

## Registration of New Dealers

S.No.	Frequently Asked Question	Answer
1	Which form is required to be filled for registration?	DVAT-04 (Application for Registration under Daman & Diu Value Added Tax Regulation, 2005). This form is available online free of cost
2	What is the process for new registration?	Please refer to the User Manual Uploaded on the website
3	what are the registration fees?	Rs. 500 for VAT and Rs.25 for CST
4	What are the modes of payment of registration fees?	1) Online e-payment 2) Fill the manual challan
5	What are the requisite documents?	<p><b>Mandatory Supporting Documents :</b></p> <p>1) Annexures of the Form duly filled in (in case any of the annexures is not applicable, please mention the same ).</p> <p>2) 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.</p> <p>3) Proof of identity of authorized signatory signing the Registration Application Form.</p> <p>4) Two self addressed envelopes (Without stamps).</p> <p>5) 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.</p> <p>6) Proof of Security.</p> <p><b>Optional Supporting Documents (For reduction in Security Amount) :</b></p> <p>1) Proof of ownership of principal place of business.</p> <p>2) Proof of ownership of residential property by proprietor/ managing partner.</p> <p>3) Copy of passport of proprietor/ managing partner.</p> <p>4) Copy of Permanent Account Number in the name of the business allotted by the Income Tax Department.</p> <p>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).</p> <p>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).</p>
6	How much time will it take for the approval of a new registration?	15 Days

7	what is the Security deposit amount?	<p>Prescribed Security Amount : Rs. 50,000</p> <p><b>Reduction sought</b> (Maximum reduction available Rs. 25,000)</p> <p>If any of the below mentioned documents is submitted, the corresponding amount indicated shall be reduced from the security deposit of Rs. 50,000.</p> <p>1 ) Proof of ownership of principal place of business - Rs. 15,000</p> <p>2) Proof of ownership of residential property by proprietor/ managing partner - Rs. 10,000 3)</p> <p>Copy of passport of proprietor/ managing partner - Rs. 5,000 4)</p> <p>Copy of Permanent Account Number in the name of the business allotted by the Income Tax Department - Rs. 5,000 .</p> <p>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) - Rs. 5,000 .</p> <p>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) - Rs. 2,500.</p>
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## Registration Amendment

S.No.	Frequently Asked Question	Answer
1	Which form is required to be filled for amendment in registration certificate?	DVAT 07 (Application for Amendment in Particulars subsequent to Registration under Daman & Diu Value Added Tax Regulation, 2005)
2	What is the process for amendment?	Please refer to the User Manual Uploaded on the website
3	what are the amendment fees?	Free of cost
4	What are the requisite documents?	<p><b><u>Mandatory Supporting Documents :</u></b></p> <p>1) Annexures of the Form duly filled in (in case any of the annexures is not applicable, please mention the same ).</p> <p>2) 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.</p> <p>3) Proof of identity of authorized signatory signing the Registration Application Form.</p> <p>4) Two self addressed envelopes (Without stamps).</p> <p>5) 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.</p> <p>6) Proof of Security.</p> <p><b><u>Optional Supporting Documents (For reduction in Security Amount) :</u></b></p> <p>1) Proof of ownership of principal place of business.</p> <p>2) Proof of ownership of residential property by proprietor/ managing partner.</p> <p>3) Copy of passport of proprietor/ managing partner.</p> <p>4) Copy of Permanent Account Number in the name of the business allotted by the Income Tax Department.</p> <p>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).</p> <p>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).</p>
5	How much time will it take for the approval of a amendment?	15 Days

### Cancellation of Registration Certificate

S.No.	Frequently Asked Question	Answer
1	Which form is required to be filled for de-registration?	DVAT-09 (Application for Cancellation of Registration under Daman & Diu Value Added Tax Regulation, 2005)
2	What are the pre-conditions for cancelling a registration?	1. The assessment should be up-to-date and the latest assessment order should be submitted along with DVAT09 2. There should be no dues pending. 3. The original registration certificate should be surrendered to the VAT department.
3	How can I cancel my registration certificate?	Please refer to the User Manual Uploaded on the website
4	How much time will it take for the approval of a cancellation?	45 Days
5	What are the requisite documents?	<b>Mandatory Documents :</b> 1) Certificate of registration issued to the dealer. <b>Supporting Documents :</b> 1) Proof of discontinuance of business. 2) Proof of closure of incorporated body. 3) Proof of death of sole proprietor in case of death of proprietor. 4) Proof of dissolution of firm . 5) Proof that the dealer has ceased to be liable to pay tax

### Issuance of Statutory Forms

S.No.	Frequently Asked Question	Answer
1	Which types of statutory forms are available?	C form, F form, H form, E-I form and E-II form are available online.
2	How to Obtain statutory forms?	All the statutory forms have to be applied online through the department's website. Only the registered dealers are allowed to apply for these forms.
3	How much time will it take for the approval of a statutory form application?	10 Days.
4	What is the procedure to apply for the statutory forms?	Please refer to the User Manual Uploaded on the website
5	To whom I can contact if I need any clarifications with the process?	Please write to <a href="mailto:ddvat-helpdesk-dd@nic.in">ddvat-helpdesk-dd@nic.in</a> or contact the helpdesk on the toll-free number 18002330349