

No.C7/14063/06/CT

Office of the Commissioner,  
Department of Commercial Taxes,  
Thiruvananthapuram  
Dated.30/4/2007

**CIRCULAR No 20/07**

Sub: Intensive Drive for issue of Registration Certificates-  
modified instructions-issued

Ref: Circular No 19/07

As promised in the **Budget Speech**, it is planned to issue **Registration Certificate** to all dealers who apply for renewal of their registration.

Instructions had been issued to launch a drive to issue RCs to dealers when they came to renew their registration under the KVAT Act, 2003 by 30<sup>th</sup> April after taking any data that may be missing in the application form for registration.

Unfortunately, data in majority of the columns of the application forms of majority of the dealers transferred from KGST to KVAT is not available; these dealers will be required to file all the data once again in the appended application form along with enclosures such as

- two copies of passport photos,
- self-attested copy of panchayat /municipal licence,
- self-attested copy of lease deed (in case of rented space) or tax receipt (in case of self-owned property) in case they are easily available;;
- self-attested copy of PAN Card,
- Partnership Deed/ MOA, etc.

However, copy of lease deeds will not be mandatory for dealers already registered under KGST transferring to KVAT in case they are not readily available.

This drive is to grant RCs to businesses that are already running and registered with the Department. It is possible that some of them, especially fresh cases of dealers who applied for

registration after 1.4.05., have given complete details in Form 1/1A; in such cases fresh applications should not be insisted upon; the old forms are sufficient and missing data therein required for data entry purposes are got filled up. Dealers who have given all the data earlier should not be insisted upon to re-submit all the data in Form 1/1A afresh just because the format has been changed slightly.

Dealers are to take particular care in filling up data regarding commodities handled. It should be ensured that the entries are the same as in the lists already circulated to the Circle Offices. But there is no need to enter the HSN Code or Schedule & Entry No.; this will be done by the software if the commodities are given in the same way as in the list.

Dealers are also to give their mobile number, as the Department intends to develop a facility to send SMSs to them on consignments booked in their TIN entering the Checkposts.

Only on receipt of these completed application forms along with the renewal application fee will the Registration Certificate be handed over by the assessing office.

In no case that should assessing officers refuse to countersign chalan for remitting fee for renewal of registration for the reason that Form 1/1A has not been submitted afresh.

The last date for submission of application forms & renewal fees is hereby extended to 15<sup>th</sup> May 2007 subject to payment of the usual compounding fee.

No dealer will be permitted to operate after 31<sup>st</sup> May 2007 without obtaining Registration Certificates.

Circular 19/07 stands modified to this extent.

All dealers are requested to cooperate with the Department in the effort to distribute registration Certificates in a time-bound manner.

Commissioner

To

All Concerned.