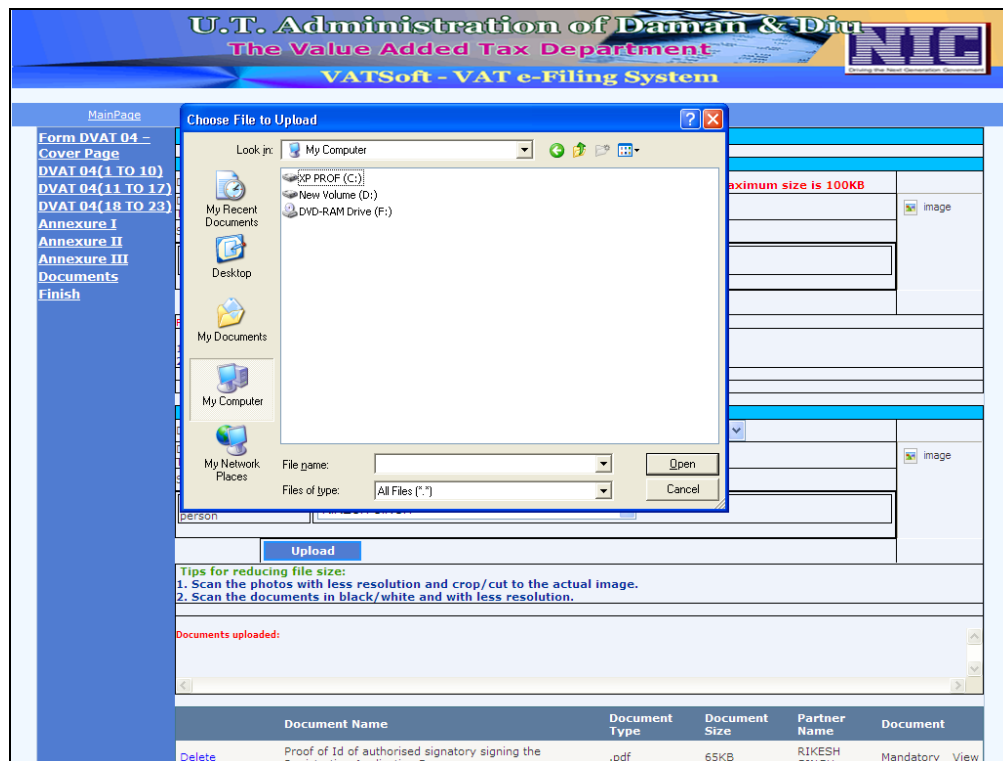
- Original document
- Predefined width*height
- Custom width*height
- Percentage of original width*height

Upon resizing the document, the dealer shall click on the button 'Save As'. Upon saving the file, the dealer shall browse the document to be uploaded.





The documents/photo can be uploaded by clicking on the 'Browse' button as shown in the screen. Upon clicking the browse button, the following screen shall be displayed. The dealer has to select the document/photo in the following way.



Once the documents/photos are uploaded, click on the button 'Next' and the system will proceed further to 'Finish' screen.

Action Description Table (9) for Screen 9:-

Label No	Label Name	Action to be Performed	Mandatory
-	Document	Select the appropriate document from the above mentioned document list for uploading.	Y
-	Document Type	Select the document type from the list. Note that the documents to be uploaded should be in JPEG or PDF format only.	Y
-	Select File	Click on 'Browse' to locate the path of the file (document) to be uploaded.	Y
-	Upload	To upload the file(document) selected	Y
-	Previous	On clicking Previous, the system will go back to the Bank Details page	
-	Next	On clicking Next, the system will proceed to the Finish page	

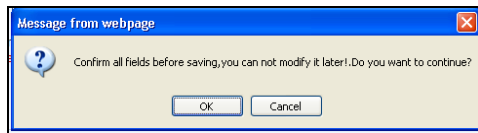
Screen 10 – Finish

Action Description Table (10) for Screen 10:-

Label No	Label Name	Action to be Performed
-	Submit	To submit the application for registration for VAT
-	Previous	On clicking Previous, the system will go back to the Documents page

After all the details have been entered, confirm the details entered by clicking 'Submit' button.

Upon clicking the submit button and if all the required details as required in the application has been entered already, the system shall display the confirmation pop-up.

Screen 11 – Confirmation pop-up

Action Description Table (11) for Screen 11:-

Label No	Label Name	Action to be Performed
-	OK	To register the application
-	Cancel	To go back to edit the details

If the user wants to submit the application, click 'OK'. If the user wants to edit any of the details, entered previously, click 'Cancel'.

If the user clicks on 'OK', the system shall generate a unique acknowledgement number with date and the following screen will appear. Note down the unique number and date for all future references and interaction with the DoVAT, Daman & Diu.

Screen 12 – Acknowledgement Screen

U.T. Administration of Daman & Diu
The Value Added Tax Department
VATSoft - VAT e-Filing System

MainPage :e-Registration acknowledgment notification.:

Please note down your acknowledgement number: **11400575** and date: **27/01/2012** for future use.
 You can check the status of application and kind of original documents required to be
 produced for verification by viewing the ['REGISTRATION STATUS'](#) after 2 working days.

Please provide your manual payment details in the E-registration payment Link for completion of the registration process

[Print](#)

Action Description Table (12) for Screen 12:-

Label No	Label Name	Action to be Performed
-	Print	To print the application form

Once the acknowledgement number has been generated, the dealer can print the application by clicking on the button 'Print'.

e-Registration Status

Dealers are provided with an acknowledgement number once they submit the registration application. This acknowledgement can be used to view the status of the application online. In order to view the status, click on the “e-Registration status” link from the following Welcome page of VAT online Registration System.

U.T. Administration of Daman & Diu
The Value Added Tax Department
VATSOFT - VAT e-Filing System
 e-Registration

Welcome to VAT Online Registration System

Using this web-site the dealers can request for the registration under VAT Act. Here, the dealer will be requested to enter the Application details online and attach/upload the scanned copies of documents/photos need to be attached with the application form. Once these details are submitted, system will generate the ACK Slip with unique number for the future reference of the dealer. This web-site also allows the dealer to make the payment of registration fee online through e-payment mode. Using the e-registration status option, dealer can check the status of processing of his application by the concerned officer. Once request is approved, the dealer will be sent the copy of the VAT Certificate through post.

[e-Registration for VAT](#)
[e-Registration Payment](#)
[e-Registration Status](#)
[Application Form Print](#)
[Search acknowledgement no.](#)
[e-Registration for CST](#)
[e-Registration for Composition Scheme](#)

Screen 1 – e-Registration Status

U.T. Administration of Daman & Diu
The Value Added Tax Department
VATSOFT - VAT e-Filing System
 e-Registration status

[Go to Home Page](#)

Enter Ack.no:

Enter Ack.date:

☒ VAT ☐ CST ☐ COT

Action Description Table (1) for Screen 1:-

Label No	Label Name	Action to be Performed	Mandatory
-	Enter Ack. No	Enter the acknowledgement number provided by the software application at the end of e-Registration	Y
-	Enter Ack. Date	Enter the acknowledgement date in the dd/mm/yyyy format	Y
-	VAT/CST/COT	In the options section, select VAT	Y
-	Go	To get the status of the acknowledgement number you have entered	
-	Back	On clicking Back, the system will go back to the previous page namely the Welcome page of the VAT registration	

		system	
--	--	--------	--

Screen 2 –e-Registration Status Result

U.T. Administration of Daman & Diu
The Value Added Tax Department
VATSoft - VAT e-Filing System

e-Registration status

[Go to Home Page](#)

Enter Ack.no	11400575
Enter Ack.date	27/01/2012
☒ VAT ☐ CST ☐ COT	
GO Back	

Ack.no.: 11400575

Applicant Name	RIKESH SINGH
Trade Name	AUTOMOBILES LTD.
VAT Office	Dept.of VAT-Daman Ward Office - Daman

Your Application is pending with Inspector for Inspection.

Please provide your manual payment details in the E-registration payment Link for completion of the registration process

Status of the application is provided with the applicant's name, trade name, VAT office and the current status of the application.

Application Form Print

If a dealer wishes to take a print of the data he has submitted to the VAT department then the dealer needs to click on the Application Form Print link.

U.T. Administration of Daman & Diu
The Value Added Tax Department
VATSOFT - VAT e-Filing System
 e-Registration

Welcome to VAT Online Registration System

Using this web-site the dealers can request for the registration under VAT Act. Here, the dealer will be requested to enter the Application details online and attach/upload the scanned copies of documents/photos need to be attached with the application form. Once these details are submitted, system will generate the ACK Slip with unique number for the future reference of the dealer. This web-site also allows the dealer to make the payment of registration fee online through e-payment mode. Using the e-registration status option, dealer can check the status of processing of his application by the concerned officer. Once request is approved, the dealer will be sent the copy of the VAT Certificate through post.

[e-Registration for VAT](#)
[e-Registration Payment](#)
[e-Registration Status](#)
[Application Form Print](#)
[Search acknowledgement no.](#)
[e-Registration for CST](#)
[e-Registration for Composition Scheme](#)

Screen 1 – Acknowledgement Print

U.T. Administration of Daman & Diu
The Value Added Tax Department
VATSOFT - VAT e-Filing System
 Acknowledgement Print

[Go to Home Page](#)

Enter Ack.no:

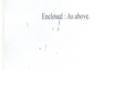
Enter Ack.date:

☒ VAT ☐ CST ☐ COT

Action Description Table (1) for Screen 1:-

Label No	Label Name	Action to be Performed	Mandatory
-	Enter Ack. No	Enter the acknowledgement number provided by the software application at the end of e-Registration	Y
-	Enter Ack. Date	Enter the acknowledgement date in the dd/mm/yyyy format	Y
-	VAT/CST/COT	In the options section, select VAT	Y
-	Go	To get the data of the application you have submitted to the department	
-	Back	On clicking Back, the system will go back to the previous page namely the Welcome page of the VAT registration system	

Screen 2 – Printable Registration Data

Department of Value Added Tax Form DVAT 04 (See Rule 12 of the Daman and Diu Value Added Tax Rules, 2005) Application for Registration under Daman and Diu Value Added Tax Regulation, 2005			
ACK NO 11400575 Dated 27/01/2012			
Checklist of Supporting Documents			
Mandatory Supporting Documents			
☐ Annexures of the Form duly filled in (in case any of the annexures is not applicable, please mention the same)			
☐ Proof of incorporation of the applicant dealer i.e. Copy of deed of constitution (partnership deed (if any), certificate of registration under the Societies Act, Trust deed, Memorandum and Articles of Association etc.) duly certified by the authorised signatory			
☐ Proof of identity of authorised signatory signing the Registration Application Form			
☐ In case of a dealer applying for registration and simultaneously opting for payment of tax under composition scheme, please attach application in Form DVAT 01 along with this application			
☐ Proof of Security			
☐ Copy of Permanent Account Number in the name of the business allotted by the Income Tax Department			
Optional Supporting Documents (For reduction in Security Amount)			
☐ Proof of ownership of principle place of business			
☐ Proof of ownership of residential property by proprietor/ managing partner			
☐ Copy of passport of proprietor/ managing partner			
☐ Copy of last electricity bill (The bill should be in the name of the business and for the address specified as the main place of business in the registration form)			
☐ Copy of last telephone bill (The bill should be in the name of the business and for the address specified as the main place of business in the registration form)			
Latest Photograph			
1.	Full Name Of Applicant Dealer:	RIKESH SINGH	
2.	Trade Name:	AUTOMOBILES LTD.	
3.	Nature Of Business:	OTHERS	
4.	Constitution Of Business:	PROPRIETORSHIP	
5.	Type Of Registration:	VOLUNTARY	
5A.	Opting for composition scheme under section 16(2) of the Regulation?	No	
6.	Annual Turnover Category:	Turnover: Less than Rs. 5 lacs	
6.	(a) Turnover in preceding financial year (b) Expected Turnover in the current financial year	1000/- 10000/-	
7.	Date from which liable for registration under Daman and Diu Value Added Tax Regulation, 2005.	20/12/2007	
8.	Permanent Account Number of the applicant Dealer (PAN):	AAAAA2301A	
9.	Registration number under Central Excise Act (if applicable):	CEA11039	
10.	Principle Place of Business:	Building Name/Number Area/Road Locality/Market District	102-11/A, AUTO MARKET DAMAN ROAD NEW MARKET, 100001 Daman District
		Telephone No. Fax No. Email address	4401111 rikesh.1@kar.nic.in
11.	Address for service of notice :	Building Name/Number Area/Road Locality/Market District	102-11/A, AUTO MARKET, NEW MARKET Daman District 100001 DAMAN AND DIU
12.	Number of additional places of business within or outside the state:		
	Godown/Warehouse	1	
	Factory	0	
	Shop	1	
	Other Place(s) Of Business	0	
13.	Details of Main Bank Account:		
	Account No.	MICR No	Name of Bank
	001000100100	100010	Jankalyan Sahkari Bank
			Address of Bank
			NEW MARKET

14.	Details of investment in business:																											
	Own Capital (Rs)	1/-																										
	Loan From Banks (Rs)	0/-																										
	Other Loans and Borrowings(Rs)	0/-																										
	Plant & Machinery (Rs)	0/-																										
	Land & Building (Rs)	0/-																										
	Other Assets & Investments (Rs)	0/-																										
15.	Description 5 items you deal or propose to deal in:																											
	<table border="1"> <thead> <tr> <th>Commodity</th> <th>Commodity Description</th> </tr> </thead> <tbody> <tr> <td>Acetals and hemiacetals.</td> <td></td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>		Commodity	Commodity Description	Acetals and hemiacetals.																							
Commodity	Commodity Description																											
Acetals and hemiacetals.																												
16.	Accounting Basis:	Accrual																										
17.	Frequency of filling of returns (to be filled in by dealer whose turnover is less than Rs.5 crores in the preceeding year)	Monthly																										
18.	Security:																											
	(a) Amount Of Security (Rs)	100/-																										
	(b) Type Of Security	FIXED DEPOSIT																										
	(c) Date Of Expiry Of Security	20/10/2007																										
19.	Number of persons having interest in business:	1																										
20.	Number of Managers::	1																										
21.	Number of Authorised Signatories:	1																										
22.	Name of Manager:																											
23.	Name of Authorised Signatory:	SANJEEV.D																										
24.	Verification I/we, RIKESH SINGH hereby solemnly affirm and declare that the information given hereinabove is true and correct to the best of my/our knowledge and belief and nothing has been concealed therefrom. Signature of Authorised Signatory: Full name: SANJEEV.D Date: 27/01/2012																											
Department Of Value Added Tax Form DVAT 04: Annexure-I Particulars of Person [Proprietor/ karta/ partners/ Directors in the Business/ Members of Executive Committee of societies, clubs etc.,] having interest in the Business TIN : <table border="1"> <thead> <tr> <th>Full Name of Person</th> <th>Date of Birth</th> <th>Father's/ Husband's Name</th> <th>Address</th> <th>Telephone</th> </tr> </thead> <tbody> <tr> <td>NIL</td> <td>NIL</td> <td>NIL</td> <td>NIL</td> <td>NIL</td> </tr> </tbody> </table> Department Of Value Added Tax Form DVAT 04: Annexure-II Details of additional places business TIN : <table border="1"> <thead> <tr> <th>Type</th> <th>Address</th> <th>District</th> <th>PIN Code</th> <th>Telephone</th> <th>Date of Establishment</th> <th>State Reg No.</th> <th>CST Reg No.</th> </tr> </thead> <tbody> <tr> <td>Factory</td> <td>RIKESH AUTO LIMITED 103, INDUSTRIAL AREA</td> <td>Daman District</td> <td>229402</td> <td>2204949</td> <td>01/05/1995</td> <td>AS1747747</td> <td>ACST3848848</td> </tr> </tbody> </table>			Full Name of Person	Date of Birth	Father's/ Husband's Name	Address	Telephone	NIL	NIL	NIL	NIL	NIL	Type	Address	District	PIN Code	Telephone	Date of Establishment	State Reg No.	CST Reg No.	Factory	RIKESH AUTO LIMITED 103, INDUSTRIAL AREA	Daman District	229402	2204949	01/05/1995	AS1747747	ACST3848848
Full Name of Person	Date of Birth	Father's/ Husband's Name	Address	Telephone																								
NIL	NIL	NIL	NIL	NIL																								
Type	Address	District	PIN Code	Telephone	Date of Establishment	State Reg No.	CST Reg No.																					
Factory	RIKESH AUTO LIMITED 103, INDUSTRIAL AREA	Daman District	229402	2204949	01/05/1995	AS1747747	ACST3848848																					

Department Of Value Added Tax Form DVAT 04: Annexure-III Particulars of the authorised signatory								
TIN :								
Photo	Name of the Authorised Signatory	Date of Birth	Gender	Father's/Husband's Name	PAN	Email	Address	Telephone
	SANJEEV.D	17/11/1975	Male	SANJEET	AAAAA3300X	sanjeev.123@kar.nic.in	11/8, SANJAY COMPLEX INDUSTRIAL CENTER DAMAN	44930020

☒ I SANJEEV.D hereby solemnly accord my acceptance to act as authorised signatory for the above referred business and all my acts shall be binding on the business.

[\[Print\]](#) [\[Exit\]](#)

Search Acknowledgement Number

When a dealer is in need of the acknowledgement number provided by the registration system, then the dealer needs to click on the “Search Acknowledgement no.” link.

U.T. Administration of Daman & Diu
The Value Added Tax Department
VATSOFT - VAT e-Filing System
 e-Registration

Welcome to VAT Online Registration System

Using this web-site the dealers can request for the registration under VAT Act. Here, the dealer will be requested to enter the Application details online and attach/upload the scanned copies of documents/photos need to be attached with the application form. Once these details are submitted, system will generate the ACK Slip with unique number for the future reference of the dealer. This web-site also allows the dealer to make the payment of registration fee online through e-payment mode. Using the e-registration status option, dealer can check the status of processing of his application by the concerned officer. Once request is approved, the dealer will be sent the copy of the VAT Certificate through post.

[e-Registration for VAT](#)
[e-Registration Payment](#)
[e-Registration Status](#)
[Application Form Print](#)
[Search acknowledgement no.](#)
[e-Registration for CST](#)
[e-Registration for Composition Scheme](#)

Screen 1 – Search Acknowledgement Number

U.T. Administration of Daman & Diu
The Value Added Tax Department
VATSOFT - VAT e-Filing System
 e-Registration Acknowledgement no. search

[Go to Home Page](#)

Enter PAN no.

Enter Ack.date

The above screen is displayed once you click the Search Acknowledgement no. link.

Action Description Table (1) for Screen 1:-

Label No	Label Name	Action to be Performed	Mandatory
-	Enter PAN. No	Enter the PAN number submitted in the application. PAN number should be of the format AAAAAA####A	Y
-	Enter Ack. Date	Enter the acknowledgement date in the dd/mm/yyyy format	Y
-	Search	Clicking this button searches for the application submitted with the PAN number and Ack date entered.	
-	Back	On clicking Back, the system will go back to the previous page namely the Welcome page of the VAT registration system	

Screen 2 – Acknowledgement Search Result

The screenshot shows the 'U.T. Administration of Daman & Diu' website with the 'The Value Added Tax Department' banner. Below the banner is the 'VATSOFT - VAT e-Filing System' header and a link to 'e-Registration Acknowledgement no. search'. A search form contains two input fields: 'Enter PAN no.' with the value 'AAAAA2301A' and 'Enter Ack.date' with the value '27/01/2012'. There are 'Search' and 'Back' buttons. Below the form is a table with the following data:

Applicant Name	Trade Name	Office Name	Acknowledgement no.
RIKESH SINGH	AUTOMOBILES LTD.	Dept of VAT-Daman Ward Office - Daman	11400575

The above screen displays the Applicant name, trade name, VAT office name and the acknowledgement number of the application record which matches the PAN number and acknowledgement date

e-Registration for CST

Dealers who wish to submit their application for CST registration can do so using the link provided in the VAT online Registration System. Upon registering for CST, the dealer shall fill the required details in Part (A), Additional Business places, Business Partner Details. Upon filling the details, a unique acknowledgement number shall be generated, which can be used for further reference.s

U.T. Administration of Daman & Diu
The Value Added Tax Department
VATSOFT - VAT e-Filing System
 e-Registration

Welcome to VAT Online Registration System

Using this web-site the dealers can request for the registration under VAT Act. Here, the dealer will be requested to enter the Application details online and attach/upload the scanned copies of documents/photos need to be attached with the application form. Once these details are submitted, system will generate the ACK Slip with unique number for the future reference of the dealer. This web-site also allows the dealer to make the payment of registration fee online through e-payment mode. Using the e-registration status option, dealer can check the status of processing of his application by the concerned officer. Once request is approved, the dealer will be sent the copy of the VAT Certificate through post.

[e-Registration for VAT](#)
[e-Registration Payment](#)
[e-Registration Status](#)
[Application Form Print](#)
[Search acknowledgement no.](#)
[e-Registration for CST](#)
[e-Registration for Composition Scheme](#)

Screen 1 – CST Online Registration System

Clicking on the e-Registration for CST link displays the following page. The dealer has to select from the following Dealer type.

- Registered Dealer
- UnRegistered Dealer

U.T. Administration of Daman & Diu
The Value Added Tax Department
VATSOFT - VAT e-Filing System
 CST e-Registration
[Go To Home Page](#)

Welcome to CST Online Registration System

Unregistered Dealers
 To Apply For Registration Under CST Act Enter The ACK No. If You Have Applied For Registration Under VAT Already.

Registered Dealers
 To Apply For Registration Under CST Act Enter The TIN No. If You Have Registered Under VAT Already.

Select Dealer Type	☐ Registered Dealer ☐ UnRegistered Dealer

If the dealer is a registered dealer under VAT already, then the TIN number should be entered.

U.T. Administration of Daman & Diu
The Value Added Tax Department
VATSoft - VAT e-Filing System

CST e-Registration
[Go to Home Page](#)

Welcome to CST Online Registration System

Unregistered Dealers
 To Apply For Registration Under CST Act Enter The ACK No. If You Have Applied For Registration Under VAT Already.

Registered Dealers
 To Apply For Registration Under CST Act Enter The TIN No. If You Have Registered Under VAT Already.

Select Dealer Type	☒ Registered Dealer ☐ UnRegistered Dealer
Enter TIN No.	
Submit	

If the Dealer is an unregistered dealer, then enter the Acknowledgement number generated if the dealer has already registered under VAT.

U.T. Administration of Daman & Diu
The Value Added Tax Department
VATSoft - VAT e-Filing System

CST e-Registration
[Go to Home Page](#)

Welcome to CST Online Registration System

Unregistered Dealers
 To Apply For Registration Under CST Act Enter The ACK No. If You Have Applied For Registration Under VAT Already.

Registered Dealers
 To Apply For Registration Under CST Act Enter The TIN No. If You Have Registered Under VAT Already.

Select Dealer Type	☐ Registered Dealer ☒ UnRegistered Dealer
Enter VAT ACK no.	
Submit	

Enter the VAT Acknowledgement number and click on the Submit button as shown below,

U.T. Administration of Daman & Diu
The Value Added Tax Department
VATSoft - VAT e-Filing System

CST e-Registration
[Go to Home Page](#)

Welcome to CST Online Registration System

Unregistered Dealers
 To Apply For Registration Under CST Act Enter The ACK No. If You Have Applied For Registration Under VAT Already.

Registered Dealers
 To Apply For Registration Under CST Act Enter The TIN No. If You Have Registered Under VAT Already.

Select Dealer Type	☐ Registered Dealer ☒ UnRegistered Dealer
Enter VAT ACK no.	11400575
Submit	

Screen 2 – Part (A)

U.T. Administration of Daman & Diu The Value Added Tax Department VATSoft - VAT e-Filing System		
MainPage :: CST : e-Registration::		
Part (A) Additional Business Places Business Partner details Finish	PART(A)	
	Name of the Applicant Dealer*	RIKESH SINGH
	Father's/ Mother's/ Husband's Name.	
	Date of Birth*	Sex(M or F) ☒ Male ☐ Female
	Trading Name*	AUTOMOBILES LTD.
	PAN.	AAAAA2301A
	Name of person deemed to be Manager, in relation to the business of the dealer in said state.	
	Status Or Relationship Of The Person Who Makes This Application*	Manager
	Name of principle place of business in said state and address thereof.	102-11/A, AUTO MARKET,DAMAN ROAD,NEW MARKET,Daman District-100001
	Name(s) of the others place(s) in the said state in which business is carried on and address of every such place.	Fill Details in Additional Business Place Form
	Complete list of the warehouses in the said state in which the goods relating to the business are warehoused and address of every such warehouse.	Fill Details in Additional Business Place Form
	List of places of business in each of other states together with the address of every such place(if separate application for registration has been made , or separate registration obtain under Central Sales Tax Act,1956,in respect of any such place of business ,particulars thereof should be given in details.	Fill Details in Additional Business Place Form
	7 The Business Is	
	Wholly*	Select
	Mainly*	Select
Partly*	Select	
Partly*	Select	
8	Particulars Relating to registration, Licence,Permission, etc. issued Under Any Law for the time being in force of the dealer.	
9	We Are Members Of	
10	We Keep Our Accounts In	
11	Business Status/ Constitution of Business*	
12	Name(s) and address(es) of the proprietor of the business/ all persons having any interest in the business together with their age, fathers name etc. (with below mentioned fields)	
13	Business in respect of which this application is made, was first started on*	
14	The first sale in the course of inter-state trade was effected on	
15	We Observe The Calendar Type	
16	For Purpose Of Accounts Our Year Runs From	
17	We Make Up Our Accounts Of Sale To Date At The End Of Every	
18	The Following Goods/Classes Of Goods Purchased By Dealer In The Course Of Inter-State Trade Or Commerce	
19	Select Sub Category	
20	Select Commodity	
21	Dealer's description of commodity	
22	[+] Add	
23	List of CST Commodities	
24	We Manufacture,Process Or Extract in Mining The Following Goods Or Generated Or Distribute The Following Form Of Power Namely	
25	Select Commodity	
26	Dealer's description of commodity	
27	[+] Add	
28	List of CST Commodities	
29	Next	

Action Description Table (2) for Screen 2:-

Label No	Label Name	Action to be Performed	Mandatory
-	Name of Applicant Dealer	The application pre-populates the data entered for VAT registration	Y
-	Father's/Mother's/Husband's Name	The application pre-populates the data entered for VAT registration	Y
-	Date of Birth	The application pre-populates the data entered for VAT registration	Y
-	Sex	The application pre-populates the data entered for VAT registration	Y
-	Trading Name	The application pre-populates the data entered for VAT registration	Y
-	PAN	The application pre-populates the data entered for VAT registration	Y
1	Name of the Person Deemed to be Manager of the Business	Enter the name of the person	N
2	Status or Relationship of the person who makes this application	Select the relationship of the person from the following values, Manager Partner Proprietor Director Office Incharge	Y
3	Name Principal Place of Business inside State and Address	The application pre-populates the data entered for VAT registration	N
4	Name Additional Places of Business inside State and Address of every such place	Fill details in Additional Business Places Form	N
5	Complete list of Warehouse inside State and in which goods related to business is and its addresses	Fill details in Additional Business Places Form	N
6	Name Additional Places of Business in outside State and Address of every such place	Fill details in Additional Business Places Form	N
7	The Business is		
	Wholly	Enter the nature of the business from the drop-down list • Manufacturer • Hotelier • Others • Trader • Manufacturer and Trader • Works Contractor • Leasing • Hire Purchaser	Y
	Mainly	Enter the nature of the business	Y

		from the drop-down list • Manufacturer • Hotelier • Others • Trader • Manufacturer and Trader • Works Contractor • Leasing • Hire Purchaser	
	Partially	Enter the nature of the business from the drop-down list • Manufacturer • Hotelier • Others • Trader • Manufacturer and Trader • Works Contractor • Leasing • Hire Purchaser	Y
8	Particulars related to Registration, License, Permission etc as issued under any law	Enter the details of any legal approval obtain from the following drop-down list, • Registration of Companies • Registrar of Firms • Department of Industry and Commerce • Department of Central Excise • Department of State Excise • Import and Export • Others	N
9	We are member of	Enter the membership obtained by the business in associations or unions	Y
10	We keep our accounts in	Enter the mode of accounts keeping from the following three methods/language, • English • Hindi • Manual System	N
11	Business Status/Constitution of Business	Pre-populated from the data provided under VAT registration	Y
-	Partner Details	If business type is Partnership, fill details of the partners in Business Partner Details Form	Y
12	Date of Commencement of Business	Pre-populated from the data provided under VAT registration	Y
13	First Inter State Trade Date	Enter date in dd/mm/yyyy format	Y
14	We observe the calendar type	Enter the calendar type	N
-	For purpose of accounts our year runs From to	Enter the starting month and ending month for the purpose of your	N

		accounting year	
15	We make up our accounts of sale to date at the end of every	Select from the following three options, Monthly/ Quarterly /Half-yearly	N
16	The following good or classes of goods purchased by dealer in the course of inter-state trade or commerce	Select Sub Category Select Commodity Enter Dealers Description of Commodity	N
17	We manufacture, Process or Extract in Mining The following goods or generated or distribute the following form of Power namely	Select Commodity Enter Dealers Description of Commodity	N
-	Next	On clicking Next, the system will proceed to the Documents page	

Screen 3- Additional Business Places

U.T. Administration of Daman & Diu
The Value Added Tax Department
VATSoft - VAT e-Filing System

MainPage : CST : e-Registration :

Part (A) Additional Business Places

Business Places/Additional Business Places/Factories/Godown/Warehouse/Offices

Name of the Applicant: RIKESH SINGH

Location of Business Place: ☒ Within State ☐ Outside State

Registration No. of Branch:

Under State Act:

Under CST Act, 1958:

Branch Type: Factory

Name*:

Number & street:

Area or Locality:

Village/ Town/ City*:

District: Daman District PIN Code*:

State: DAMAN AND DIU

Tel No.:

EDR Date:

[+] Add [!] Update [X] Delete

List of Business Places Added In VAT Registration

Name	Street	Locality	Place	District	State	PIN	Phone No.	Amendment Date	RegNo. State Act	RegNo. CST Act	Business Location	Branch Type
Select RIKESH SINGH	RIKESH AUTO LIMITED	103, INDUSTRIAL AREA	DAMAN	Daman District	DAMAN AND DIU	229402	2204949	01/05/1995	AS1747747	ACST3848848	Within State	Factory

List of Business Places

Previous Next

Action Description Table (3) for Screen 3:-

Label No	Label Name	Action to be Performed	Mandatory
-	Name of Applicant	The application pre-populates the data entered for VAT registration	N
-	Location of Business place	Select from the option Within State or Outside State	N
Registration No of Branch			
-	Under State Act	Enter the registration number under State Act	N
-	Under CST, 1958	Enter the registration number under CST Act	N
-	Branch Type	Enter the type of branch from the following drop-down list, Warehouse Godown Branch Office Factory Shop	N
-	Name	Enter the name	Y
-	Number & Street	Enter number and street of the address	N
-	Area or Locality	Enter the area or locality	N
-	Village/Town/City	Enter Village or Town or City	Y
-	District	Enter the District of the address	N
-	State	Enter the state	N
-	Telephone Number	Enter the telephone number	N
-	Add	To add the details of Business Places and other additional	

		places of business	
-	Update	To modify the details of Business Places and other additional places of business	
-	Delete	To delete the details of the Business Places and other additional places of business	

After adding a business place record the screens gets refreshed and the information is displayed in the bottom of the page as shown in the following screenshot.

U.T. Administration of Daman & Diu
The Value Added Tax Department
VATSoft - VAT e-Filing System

MainPage :: CST : e-Registration::

Part (A) Additional Business Places

Business Places/Additional Business Places/Factories/Godown/Warehouse/Offices

Name of the Applicant: RIKESH SINGH

Location of Business Place: ☒ Within State ☐ Outside State

Registration No. of Branch:

Under State Act:

Under CST Act, 1958:

Branch Type: Factory

Name:

Number & street:

Area or Locality:

Village/ Town/ City:

District: Daman District PIN Code:

State: DAMAN AND DIU

Tel No.:

EDR Date:

[+] Add [!] Update [X] Delete

List of Business Places Added In VAT Registration

Name	Street	Locality	Place	District	State	PIN	Phone No.	Amendment Date	RegNo. State Act	RegNo. CST Act	Business Location	Branch Type
Select RIKESH SINGH	RIKESH AUTO LIMITED	103, INDUSTRIAL AREA	DAMAN	Daman District	DAMAN AND DIU	229402	2204949	01/05/1995	AS1747747	ACST3848848	Within State	Factory

• Details Inserted Successfully !

List of Business Places

Name	Street	Locality	Place	District	State	PIN	Phone No.	Amendment Date	RegNo. State Act	RegNo. CST Act	Business Location	Branch Type
Select RK FACTORIES			DAMAN	Daman District	DAMAN AND DIU	347473	28855888	11/01/2001	AS11034	ACST484859	Within State	Factory

Previous Next

Label No	Label Name	Action to be Performed
-	Previous	On clicking Previous, the system will go back to Part A page
-	Next	On clicking Next, the system will proceed to the Business Partners page

Screen 4 – Business Partners Details

U.T. Administration of Daman & Diu
The Value Added Tax Department
VATSoft - VAT e-Filing System

MainPage : CST : e-Registration.:

Part (A)
Additional Business Places
Business Partner details
Finish

☐ Contact Person ☐ Auth. Signatory ☐ Others

Name in Full*

Father's Name/Husband's Name

Age

Partner Type/ Designation Chairman

Extent of Interest in the Business (%)

Present Address

Area or Locality

Village/ Town/ City*

Permanent Address

Name of witness attesting

Address of witness attesting

Contact Details

Tel No.

Fax No.

Email ID

[+] Add [!] Update [X] Delete

List of Partner Details/Contact Person Entered In VAT Registration Process

Type	Name	Father Name	Street	Area	Place	Telephone	Date Of Birth
Select	Authorised Signatory	SANJEEV.D SANJEET	11/8, SANJAY COMPLEX	INDUSTRIAL CENTER	DAMAN	44930020	17/11/1975

List of Partner Details/Contact Person

Previous Next

Action Description Table (4) for Screen 4:-

Label No	Label Name	Action to be Performed	Mandatory
-	Relationship	Select the relationships from the options provided to identify the relationship between the person and the organization	N
-	Name of the Person	Enter the name of the person	Y
-	Father's Name	Enter Father's name	N
-	Date of Birth	Enter date of birth in dd/mm/yyyy format	N
-	Partner Type/Designation	Pre-populated based on the selection made in options given at the top of the screen(as per 1 above)	N
-	Educational Qualification	Enter the person's educational qualification	N
-	PAN Number	Enter the PAN number of the person	N
-	Present Address	Enter Permanent address details	N
-	Area or Locality	Enter the area or locality	N
-	Village/Town/City	Enter Village or town or city name	Y
-	Permanent Address	Enter Permanent Address	N
-	Contact Details		N
-	Tel No	Enter telephone number	N
-	Fax No	Enter fax number	N

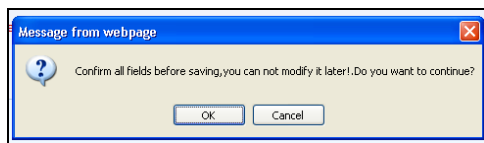
-	E-mail ID	Enter e-mail id	N
-	Extent of Interest in the Business (%)	Enter the person's percentage of interest in the business	N
-	Date of leaving Partnership/Date up to which associated	Enter the start date of the person's association with business	N
-	Date of entry to Partnership/Date from which associated	Enter the end date of the person's association with the business	N
-	Electoral Details		N
-	Voters ID Card no	Enter Voter ID number	N
-	Residential Certificate no issued by the jurisdictional revenue authority of the state in which the dealer resides	Enter residential certificate number	N
-	Add	To add the details of the Business Partner/Contact person	
-	Update	To modify the details of the Business Partner/Contact person	
-	Delete	To delete the details of the Business Partner/Contact person	
-	Previous	On clicking Previous, the system will go back to the Additional Business places page	
-	Next	On clicking Next, the system will proceed to the Finish page	

Screen 5 – Finish

Label No	Label Name	Action to be Performed
-	Submit	To submit the application for registration for CST
-	Previous	On clicking Previous, the system will go back to the Business Partner Details/Contact persons page

After all the details have been entered, confirm the details entered. by clicking 'Submit' button.

Upon clicking the submit button and if all the required details as required in the application has been entered already, the system shall display the confirmation pop-up.

Screen 6 – Confirmation Pop up

Label No	Label Name	Action to be Performed
-	OK	To register the CST application
-	Cancel	To go back to edit the details

If the user wants to submit the CST application, click 'OK'. If the user wants to edit any of the details, entered previously, click 'Cancel'.

Screen 7 – Acknowledgement Screen

U.T. Administration of Daman & Diu
The Value Added Tax Department
VATSoft - VAT e-Filing System

MainPage :e-Registration acknowledgment notification.:

Please note down your acknowledgement number: **18100576** and date: **27/01/2012** for future use.
You can check the status of application and kind of original documents required to be produced for verification by viewing the [REGISTRATION STATUS](#) after 2 working days.

Please provide your manual payment details in the E-registration payment Link for completion of the registration process

Print

Label No	Label Name	Action to be Performed
-	Print	To print the application form

By clicking on 'Print' the applicant can take the print out of the application form.

e-Registration Status for CST

If a dealer wishes to know the status of the CST application submitted then he needs to click on the “e-Registration Status” link.

U.T. Administration of Daman & Diu
The Value Added Tax Department
VATSOFT - VAT e-Filing System
e-Registration

Welcome to VAT Online Registration System

Using this web-site the dealers can request for the registration under VAT Act. Here, the dealer will be requested to enter the Application details online and attach/upload the scanned copies of documents/photos need to be attached with the application form. Once these details are submitted, system will generate the ACK Slip with unique number for the future reference of the dealer. This web-site also allows the dealer to make the payment of registration fee online through e-payment mode. Using the e-registration status option, dealer can check the status of processing of his application by the concerned officer. Once request is approved, the dealer will be sent the copy of the VAT Certificate through post.

[e-Registration for VAT](#)
[e-Registration Payment](#)
[e-Registration Status](#)
[Application Form Print](#)
[Search acknowledgement no.](#)
[e-Registration for CST](#)
[e-Registration for Composition Scheme](#)

Screen 1 – e-Registration Status

U.T. Administration of Daman & Diu
The Value Added Tax Department
VATSOFT - VAT e-Filing System
e-Registration status

[Go to Home Page](#)

Enter Ack.no: 18100578
 Enter Ack.date: 27/01/2012

☐ VAT ☒ CST ☐ COT

Label No	Label Name	Action to be Performed	Mandatory
-	Enter Ack. No	Enter the acknowledgement number provided by the software application at the end of e-Registration for CST	Y
-	Enter Ack. Date	Enter the acknowledgement date in the dd/mm/yyyy format	Y
-	VAT/CST/COT	In the options section, select CST	Y
-	Go	To get the status of the acknowledgement number you have entered	
-	Back	On clicking Back, the system will go back to the previous page namely the Welcome page of the VAT registration system	

Screen 2 –e-Registration Status Result

U.T. Administration of Daman & Diu
The Value Added Tax Department
VATSOFT - VAT e-Filing System

e-Registration status

[Go to Home Page](#)

Enter Ack.no	18100576
Enter Ack.date	27/01/2012
☐ VAT ☒ CST ☐ COT	
GO Back	

Ack.no.: 18100576

Applicant Name	RIKESH SINGH
Trade Name	AUTOMOBILES LTD.
VAT Office	Dept.of VAT-Daman Ward Office - Daman

Your Application is pending with Inspector for Inspection.

Please provide your manual payment details in the E-registration payment Link for completion of the registration process

Status of the application is provided with the applicant's name, trade name, VAT office and the current status of the application.

Application Form Print for CST

If a dealer wishes to take a print of the data he has submitted for CST registration then the dealer needs to click on the “Application Form Print” link.

U.T. Administration of Daman & Diu
The Value Added Tax Department
VATSOFT - VAT e-Filing System
e-Registration

Welcome to VAT Online Registration System

Using this web-site the dealers can request for the registration under VAT Act. Here, the dealer will be requested to enter the Application details online and attach/upload the scanned copies of documents/photos need to be attached with the application form. Once these details are submitted, system will generate the ACK Slip with unique number for the future reference of the dealer. This web-site also allows the dealer to make the payment of registration fee online through e-payment mode. Using the e-registration status option, dealer can check the status of processing of his application by the concerned officer. Once request is approved, the dealer will be sent the copy of the VAT Certificate through post.

[e-Registration for VAT](#)
[e-Registration Payment](#)
[e-Registration Status](#)
[Application Form Print](#)
[Search acknowledgement no.](#)
[e-Registration for CST](#)
[e-Registration for Composition Scheme](#)

Screen 1 – Acknowledgement Print

U.T. Administration of Daman & Diu
The Value Added Tax Department
VATSOFT - VAT e-Filing System
Acknowledgement Print

[Go to Home Page](#)

Enter Ack.no	18100578
Enter Ack.date	27/01/2012
☐ VAT ☒ CST ☐ COT	
GO Back	

Label No	Label Name	Action to be Performed	Mandatory
-	Enter Ack. No	Enter the acknowledgement number provided by the software application at the end of e-Registration for CST	Y
-	Enter Ack. Date	Enter the acknowledgement date in the dd/mm/yyyy format	Y
-	VAT/CST/COT	In the options section, select CST	Y
-	Go	To get the data of the application you have submitted to the department	
-	Back	On clicking Back, the system will go back to the previous page namely the Welcome page of the VAT registration system	

Screen 2 – Printable Registration Data

U.T. Administration of Daman & Diu The Value Added Tax Department VATSoft - VAT e-Filing System 		
MainPage ::CST e-Registration Print.::		
The Central Sales Tax (Registration & Turnover) Rules 1957 Form- A Application for New Registration [See Rule - 3]		
ACK NO 18100576		
Name of Applicant:	RIKESH SINGH	
Father's Name/Husband's Name:		
Gender	Male	
Trade Name:	AUTOMOBILES LTD.	
Address:	102-11/A, AUTO MARKET DAMAN ROAD NEW MARKET,100001 Daman District	
1. Name of person deemed to be Manager, in relation to the business of the dealer in said state:	AMIT SONI	
2. Name of principle place of business in said state and address thereof:	102-11/A, AUTO MARKET DAMAN ROAD NEW MARKET Daman District-100001	
3. Name(s) of the others place(s) in the said state in which business is carried on and address of every such place.	Refer Annexure	
4. Complete list of the warehouses in the said state in which the goods relating to the business are warehoused and address of every such warehouse.	Refer Annexure	
5. List of places of business in each of other states together with the address of every such place(if separate application for registration has been made, or separate registration obtain under Central Sales Tax Act,1956,in respect of any such place of business ,particulars thereof should be given in details:	Refer Annexure	
6. Name Additional Business Places Out Side State And Address Of Every Such Place:	Refer Annexure	
7. The Business Is		
Wholly:	MANUFACTURER	
Mainly:		
Partly:		
Partly:		
8. Particulars Relating to registration,Licence,Permission, etc. issued Under Any Law for the time being in force of the dealer :	REGISTRAR OF COMPANIES	
9. We Are Members Of :		
10. We Keep Our Accounts In :	English	
11. Business Status/Constitution of Business :	PROPRIETORSHIP	
Name(s) and address(es) of the proprietor of the business/ all persons having any interest in the business together with their age, fathers name etc. (with below mentioned fields):	Refer Annexure	
12. Business in respect of which this application is made, was first started on:	20/12/2007	
13. The first sale in the course of inter-state trade was effected on :	21/03/2001	
14. Type of Calender Observed:		
Accounting year:	APR	
To:	MAR	
15. We make up our accounts of sale to date at the end of every.	Monthly	
16. Following Goods Or class Goods Purchased By Dealer In The Course Of Inter-State Trade Or Commerce:		
Commodity	Commodity Description	Sub Category
Acetals and hemiacetals.		For resale
17. We Manufacture,Process Or Extract in Mining The Following Goods Or Generated Or Distribute The Following Form Of Power Namely :		
Commodity	Commodity Description	

Acetals and hemiacetals.

Verification:

I/we, _____ hereby solemnly affirm and declare that the information given in this form and its Attachments(if any) is true and correct to the best of my/our knowledge and belief and nothing has been concealed there from. Signature of Authorised signatory:

Signature of Authorised Signatory: _____

Full name: _____

Date: _____

The Central Sales Tax (Registration & Turnover)					
Rules 1957					
Form- A					
Particulars of Person [Proprietor/ karta/ partners/ Directors in the Business/ Members of Executive Committee of societies, clubs etc.,] having interest in the Business					
TIN :					
Type	Name of the Applicant	Father's Name	Address	Telephone	Date of Birth
Authorised Signatory	SANJEEV.D	SANJEET	11/8, SANJAY COMPLEX INDUSTRIAL CENTER	44930020	17/11/1975

The Central Sales Tax (Registration & Turnover)					
Rules 1957					
Form- A					
Details of additional places of business					
TIN :					
Name of the Applicant	Address	District	PIN Code	Telephone	
OM FACTORIES		Daman District	400484	4757493993	
RIKESH SINGH	RIKESH AUTO LIMITED 103, INDUSTRIAL AREA	Daman District	229402	2204949	

Instructions

- 1.To be filled in if the applicant is nota company incorporated under the Companies Act, 1956 (1 of 1956) or any other law.
- 2.Signature of each of the person concerned should be obtained and attested.
- 3.Enter here English, Bengali, Farsi/Hijra Marwari or other calendar followed.
- 4.In filling up these entries dealers who do not observe the English calendar should give the dates according to their own calendar and the corresponding date of the English calendar.
- 5.Strike out portion or paragraph- whichever is not applicable.
- 2.[Here name the goods, or, classes of goods against each category].
1. Substituted for original items by notification No. GSR 896 dated 23/09/1958 (See Gazette of India Extraordinary Part 2, Section & Sub-Section (i) dated 1st Oct., 1958 (w.e). 01/10/1958)
- ~.Inserted by notification No. GSR896 dated 02/09/1958 (See Gazette of India Extraordinary/Part 2, Section 3, Sub-Section (i) dated 1st Oct., 1958 (w.e). 01/10/1958).

[\[Print\]](#) [\[Exit\]](#)

e-Registration Payment

If the dealer has already registered for VAT & CST registration, then after the registration the dealer has to provide the manual payment details.

U.T. Administration of Daman & Diu
The Value Added Tax Department
VATSOFT - VAT e-Filing System
e-Registration

Welcome to VAT Online Registration System

Using this web-site the dealers can request for the registration under VAT Act. Here, the dealer will be requested to enter the Application details online and attach/upload the scanned copies of documents/photos need to be attached with the application form. Once these details are submitted, system will generate the ACK Slip with unique number for the future reference of the dealer. This web-site also allows the dealer to make the payment of registration fee online through e-payment mode. Using the e-registration status option, dealer can check the status of processing of his application by the concerned officer. Once request is approved, the dealer will be sent the copy of the VAT Certificate through post.

[e-Registration for VAT](#)
[e-Registration Payment](#)
[e-Registration Status](#)
[Application Form Print](#)
[Search acknowledgement no.](#)
[e-Registration for CST](#)
[e-Registration for Composition Scheme](#)

Click to enter manual payment details

The dealer shall select the mode of payment from the following:-

- e-Payment
- Manual payment

DEPARTMENT OF VALUE ADDED TAX
UT Administration of Dadra & Nagar Haveli, India
Paying Tax the Easy Way

MainPage e-Registration Payment

☒ E-Payment ☐ Manual Payment

Submit

The Manual payment details can be provided by entering the Acknowledgement number and the Acknowledgement date. The dealer shall select VAT/CST for entering the payment details.

U.T. Administration of Daman & Diu
The Value Added Tax Department
VATSOFT - VAT e-Filing System

MainPage Manual Payment

Enter Ack.no

Enter Ack.date

☒ VAT ☐ CST

GO Back

U.T. Administration of Daman & Diu
The Value Added Tax Department
VATSOFT - VAT e-Filing System

MainPage Manual Payment

Enter Ack.no 1140575

Enter Ack.date 27/01/2012

☒ VAT ☐ CST

GO Back

Upon entering the details the following screen shall be displayed with Reg. Acknowledgement number, Trading name, Payment with, Total amount paid. The dealer shall enter the details such as Challan number, Date, MICR code, Bank and Amount. Upon entering the details, the dealer shall upload the file. The file size should be less than 1MB and the file uploaded should be in the .jpg or .pdf format.

DEPARTMENT OF VALUE ADDED TAX
UT Administration of Dadra & Nagar Haveli, India
Paying Tax the Easy Way

MainPage Manual Payment

Reg. Acknowledgment No. 16200069

Trade Name RAKESH SINGH
RAKESH ENTERPRISES

Payment with ☒ Registration(VAT & Both) ☐ Registration(CST Only)

Total Amount Paid 100

Head Of Account	Mode	Challan No.	Date	MICR Code	Bank	Amount
3-Registration Fee	Challan					

Select File

* upload only .jpg or .pdf files with size less than 1MB

Data not found

Upon uploading the file, the following screen shall be displayed. The dealer shall click on the button 'Save'.

DEPARTMENT OF VALUE ADDED TAX
UT Administration of Dadra & Nagar Haveli, India
Paying Tax the Easy Way

MainPage Manual Payment

Reg. Acknowledgment No. 16200069

Trade Name RAKESH SINGH
RAKESH ENTERPRISES

Payment with ☒ Registration(VAT & Both) ☐ Registration(CST Only)

Total Amount Paid 100

Head Of Account	Mode	Challan No.	Date	MICR Code	Bank	Amount
3-Registration Fee	Challan	119449	09/02/2012	11039	SBI	100

Select File

* upload only .jpg or .pdf files with size less than 1MB

	Mode	Number	Date	MICR_CODE	Bank	Amount	document type	document size	
Select Delete	CH	100	09/02/2012	100		10	.pdf	61KB	View
Select Delete	CH	119449	09/02/2012	11039	SBI	100	.pdf	61KB	View

Label No	Label Name	Action to be Performed	Mandatory
-	Enter Ack. No	Enter the acknowledgement number provided by the software application at the end of e-Registration for VAT/CST	Y
-	Enter Ack. Date	Enter the acknowledgement date in the	Y

		dd/mm/yyyy format	
-	VAT/CST	In the options section, select CST	Y
-	Go	To get the status of the acknowledgement number you have entered	
-	Back	On clicking Back, the system will go back to the previous page namely the Welcome page of the VAT registration system	

e-Registration for Composition Scheme

Dealers who wish to submit their application for Composition Scheme registration can do so using the link 'e-Registration for Composition scheme' provided in the welcome page of the VAT online Registration System.



The screenshot shows the 'U.T. Administration of Daman & Diu' website. The header includes 'The Value Added Tax Department' and 'VATSOFT - VAT e-Filing System e-Registration'. A welcome message states: 'Welcome to VAT Online Registration System'. Below this, a paragraph explains the process: 'Using this web-site the dealers can request for the registration under VAT Act. Here, the dealer will be requested to enter the Application details online and attach/upload the scanned copies of documents/photos need to be attached with the application form. Once these details are submitted, system will generate the ACK Slip with unique number for the future reference of the dealer. This web-site also allows the dealer to make the payment of registration fee online through e-payment mode. Using the e-registration status option, dealer can check the status of processing of his application by the concerned officer. Once request is approved, the dealer will be sent the copy of the VAT Certificate through post.' At the bottom, a list of links is provided: 'e-Registration for VAT', 'e-Registration Payment', 'e-Registration Status', 'Application Form Print', 'Search acknowledgement no.', 'e-Registration for CST', and 'e-Registration for Composition Scheme'.

Upon clicking the link, the following screen shall be displayed. The dealer has to enter the VAT acknowledgement number to register for COT. If the dealer has already applied for CST registration, then the dealer cannot apply for COT registration.



The screenshot shows the 'U.T. Administration of Daman & Diu' website. The header includes 'The Value Added Tax Department' and 'VATSOFT - VAT e-Filing System'. The main content area is titled 'MainPage' and 'COT-Registration.'. It features a form with the label 'VAT ACK NO:' and a text input field containing '11400575'. To the right of the input field is a 'Go' button. Below the input field, a message states: 'You Have Applied For VAT Registration And You Cannot Apply For COT'.