

# FORM - VIIG

Department of Commercial Taxes, Government of Uttar Pradesh

[See rule-32(1) of the UPVAT Rules, 2008]

## Application of Registration for Government Departments

[Before filling the form read the instructions]

Passport  
size  
photograph  
of the  
Applicant

To,

Registering Authority,

Receipt No.

Date

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d	d	m	m	y	y	y	y																							

Sir,

I-----s/o, d/o, w/o-----status-----, hereby apply for the registration under Section-17 of UP Value Added Tax Ordinance, 2007 and allotment of Taxpayers' Identification Number. For the purpose of registration I furnish the particulars of business as follows:

1.	Name and Address of Government Department																					
2.	Name, Designation and Address of Applicant																					
3.	Name, Designation and Address of Drawing and Disbursement Officer (D.D.O.)	P I N -																				
4.	Principal place of Government Department in U.P. or Ex U.P. with complete address	P I N -																				
5.	Phone No. with STD Code (if any)																					
6.	Status code of applicant		(See instructions at serial no. 6)																			
7.	E-Mail ID (if any)																					
8.	Fax No. (if any)																					
9.	Date of Commencement of Business																					
10.	Estimated turnover of sale or purchase																					
11.	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 purchaser	?														
	Any other	?																				
12.	Commodity Code of class of goods																					
	1-											2-										
	3-											4-										
	5-											6-										
	7-											8-										
	9-											10										
13.	Details of Bank Accounts																					
	Sl.No.	Name and address of the branch	Nature of A/c	Account Number																		
14.	Details of Head of Accounts																					
15.	Date of first purchase																					

16.	Date of first sale					
17.	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				

**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 -

**Instructions regarding filling of the registration application form-VII**

1. Form is to be filled in Capital Letters only.
2. Read the provisions of section-17 & 18 of the UPVAT Ordinance, 2007 and Rule 32, 33, 34, 35, 36 & 37 of UPVAT Rules, 2008.
3. Original copy of challan of registration fees or late fee, if any, shall be annexed as a proof of deposit of fee.
4. 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
5. 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.
6. 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.

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

7. Registration application should be submitted before the registering authority within 30 days from the date the dealer becomes liable to tax.
8. Late fee is Rs. 100/- per month or part thereof.
9. 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-A. Since it involves tax impact on the dealers, therefore the dealers are advised to authorize genuine persons related to business.
10. If annexure-A is not submitted as provided in the columns, the applicant is the only person who can authenticate the tax invoice and other document.
11. 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
12. Attested signature of signatory authorized by the dealer to authenticate the tax invoice and other documents must be marked in annexure-A.
13. List of the documents must be attached alongwith the registration application as mentioned in annexure-B.
14. Application may be rejected on furnishing wrong information. Therefore dealers are advised to give the correct and complete information.
15. 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.
16. Only those Codes for Commodities are to be filled in column-12 which is prescribed by the Commissioner.
17. 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**

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

Sl. No.	Name of the person	Permanent Address	Status of the person in the department 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

Signature of the applicant  
Status & Date

**Annexure - B**

<b>Sl.No.</b>	<b>Name of Document- certified copy to be submitted; [Tick {✓} as applicable]</b>	
1.	Proof of identity of the applicant – A certificate with attestation of photo issued by head of the department	
2.	Certificate issued by head of the office in relation to office address	
3.	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"/>
4.	Annexure-A	
5.	Annexure-B	
6.	Original copy of treasury challan of registration / late fee	

Signature of the applicant  
Status & Date

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