

16.	Nature of Business (Tick the appropriate Box/Boxes)																	
	Whole sale ?	Retail ?	Manufacturer / Processor ?	Importer ?														
	Commission agent ?	Works contract ?	Transferor of right to use of goods ?	Hire purchase ?														
	Any other ?																	
17.	Commodity Code of class of goods																	
	1-								2-									
	3-								4-									
	5-								6-									
	7-								8-									
	9-								10-									
18.	Whether Accounts are maintained		On computer ?	Manually ?														
19.	Description of accounts to be maintained																	
	1.			2.														
	3.			4.														
	5.			6.														
	7.			8.														
	9.			10.														
20.	Details of Bank Accounts																	
	Sl.No.	Name and address of the branch	Nature of A/c	Account Number														
21.	Estimated annual turn over - (Rs. In lakh)																	
22.	Date of first purchase																	
23.	Date of first sale																	
24.	Details of Registration Fee and late fee																	
	Sl.No.	Description	Amount	Treasury Challan No.	Date	Name of branch of bank												
	1.	Late Fee																
	2.	Registration Fee																
25.	Registration obtained under other Acts																	
	Shop or commercial establishment Act ?	Mandi Act ?	Registrar of Firms and Society Act ?	Service Tax Act ?	Industry Department ?													
	Central Excise Act ?	Drugs and Cosmetic Act ?	Registrar of companies Act ?	Registration with KVIC or KVIB ?														
	Under any other Act [mention]																	
26.	Particulars of immovable properties owned by or in which the proprietor / partners of the firm / karta of HUF has interest and those owned by society, trust, club & company or corporation.																	
	Sl No.	Name of persons having interest in business	Description of properties owned or in which the person named in col.2 has any interest	Location of property house no. khata no. khasra no. Mohalla village Town, P.O.Tehsil, Dist.etc.	Nature and extent of interest held in property	Estimated value of Property (Rs. in lakh)												
	1	2	3	4	5	6												
	1																	
	--																	
27.	Job work to be done, if any -		Yes ?	No ?														
28.	Job work to be outsourced, if any-		Yes ?	No ?														
29.	PAN No. / Nationality of Proprietor, All the Partners, Karta, President and Secretary of Society, Club and Association, Directors of Company or Corporation.																	
	Sl. No.	Name and Address	Status	Nationality	PAN Number													
	1	2	3	4	5													
	1-																	

Sl. No.	Name of person/s having interest	Under UPTT Act	Under CST Act	Under UP Tax on Entry of Goods Act	UPVAT Ordinance	Total
i.						
ii.						
iii.						

Annexures attached.

A-	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
B-	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
C-	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
D-	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
E-	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

DECLARATION

I.....S/o, D/o, w/o.....Status....., do hereby declare that the particulars given above are correct and true to the best of my knowledge and belief. I undertake to inform immediately to the registering authority / assessing authority in the Commercial Taxes Department of any change in the above particulars.

Date -

Signature of the Applicant -

Place -

Status -

Introducer (a registered dealer)

Date -

Signature -

Place -

Name & Status -

Firm's Name & Address -

TIN -

Instructions regarding filling of the registration application form-VII

1. Form-VII is to be filled in Capital Letters only.
2. Read the provisions of section-17 & 18 of the Uttar Pradesh Value Added Tax Ordinance, 2007 and Rule 32, 33, 34, 35, 36 & 37 of Uttar Pradesh Value Added Tax Rules, 2008.
3. For the proof of identity verification certified copies of any two of the following shall be annexed with the application-
 - a. Electoral Identity Card issued by Election Commission of India
 - b. Permanent Account Number [PAN] issued by Income Tax Department, Government of India
 - c. Passport
 - d. Bank Passbook
4. For the proof of verification of the residential address certified copies of any two of the following shall be annexed with the application-
 - a. In case of own premises certified copy of registered sale deed or in case of rented premises certified copy of lease deed.
 - b. Copy of electricity bill issued by UPPCL of the premises.
 - c. Certificate issued by Tehsildar.
5. For the proof of verification of the business place or branch or depot or workshop, certified copies of any two of the following shall be annexed with the application-
 - a. In case of own premises certified copy of registered sale deed, in case of rented premises copy of lease deed.
 - b. Certificate issued by Tehsildar.
 - c. Certificate issued by UPSIDC or DIC as the case may be.
 - d. Meter sealing certificate issued by the UPPCL.
6. Documents related to the constitution of the dealer other than the proprietor-
 - a. Registered partnership deed in case of firm.
 - b. Document by which HUF has been created, in case of HUF.
 - c. Memorandum of association & article of association in case of company or corporation.
 - d. Bylaws of society, club or trust in case of society, club or trust.
 - e. General power of attorney in case of business in the name of minor or in case of incapacitated person.
 - f. Certificate issued by Head of the Department or Office in case of Department of State or Central Government.
 - g. Declaration of trust, in case of trust.
7. Certified copy of registration certificate issued under other Act if applicable.
 - a. Shop or commercial establishment Act
 - b. Mandi Act
 - c. Registrar of firms and Society Act
 - d. Service Tax Act
 - e. Industry Department Act
 - f. Central Excise Act
 - g. Drugs & Cosmetics Act
 - h. Registrar of Companies Act
 - i. Registration with KVIC or KVIB
 - j. Any other Act
8. Original copy of challan of registration fees or late fee, if any, shall be annexed as a proof of deposit of fee.
9. Applicant must be introduced by a registered dealer who is registered for not less than three years with the Commercial Tax / Trade Tax Department.
10. There are several penalties for making false declaration and giving wrong information. Therefore the applicants are advised to give correct information only. Dealers are advised to go through the penal provisions provided under section-54 of The Uttar Pradesh Value Added Tax Ordinance, 2007
11. Refund of excess input tax credit or any other kind of refund shall be made through account payee cheque issued by the Treasury Officer of the District; therefore the applicants are advised to give the correct account number and address of the bank / branch in which refund is to be credited.
12. Application should be signed by the authorized person as provided under rule-32(6) which are described in column-2 and their status code in column-3. Please write the status code in serial no.5 of the application.

Sl.	Particular	Status Code	
1	2	3	
(i)	The proprietor in case of proprietorship business; or	0	1
(ii)	A partner duly authorized by all other partners; or	0	2
(iii)	The Karta in case of Hindu Undivided Family; or	0	3
(iv)	The Managing Director or Director or a person authorized by the Board of Directors, in the case of limited companies; or	0	4
(v)	The President or Secretary in the case of Society or a Club; or	0	5
(vi)	The Head of the office or any other person authorized by him in case of a department of a State Government or the Central Government; or	0	6
(vii)	The guardian of minor where business is in the name of the minor; or	0	7
(viii)	duly authorized person having a general power of attorney where business is in the name of an incapacitated person, or	0	8
(ix)	Trustee in case of a trust; or	0	9
(x)	Any other	1	0

13. Registration application should be submitted before the registering authority within 30 days from the date the dealer becomes liable to tax.
14. Late fee is Rs. 100/- per month or part thereof.
15. Tax invoice is the primary proof for claiming the Input Tax Credit and this tax invoice is to be authenticated by the person mention in the annexure-B. Since it involves tax impact on the dealers, therefore the dealers are advised to authorize genuine persons related to business.

16. If annexure-B is not submitted as provided in the columns, the applicant is the only person who can authenticate the tax invoice and other document.
17. Registration certificate issued under U.P. Value Added Tax Ordinance, 2007 and rules made thereunder will be effective from the date of application. Therefore, the dealers are advised to submit the application complete in all respect along with the annexures provided
18. Photograph and signature of the partner, proprietor, Karta of HUF, director authorized by board of directors in case of company, trustee in case of trust mentioned in annexure-A must be attached.
19. Attested signature of signatory authorized by the dealer to authenticate the tax invoice and other documents must be marked in annexure-B.
20. List of the documents must be attached alongwith the registration application as mentioned in annexure-E.
21. Registration application shall not be accepted by Registering Authority if all information **except at serial no. 7, 8, 9, 10, 11 and 25 are not completely filled.**
22. Application may be rejected on furnishing wrong information. Therefore dealers are advised to give the correct and complete information.
23. The application may be rejected if the dealer found to be defaulter under UPTT Act, CST Act, UPVAT Ordinance and UP Entry of Goods Act.
24. Only those Codes for Commodities are to be filled in column-17 which is prescribed by the Commissioner.
25. Annexure-D is to be filled in case of partnership concerns only.
26. Attestations of signature in this form will mutatis mutandis carry the same meaning as in Section-3 of the Transfer of Property Act.

* * * * *

Annexure – A

Details of Particulars of Proprietors / Partners / Karta of the HUF / Director authorized by board of directors of the company / other authorized person

Sl. No.	Name of the person having interest in the business	Age	Father's / Husband's Name	Present address	Permanent address	Nature and extent of interest	Photograph of the person mentioned in col.2	Signature of the person mentioned in col.2	Attestation by Applicant
1	2	3	4	5	6	7	8	9	10
1									
2									
3									
4									

Signature of the applicant
Status & Date

Annexure – B

Particulars of authorized signatory for authentication of tax invoice and other documents

Sl. No.	Name of the person	Present Address	Permanent Address	Relation with the dealer	Status of the person in the firm or company etc. as the case may be	Photograph of the person mentioned in column -2	Signature of the person	Attestation by the applicant
1	2	3	4	5	6	7		8

Signature of the applicant
Status & Date

Annexure - C
[For Manufacturers only]

1. Description of manufactured goods

Sl.No.	Name of manufactured goods	Commodity Code							
1.									
2.									
3.									
--									

2. Name (s) of goods or class of goods required for use as raw materials for manufactured goods

Sl.No.	Name of raw material	Commodity Code							
1.									
2.									
3.									
--									

3. Name (s) of by-product or waste product

Sl.No.	Name of by-products/waste products	Commodity Code							
1.									
2.									
3.									
--									

4. Capital goods

Sl.No.	Name of capital goods	Commodity Code							
1.									
2.									
3.									
--									

5. Packing material

Sl.No.	Name of packing material	Commodity Code							
1.									
2.									
3.									
--									

6. Fuel & Lubricants

Sl.No.	Name of fuel / lubricants	Commodity Code							
1.									
2.									
3.									
--									

7. Consumable stores

Sl.No.	Name of consumable stores	Commodity Code							
1.									
2.									
3.									
--									

8. Sources of power

Source	Capacity in KVA	Feed stock for power generation
1. U.P.P.C.L		
2. Self Generation		
3. Both		

9. Trade mark

Name of manufactured goods	Trade mark	I.S.I.Mark.	Registered under The Trade Marks Act, 1999. If yes, then attach registration certificate
1.			
2.			
--			

* If space in above tables are not sufficient, then attach separate sheets in above given formats of tables.

Signature of the applicant
Status & Date

Annexure - D

[Only for partnership firm]

Declaration of Partners

I / We, partners of the firm M/s-----,
do hereby declare that I/We have read the particulars as described or mentioned in the registration application
and do hereby certify that they are correct and complete to the best of my / our knowledge and belief and that no
particulars have been suppressed.

<u>Sl.No.</u>	<u>Name of the partners</u>	<u>Father/Husband's name</u>	<u>Signature</u>	<u>Date</u>
1-				
2-				
--				

Annexure - E

Sl.No.	Name of Document- certified copy to be submitted; [Tick {✓} as applicable]	
1.	Proof of identity, any two of the followings; a. Electoral Identity Card issued by Election Commission of India. b. PAN Card issued by Income Tax Department, Government of India. c. Passport d. Bank Passbook	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2.	Proof of residential address of the dealer, any two of the following a. Registered sale deed or lease deed of the house, as the case may be. b. Electricity bill issued by UPPCL of the premises. c. Certificate issued by the Revenue Department, not below the rank of Tehsildar. d. Property tax receipt or telephone bill.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.	Proof of the address of business premises of the dealer - any two of the following : a. Registered sale deed or lease deed of the business premises, as the case may be. b. Certificate issued by Revenue Department, not bellow the rank of Tehsildar. c. Certificate issued by U.P.S.I.D.C. or D.I.C. or Development Authority. d. Meter sealing certificate issued by UPPCL of premises.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4.	Documents related to the constitution of the dealer other than proprietor - a. Registered partnership deed; or b. Document by which H.U.F. has been created; or c. Memorandum of association and article of association; or d. By laws of society or club or declaration of trust; or e. General power of attorney in case of business is in the name of minor or in case of incapacitated person; or f. Certificate issued by the Head of the department or office in case of Govt. Department.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5.	Registration under other Acts, if applicable a. Shop or commercial establishment Act b. Mandi Act c. Registrar of firms and Society Act d. Service Tax Act e. Industry Department Act f. Central Excise Act g. Drugs & Cosmetics Act h. Registrar of Companies Act i. Registration with KVIC or KVIB j. Registration certificate under The Trade Marks Act, 1999. k. Any other Act	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6.	Annexure-A	<input type="checkbox"/>
7.	Annexure-B	<input type="checkbox"/>
8.	Annexure-C	<input type="checkbox"/>
9.	Annexure-D	<input type="checkbox"/>
10.	Original copy of challan of registration / late fee	<input type="checkbox"/>

Signature of the applicant
Status & Date

Checked by
Signature of registering officer
Name of registering officer / Seal

For official use only

Certificate of particulars of partners / proprietors etc. and authorized signatory

Sl.No.	Name	Father's Name	Photo	Left hand's thumb impression	Signature	Attestation by registering authority
1	2	3	4	5	6	7

This is certified that above mentioned persons have signed and impressed left hand thumb before me. Prima-facie there is no discrepancy between the photograph and signature given in registration application and Annexure-B.

Signature & name of
Registering Authority with seal
Circle