

CIRCULAR No. 19/07/CT

Sub: Intensive Drive for Issue of Registration Certificates - reg.

Dealers, as we know, need to renew their registration under the KVAT Act, 2003 by 30th April by applying to their assessing authority. This year, as promised in the **Budget Speech**, we intend to give **Registration Certificate** to all dealers who apply for renewal of their registration.

However, as 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. (photographs of all the directors/ partners are not necessary; Mg.Partner / Mg.Director / Authorised Siganatory will be sufficient)
- self-attested copy of panchayat/municipal licence, (both for principal place of business & branches / godowns; in case of business places located in Industrial Estates / Areas, SEZ, etc. self-attested copy of letter of allotment will suffice).
- self-attested copy of lease deed (in case of rented space) or tax receipt (in case of self-owned property),
- self-attested copy of PAN Card,
- Partnership Deed/ MOA, etc.

All concerned should note that the details furnished should be current and true as on date of submission.

Dealers are requested to take particular care in filling up data regarding commodities handled; they should take help of staff in the assessment office when filling up this section. This section should be carefully scrutinized by the assessment office staff at the time of acceptance to verify it is in conformity with the list of commodities already circulated

They are also requested 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.

All dealers are requested to furnish the details and remit the renewal fee latest by 30.4.07.

We had also intended to transfer bigger dealers to Special Circles and smaller dealers to the Ordinary Circles, and also to give up the old CST numbering format. But these changes are postponed for the next year. There will now be no changes in the assessment offices or in the numbering this year, excepting that the Registration Certificate will indicate interstate dealers in Kerala with a **C** added after their TIN.

Circulars 10/07 and 16/07 stand 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.

It may also be noted that no dealer will be permitted to operate after 31st May 2007 without obtaining Registration Certificates.

Commissioner
Commercial Taxes.

To

All Concerned

[INSTRUCTIONS](#)
[FORM No.1](#)
[FORM No.1A](#)

NSTRUCTIONS FOR FILLING UP THE APPLICATION

1. All particulars in this Application Form should be filled in English Block letters
2. Wherever the space is inadequate to fill the required details, furnish such details/data in a separate sheet in the same format given for the respective item/items.
3. Wherever the particulars are not applicable or not relevant to the dealer, mention **NOT APPLICABLE** against such item/items
4. Corrections and overwriting are not allowed in filling the Application Form
5. The applicant may seek the assistance/guidance of the respective Assessing / Registering Authorities of the Commercial Taxes Department in case of any doubt or difficulty in filling the Application.
6. The Application should be verified properly and duly signed and dated. The signatory of the Application should satisfy that all the particulars furnished in the application and accompanying enclosures are correct and complete in all respects.
7. The details of the all the commodities dealt by the dealer shall be furnished in item No. 5 of the Application Form in the given format.
8. The applicant is requested to retain the Xerox copy of the filled Application Form as his office copy.
9. The duly filled Application Form shall be sent to the concerned Assessing / Registering Authority along with the registration fees and the enclosures on or before **20- 4-2007**.

COMMISSIONER OF COMMERCIAL TAXES