



## I. Instructions:

1. Please fill in all the details in CAPITAL letters
2. For field 2, give details of the trade names if the business is carried on in different names.
3. For field 3, please note that it is mandatory for you to register as VAT registrant if you are:
  - a. a manufacturer whose annual turnover exceeds Rs. 1,00,000/-; **OR**
  - b. an importer, who brings goods worth more than Re 1/- into Punjab from any place outside its territorial jurisdiction (including from other States and Union Territories in India); **OR**
  - c. a dealer having registration under CST Act, 1956 and who wishes to retain the CST status; **OR**
  - d. none of the above, but you have an annual turnover greater than Rs.50,00,000/-In case you are not a manufacturer and do not fall into any of the above categories but you have an annual turnover greater than Rs. 5,00,000/-, you have the choice to opt for **EITHER** VAT registration **OR** TOT registration.  
Please note that if you are a person for whom it is mandatory to register as VAT registrant, you will have to tick VAT (obligatory). In case you choose to opt for **EITHER** VAT registration **OR** TOT registration, you will have to tick VAT (voluntary) or TOT respectively
4. For field 7, more than one boxes may be ticked if applicable. Please note that an 'importer' is a person who brings goods into Punjab from any place outside its territorial jurisdiction including from other States and Union Territories in India
5. For field 7, please name the main nature of business on the basis of value or turnover.
6. For field 8, please name the main goods sold on the basis of value. Please note in case you are an exclusive 'Kirana' or general merchandise dealer then please write 'General merchandise'
7. For field 9, if authorised representative does not have a PAN, then please mark 'Applied for' or 'N/A' as applicable
8. Registration application should be verified and signed by an authorised representative, as defined below:
  - a. proprietor, in case of proprietorship concern
  - b. partner, in case of Partnership firm
  - c. managing director or authorized signatory, in case of a company
  - d. manager or karta, in case of Hindu Undivided Family
  - e. principal officer managing the business, in case of any association of individuals
  - f. authorised representative, in all other cases

## II. Instructions for using Annexure I of Registration application

1. To be filled in if the applicant is not a company.
2. The format is to be used for providing details about person(s) who have interest in the business; and whose details have either not been notified to the Department or have undergone changes not notified to the Department.
3. If required please make additional photocopies of the Annexure and attach with Registration application
4. Every sheet filled in Annexure I format has to be signed by the same person (authorised representative) whose particulars are being provided in that sheet
5. Please paste passport size photographs of the person whose details are being provided.

## III. Instructions for using Annexure II of Registration application

1. The format is to be used for providing details about all places of business including the principal place of business
2. If required, please make additional photocopies of the Annexure and attach with the registration application
3. Every sheet filled in Annexure II format has to be signed by the same person (authorised representative) who has signed on the registration application

**IV. Instructions for using Annexure III of Registration application**

1. This Annexure needs to be used for providing details about the authorised representative
2. Declaration provided in this Annexure needs to be signed by all the persons having interest in the business
3. If space is inadequate, please provide the declaration in another sheet in the given format

# Form VAT-1

[See rule 3(2)]

## Application for Registration

1 Name of the applicant \_\_\_\_\_

2 Trade name in which business is carried on (if different from name of applicant) \_\_\_\_\_

3 Type of registration  VAT (Obligatory)  VAT (Voluntary)  TOT  
**Tick as applicable**

4 Expected Turnover in the current financial year  Rs **50** lacs or above  Less than Rs 50 lacs but greater than Rs 5 lacs  
**Tick one**

5 Date from which liable to tax \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
DD / MM / YYYY

6 Constitution of business  Proprietorship  Private Ltd. Company  Government Company  
**Tick one**  Partnership  Public Ltd. Company  Government Corporation  
 HUF  Society/ Club/ Trust  Central / State Government  
 Others, please specify \_\_\_\_\_  
(Please fill details about persons having interest in business in **Annexure I**)

7 Nature of business  Manufacture  Distribution  Wholesale  
**Tick all applicable**  Retail  Export  Import  
 Works Contract  Leasing  
 Others, please specify \_\_\_\_\_

8 List of principal goods manufactured / sold \_\_\_\_\_

9 Permanent Account Number ('PAN'), if available \_\_\_\_\_

10 Registration number under Central Excise Act (if applicable) \_\_\_\_\_

11 Main operating bank account Bank name: \_\_\_\_\_ Address: \_\_\_\_\_  
Account No: \_\_\_\_\_

12 Address of Principal place of business in Punjab  
Building Name/ Number \_\_\_\_\_  
Area/ Road \_\_\_\_\_  
City \_\_\_\_\_  
Pin Code \_\_\_\_\_  
Email Id \_\_\_\_\_  
Telephone Number(s) \_\_\_\_\_  
Fax Number(s) \_\_\_\_\_

13 Number of places of business in		Within State (Nos. only)	Outside state (Nos. only)
India (attach details about places of business including that of other places of business in Punjab –	Factories	_____	_____
	Godowns/ Warehouses	_____	_____
	Branches	_____	_____
	Shops/ Retail outlets	_____	_____
	Others (Please specify)	_____	_____

14 Total no. of enclosures \_\_\_\_\_

### Verification

I certify that the information given in this form and its attachments (if any) is true and correct to the best of my knowledge and belief and nothing has been concealed.

Signature  
Full name of authorized representative  
Designation  
Date  
Place



## Annexure II

### Particulars of places of business

1. Principal place of business

Building Name/ \_\_\_\_\_  
Number \_\_\_\_\_  
Area/ Road \_\_\_\_\_  
City \_\_\_\_\_  
Pin Code \_\_\_\_\_  
Email Id \_\_\_\_\_  
Telephone Number(s) \_\_\_\_\_  
Fax Number(s) \_\_\_\_\_

2. State \_\_\_\_\_

3. Date of establishment \_\_\_\_\_

4. Type (Tick One)  Godown  Factory/ Industries  Shop/ Retail outlets  
 Office/Branch offices  Other (Please specify)

1. Additional places of business (If more than one, attach separate sheets)

Building Name/ \_\_\_\_\_  
Number \_\_\_\_\_  
Area/ Road \_\_\_\_\_  
City \_\_\_\_\_  
Pin Code \_\_\_\_\_  
Email Id \_\_\_\_\_  
Telephone Number(s) \_\_\_\_\_  
Fax Number(s) \_\_\_\_\_

2. State \_\_\_\_\_

3. State local tax registration number (if State is other than Punjab) \_\_\_\_\_

4. Date of establishment \_\_\_\_\_

5. Type (Tick One)  Godown  Factory/ Industries  Shop/ Retail outlets  
 Office/ Branch offices  Other (Please specify)

### Verification

The above statement(s) are true and complete to the best of my knowledge and belief and nothing has been concealed. I further declare that I shall inform the department whenever there is a change in the information provided above

Signature \_\_\_\_\_

Full name of the person \_\_\_\_\_  
Designation \_\_\_\_\_  
Place \_\_\_\_\_  
Date \_\_\_\_\_