

User Manual For Conversion 14(2) to 14(1)



Himachal Pradesh Excise and Tax Department

Prepared By:



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1. Introduction

Conversion of 14(2) to 14(1) refers to a change in the VAT registration status of a business or individual dealer. It suggests that the entity is moving from being voluntarily registered for VAT (under section 14(2)) to becoming a mandatory VAT registrant (under section 14(1))

The conversion from "14(2) to 14(1)" implies that the entity's taxable turnover has surpassed the mandatory VAT registration threshold.

1.1. Workflow

The workflow in Cancellation typically includes the following steps of HP ETD such as:

- Dealer who applies VAT registration form with selecting "Registration Under Section 14(2)" as Yes.
- ACSTE initiates conversion process.
- ACSTE changes the "Date of Liability" and "Date of Validity" on the Order page.
- ACSTE submits and the provisional registration certificate changes to regular registration certificate

2. Getting Started (ACSTE)

To start the application:

1. Click any browser icon i.e: Google Chrome, Microsoft Edge, Mozilla Firefox, etc. The browser appears.
2. Type the URL given below in the Address bar :
<http://203.193.144.19/HP-VAT/>
3. Once the web site is connected the Home page will appear as shown below (Fig-1).
4. On the left hand side of the home page there is a login section.

The screenshot shows the HP-VAT Home Page. On the left, there is a 'LOGIN' section with a 'Login Here' heading. It contains input fields for 'Username', 'Password', and 'Captcha', followed by a 'Login' button and a 'Forgot Password' link. Below the login section are three categories: 'LINKS' (VAT Registration, CST Registration, CGCR Registration, PGT Registration), 'DEALER LISTING' (Dealer Search), and 'GST' (GST Registration, Know your GST). The main content area is divided into several sections. The 'Welcome' section features a profile of Shri Sukhvinder Singh Sukhu, Hon'ble Chief Minister, with his vision 'Towards Economic Self Reliance' and mission 'Mobilizing Public Revenue for social and economic development of the State through effective Tax Administration in a symbiotic business environment.' To the right is the 'WHAT'S NEW' section with five items: 'Himachal Pradesh Sadhbhawana Legacy Cases Resolution Scheme, 2023- procedure', 'Final seniority list of Clerk and Jr. Asstt.', 'Office order regarding seniority list of Class-IV', 'Expression of Interest (EOI) for Finalization of Hologram Specifications', and 'Amendment in VAT rate on Diesel'. Below these are four columns: 'General' (Post Query, Feedback, Checklist & Procedure, Draft GST Return Design, Principles And Formats, Comment / Feedback input on GST Returns and Design forms), 'View' (GST FAQ, VAT FAQ, Tenders, Advertisement), 'Form Finder' (GST Form, VAT Forms, CST Forms, CGCR Forms, PGT Forms, M&TP Forms, Downloads), and 'Tax Haat Corner' (Submit Query, View Status of Query).

Fig-1: Home Page

5. The first step is to login to the application by entering 'Username', 'Password' and 'Captcha'.
6. Click on " Login" button will redirect the user to the listing page (Fig-2).

VAT & Allied System, Himachal Pradesh Tax and Excise Department

Sl.	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Assigned ACSTE Details			Assigned STEO Details			Action
							Name	Date	Status	Name	Date	Status	
1	3648205856451397	Diamond	susmita	NORMAL	07845223888	27/07/2023	ACSTE-Sarjauli	27/07/2023	Pending	STEO-Sarjauli	27/07/2023	Inspected	DCSTE Forward Rem ACSTE ForwardRem Approved Successful: TIN No : 0210110112; Download Registratio Certificate View
2	5364445815246412	Soni Inc	susmita sahoob	NORMAL	06985745896	23/07/2023	ACSTE-Sarjauli	23/07/2023	Approved	STEO-Sarjauli	23/07/2023	Inspected	DCSTE Forward Rem ACSTE ForwardRem Approved Successful: TIN No : 0210110112; Download Registratio Certificate View
3	8469363647631576	susmita	GT TECHNOLOGY	NORMAL	07845223888	18/07/2023	ACSTE-Sarjauli	18/07/2023	Approved	STEO-Sarjauli	18/07/2023	Inspected	DCSTE Forward Rem ACSTE ForwardRem Approved Successful: TIN No : 0210110112; Download Registratio Certificate View

Fig-2

- Click on “Conversion 14(2) to 14(1)” from the listing menu.
- After clicking the menu the “Conversion 14(2) to 14(1)” page appears (Fig-3).

Co sanjauli Circle officer (ACSTE)		CONVERSION FROM 14(2) TO 14(1)		Back
LINKS <ul style="list-style-type: none"> VAT List CST List CGCR List PGT/AGT List VAT Amendment List PGT/AGT Amendment List CST Amendment List Initiate Suspension Notice Suspension List Activate Suspended Dealers Activation List Initiate Cancellation Cancellation List SUO-MOTO Registration-VAT SUO-MOTO Registration-CST SUO-MOTO Cancellation Conversion From 14(2) to 14(1) e-CST Forms Request Block/Unblock TIN 	ENTER TIN* <input type="text" value="ENTER TIN NUMBER"/>		<input type="button" value="FETCH DETAILS"/>	
	HELPLINE NO <ul style="list-style-type: none"> VAT & EXCISE 1800-180-8066 GST Helpline 1800-180-8067 			

Fig-3

- On the page enter the TIN number on the “Enter TIN” field.
- After entering the TIN number click on “Fetch Details” button.
- After clicking all the registration details will be fetched and auto-populated.
- Check the details by clicking “Next” button.
- While clicking the “Order” page will appear. (Fig-4)

VAT & Allied System, Himachal Pradesh Tax and Excise Department

Co sanjauli
Circle officer (ACSTE)

LINKS

- VAT List
- CST List
- GGCR List
- PGT/AGT List
- VAT Amendment List
- PGT/AGT Amendment List
- CST Amendment List
- Initiate Suspension Notice
- Suspension List
- Activate Suspended Dealers
- Activation List
- Initiate Cancellation
- Cancellation List
- SUO-MOTO Registration-VAT
- SUO-MOTO Registration-CST
- SUO-MOTO Cancellation
- Conversion From 14(2) to 14(1)
- e-CST Forms Request
- Block/Unblock TIN

HELPLINE NO

- VAT & EXCISE 1800-180-8066
- GST Helpline 1800-180-8067

Details Information of Provisional Registration

1 Name of Business
2 Bank Details
3 Annexure-I
4 Annexure-II
5 Annexure-III
6 Annexure-IV
7 Annexure-V
8 Order

ORDER OF ASSESSING AUTHORITY

Date of Expiry*
27-07-2023

Date of Validity*
28-07-2023

Dealer Category*
Yearly

Date of Liability*
dd-mm-yyyy

Order*
[]

Dealer Classification*
Classification 1

1. I/We hereby certify that I have physically checked and verified all the documents/enclosures and have found them in order.

1. I/We hereby accept the surety bonds furnished by the dealer and have duly endorsed my signatures on the said documents.

[<<Prev](#) [Submit](#)

Fig-4

14. On the Order page fill the details such as

- **Date of Liability** – Select Date
- **Date of Validity** – Select Date
- **Order** – Enter Details
- **Dealer Category** - Select from dropdown
- **Dealer Classification** – Select from dropdown

15. After filling the details, click on “Submit” button and the list page will appear where Provisional RC to Permanent RC. (Fig-5)

Co sanjauli
Circle officer (ACSTE)

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HELPLINE NO

- VAT & EXCISE 1800-180-8066
- GST Helpline 1800-180-8067

VAT Registration List

[Back](#)

Provisional RC converted to Regular RC successfully.


Show 10 entries Search: []

Sl.	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Assigned ACSTE Details			Assigned STEO Details			Action
							Name	Date	Status	Name	Date	Status	
1	3648205856451397	Diamond	susmita	NORMAL	07845223888	27/07/2023	ACSTE-Sanjauli	05/08/2023	Pending	STEO-Sanjauli	27/07/2023	Inspected	DCSTE Forward Remark ACSTE ForwardRemark Approved Successfully TIN No : 02101101121 Download Registration Certificate View
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Fig-5

16. Click on Download registration Certificate link this Certificate Formal will Appear.

DEPARTMENT OF STATE TAXES AND EXCISE
 Government of Himachal Pradesh



FORM VAT-IV
 [See rule 5(1)]

CERTIFICATE OF REGISTRATION (GENERAL /VAT REGISTRATION)

TIN : 02101-0112122

DISTRICT : Shimla

This is to certify that the business known as M/s est trader whose principal place of business in Himachal Pradesh is situated at House No: 1212, city/village: SHIMLA, post office: , Tehsil: , District: Shimla has been registered as a dealer under sub-section (1) of section 14 of the Himachal Pradesh Value Added Tax Act,2005.

2. The business is

Sr.No	Principal Activities
1	est trader

and has additional places of Business at

Sr.No.	Branch Name	Business Type	Address
1.	chotta shimla	Godown	1212, SHIMLA, SHIMLA, 123456

3. Periodicity of furnishing returns and payment of tax: _____

4. DATE OF VALIDITY: 29/08/2023 DATE OF LIABILITY: 17/08/2023

(A) CLASS(ES) OF GOODS ALLOWED:
 Principal Commodities:

Sr.No.	Purpose for which allowed	Description of goods
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Fig-6