

GOVERNMENT OF KERALA
DEPARTMENT OF COMMERCIAL TAXES

FORM No.4

Certificate of Registration

[See Rule 16 (14)]

| | | | | | | | | |
|------|---|---|--|---|---|--|---|---|
| DATE | D | D | | M | M | | Y | Y |
|------|---|---|--|---|---|--|---|---|

| | | | | | | | | |
|------|--|--|--|--|--|--|--|--|
| TIN* | | | | | | | | |
|------|--|--|--|--|--|--|--|--|

To
 Sri/ Smt/ Msrs

.....

.....

| |
|-------------------|
| VAT OFFICE |
| ADDRESS |

This is to certify that Sri/ Smt/ Msrs (Here give the name of the dealer including trade name, if any) has been registered as a dealer under Section 15 of the Kerala Value Added Tax Act, 2005 subject to the following conditions.

1. This certificate is valid from(date) until cancelled/ suspended/ surrendered and subject to renewal every year as per Rules.
2. This certificate is issued for the principal place of business/ branch place of business at (strike out whichever is not applicable).
3. The dealer shall maintain true and correct accounts of the business as required under the provisions of the Act and Rules.
4. The dealer shall pay over to the government the entire amount of tax payable by him/ them.

Place.....
 Authority
 Date.....

Signature of the Registering/Assessing

Schedule

1. Name and full postal address of the principal place of the business of the dealer as at the time of granting registration under the KVAT Act 03 (Building name and No., Ward No., Road Name, Street Name etc to be specified)
2. Name and full postal address of the Branch places of business
 - 1)
 - 2)
 - 3)
 - 4)
 - 5)
 (Use Spacious Sheet)
3. Name and full postal address of the places used as the godowns/ Warehouses/ Stock yards where goods are stored
 - 1)
 - 2)

.....
.....

(10)

(Use spacious sheet)

4. Name and full postal address of the franchises/ C&F Agents etc who issue Sale/ Stock Transfer/ Invoice/ Bill bearing the name of the dealer acting as agent/ broker

1)

2)

.....

.....

(25)

(Use spacious sheet)

5. Nature of business activity

1) Purchases – Local/ Interstate/ Import

2) Stock transfer receipts as principle/agent – Local/ Interstate/ Import

3) Sales – Local/ Interstate/Export

4) Stock transfers to HO/Br./Agent/Principal – Local/ Interstate/ Export

5) Manufacturer

6) Works contract

7) Lease

8) Hire purchase

9) Others

(Strike out whichever is not applicable and put \sqrt mark on items applicable)

6. Details of goods dealt with by the dealer

A. Manufactured

(1)

(2)

.....

.....

(10).....

B. Purchase for use in manufacture

(1)

(2)

.....

.....

(10).....

C. Purchased for use in works contract

(1)

(2)

.....

.....

(5)

D. Purchased for resale

(1)

(2)

.....

(15) ...

E. Purchased for Lease/ Hire purchase

(1)

(2)
.....
.....

(10).....
F. Sales

(1)
(2)

.....
.....

(10)
G. Stock Transfer receipts/Issued

(1)
(2)

.....
.....

(10)

Place
Date

(Office Seal)

Name and Signature of the
Registering Authority

1. Details of Renewal of Registration
(2 sheets)

| Date of Renewal | Year to which renewed | Particulars of Payment | Signature of the assessing Authority |
|-----------------|-----------------------|------------------------|--------------------------------------|
| | | | |

2. Details of Suspension of Registration Certificate
(1Sheet)

| Order No and date | Name of the Authority | Period of Suspension | Brief particulars of Offence committed | Signature |
|-------------------|-----------------------|----------------------|--|-----------|
| | | | | |

3. Details of Cancellation of Registration Certificate

| Order No and date | Name of the Authority | Reasons in Brief | Details of restoration of RC, if any | Signature |
|-------------------|-----------------------|------------------|--------------------------------------|-----------|
| | | | | |

4. Details of Discontinuance of Business

| Particulars of Communication by the dealer | Result of enquiry in brief | Stoppage whether temporary or permanent | Remarks | Signature |
|--|----------------------------|---|---------|-----------|
| | | | | |

5. Details of reconstitution of the firm

(2 Sheets)

| Date of Reconstitution | Names and addresses of newly admitted partners | Names of all partners after reconstitution | Names of partners if any, who are absent in the reconstituted partnership | Whether partnership deed filed | Signature |
|------------------------|--|--|---|--------------------------------|-----------|
| | | | | | |

6. Details of retirement/ Death of Partners

| Date of communication whether through declaration in form No.3 or otherwise | Effective date for severance of connection with business | Brief details of liabilities under the Act during continuance in partner ship and related pendency/ of assessments/ appeals/ revisions | Signature |
|---|--|--|-----------|
| | | | |

7. Attested passport size photos of the dealer (Proprietor, Partner, Directors, Secretary etc)
(2 Sheets)

8. AMMENDMENTS/ ADDENDUM/ ERRATUM

A. Change of trade name

| Changed Name | Date of change | Principal place of business at | Branch of | Signature |
|--------------|----------------|--------------------------------|-----------|-----------|
| | | | | |

(1sheet)

B. Change of address

| Date of change | New address of principal place of business | New address of Branch | Result of enquiry | Signature |
|----------------|--|-----------------------|-------------------|-----------|
| | | | | |

(2 sheets)

C. Change of Directors of Private Ltd Company

| Date of change | Name and residential address of the new directors | Name and designation of all directors after change | Signature |
|----------------|---|--|-----------|
| | | | |

(2 sheets)

D. Change in commodity in business

| | | Addition | Deletion | Date | Signature |
|----|---|----------|----------|------|-----------|
| 1. | Local purchase/ Receipts | | | | |
| 2. | Interstate/ Import Purchase/ Receipts | | | | |
| 3. | Local Sales/ Issues | | | | |
| 4. | Interstate/ Export sales/ Issues | | | | |
| 5. | Manufacture/ Works contract/ Lease/ Hire purchase | | | | |

(3Sheets)

E. Changes of Regn. No./ Registration Certificate No./ OFFICE

| Permanent Account No.: | | Registration Certificate No. | |
|------------------------|--------|------------------------------|-----------|
| Old Number | New No | Date of validity and effect | Signature |
| | | | |

(Half sheet)

F. Changes of Managers/ P/A Holders/ Agents/ Franchises etc.

| Date of change | Name of Manager or P/A Holder Changed | Name of Manager or P/A Holder newly appointed | Name and address of the C&F Agents/ Franchises etc. newly appointed | Others | Signature |
|----------------|---------------------------------------|---|---|--------|-----------|
| | | | | | |

(2 Sheets)

G. Details of security furnished/ released/ replaced

| Date | Amount of security furnished | Particulars of furnishing security (whether Bank deposit/ NSC/ security bond etc.) | Period of validity/ maturity | Due date for renewal | Initials of officer with date | Date of renewal/ replacement of security |
|------|------------------------------|--|------------------------------|----------------------|-------------------------------|--|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| | | | | | | |

| Particulars of replacement of security | Period of validity | Date of revalidation | Initials of officer with date | Details of release of security with reason | Details of forfeiture / appropriation of security with reason | Initials of the officer with date |
|--|--------------------|----------------------|-------------------------------|--|---|-----------------------------------|
| (8) | (9) | (10) | (11) | (12) | (13) | (14) |
| | | | | | | |

Place.....
Authority
Date.....

Signature of the Registering/Assessing