User Manual
For
Suo-Moto Registration and Cancellation of VAT & CST

Himachal Pradesh Excise and Tax Department

Contents

1. Introduction

"Suo moto tax registration and cancellation" typically refers to a tax registration process initiated by the tax authorities themselves without a specific application or request from the taxpayer. In other words, the tax authorities take the initiative to register or cancel a taxpayer for tax purposes based on certain criteria or information available to them.

Types of Forms included:
- VAT Form 1
- CST Form A

1.1. Workflow

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

- ACSTE initiates Suo-moto registration form.
- ACSTE initiates Suo-moto cancellation form.
- The STEO is assigned to visit by the ACSTE.
- A STEO confirms and adds remarks.
- ACSTE may accept or deny comments upon verification.

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.

Fig-1: Home Page

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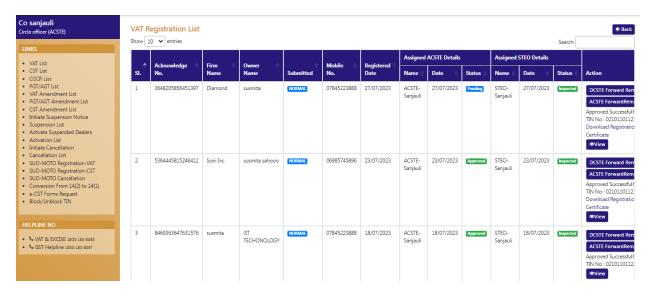6. Click on " Login" button will redirect the user to the listing page (Fig-2).

Fig-2

3. Suo-Moto Registration of VAT

7. In the Listing page click on "SUO-MOTO Registration-VAT" from the left side menus.

8. After clicking, the "Suo – Moto VAT 1 Registration" page will appear. (Fig-3)
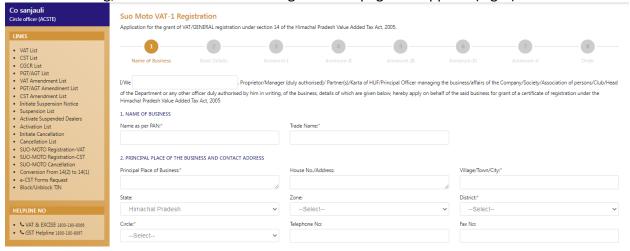

Fig-3

❖ **Name of Business**
- **Name as per PAN-** Enter Name
- **Trade Name –** Enter Trade Name
- **Principal Place of Business –** Enter place
- **House No/ Address –** Enter house no
- **Village/Town/City –** Enter village
- **State-** Select State from dropdown
- **Zone-** Select Zone from dropdown
- **District-** Select District from dropdown

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- **Circle-** Select Circle from dropdown
- **Telephone No-** Enter telephone number
- **FAX No-** Enter FAX number
- **Mobile No-** Enter mobile number
- **Email Id**- Enter email id
- **PERMANENT ACCOUNT NUMBER OF THE BUSINESS (PAN) UNDER THE INCOME TAX ACT, 1961** - Enter number
- **CONSTITUTION OF THE BUSINESS**- Select business from dropdown
- **NATURE OF BUSINESS** - Select business nature from dropdown
- **PRINCIPAL COMMODITIES IN WHICH BUSINESS IS DONE** - Enter commodities
- **EAC (ECONOMIC ACTIVITY CODE) (AS PER SCHEDULE-I APPENDED TO THE RULES)** - Enter EAC
- **Import** - Enter Import
- **Export** - Enter Export
- **Sales Exceeding RS –** Enter amount
- **Registration Under Section 14(2)-** Select registration from dropdown
- **DATE OF LIABILITY** – Select date

9. After filling all the details in "Name of Business" page, click on Next button.
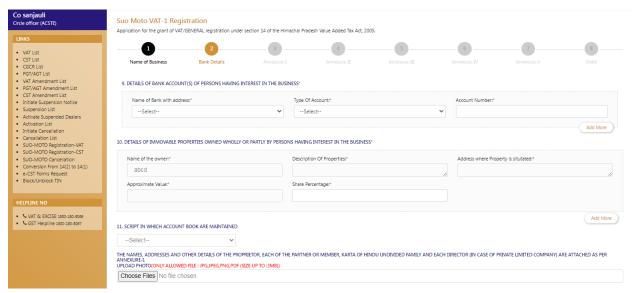10. On clicking Next button, "Bank Details" page will appear (Fig-4).

Fig-4

- ❖ **Bank Details**
  - **Name of the Bank with Address-** Select from dropdown
  - **Type of Account-** Select from dropdown
  - **Account Number-** Enter details
  - **Description Of Property-** Enter details
  - **Approximate Value-** Enter details
  - **Share Percentage-** Enter details
  - **SCRIPT IN WHICH ACCOUNT BOOK ARE MAINTAINED-** Select from dropdown

- **THE NAMES, ADDRESSES AND OTHER DETAILS OF THE PROPRIETOR, EACH OF THE PARTNER OR MEMBER, KARTA OF HINDU UNDIVIDED FAMILY AND EACH DIRECTOR** – UPLOAD PHOTO
- **ATTESTED COPY OF THE PARTNERSHIP DEED /MEMORANDUM OF ASSOCIATION AND ARTICLES OF ASSOCIATION/ OTHER AGREEMENT/ DOCUMENT---------- IS/ ARE ENCLOSED.** – UPLOAD PHOTO
- **THE DETAILS OF ADDITIONAL PLACE(S) OF BUSINESS ARE ATTACHED AS PER ANNEXURE-II**– UPLOAD PHOTO
- **THE LIST OF GOODS REQUIRED TO BE PURCHASED FOR USE IN MANUFACTURE, TELECOMMUNICATION NETWORK, GENERATION OR DISTRIBUTION OF ELECTRIC ENERGY OR OTHER POWER CAPTIVE USE OR PACKING OF GOODS AND USE AS CAPITAL GOODS IS ATTACHED AS PER ANNEXURE-III.** – UPLOAD PHOTO
- **THE DETAILS OF SECURITY FURNISHED ARE ATTACHED AS PER ANNEXURE-IV**– UPLOAD PHOTO
- **Status-** Select from dropdown

11. Dealer has to fill the details of "Bank Details" page .
12. After filling all the details in "Bank Details" page, click on Next button.
13. Incase of any wrong data entered in previous page, dealer has to click on Previous button and edit the details.
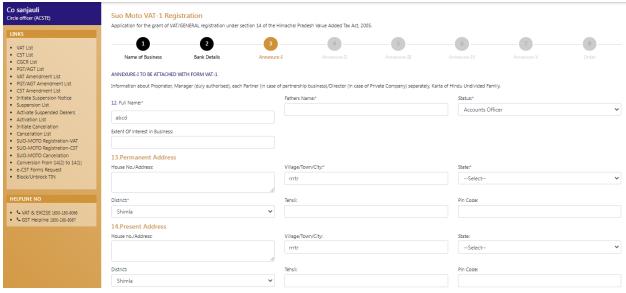14. On clicking Next button, "Annexure I" page will appear. (Fig-5)

Fig-5

- ❖ **Annexure-I**
    - **Fathers Name –** Enter the details
    - **Extent Of interest in Business-** Enter the details
    - **State-** Select from dropdown
    - **Tehsil-** Enter the details
    - **Pincode-** Enter the details
    - **Full Address where properties is Situated-** Enter the details

- **Approximate Value-** Enter the details
- **Extent of Share-** Enter the details
- **Date-** Select from date

15. Dealer has to fill the details of "Annexure I" page .
16. After filling all the details in "Annexure I" page, click on Next button.
17. In case of any wrong data entered in previous page, dealer has to click on Previous button and edit the details.
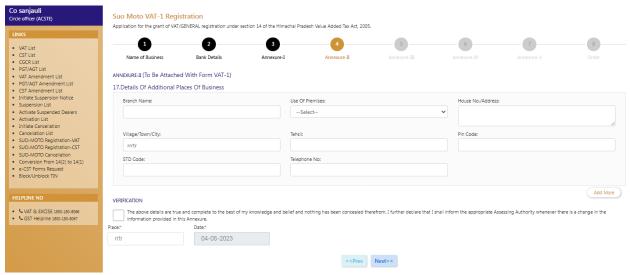18. On clicking Next button, "Annexure II" page will appear. (Fig-6)

Fig-6

❖ **Annexure-II**
- **Branch Name-** Enter the details
- **Use Of Premises -** Select from dropdown
- **If Other Please Specify -** Enter the details
- **Tehsil-** Enter the details
- **Pincode -** Enter the details
- **Std Code-** Enter the details
- **Date –** Select from date

19. Dealer has to fill the details of "Annexure II" page .
20. After filling all the details in "Annexure II" page, click on Next button.
21. In case of any wrong data entered in previous page, dealer has to click on Previous button and edit the details.
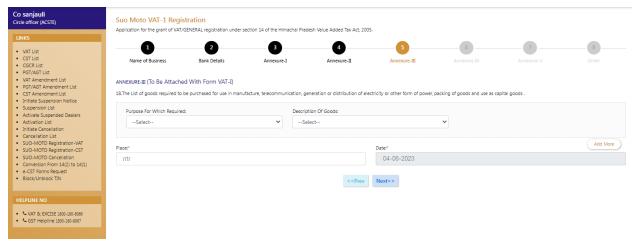22. On clicking Next button, "Annexure III" page will appear (Fig-7).

Fig-7

❖ **Annexure- III**
- **Purpose For Which Required-** Select from dropdown
- **Description Of Goods-** Select from dropdown
- **Date-** Select from date

23. Dealer has to fill the details of "Annexure III" page .
24. After filling all the details in "Annexure III" page, click on Next button.
25. In case of any wrong data entered in previous page, dealer has to click on Previous button and edit the details.
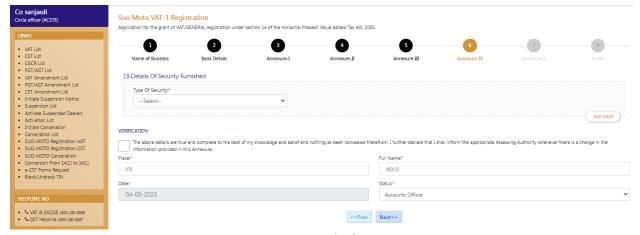26. On clicking Next button, "Annexure IV" page will appear (Fig-8).

Fig-8

❖ **Annexure- IV**
- **Type Of Security-** Select from dropdown
- **Amount-** Enter the details
- **Tin Of Surety-** Enter the details
- **Name of the surety-** Enter the details
- **Date of expiry (in case of bank guarantee)-** Select from date

27. Dealer has to fill the details of "Annexure IV" page .
28. After filling all the details in "Annexure IV" page, click on Next button.

29. In case of any wrong data entered in previous page, dealer has to click on Previous button and edit the details.
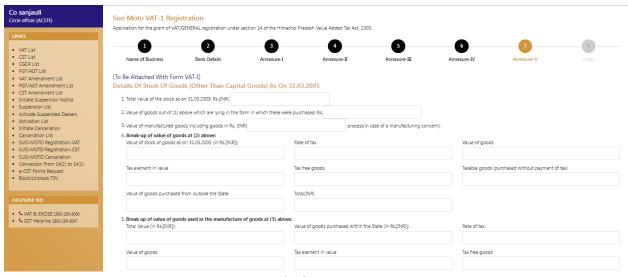30. On clicking Next button, "Annexure V" page will appear (Fig-9).

Fig-9

❖ **Annexure- V**

- **Total value of the stock as on 31.03.2005: Rs.(INR)-** Enter the details
- **Value of goods out of (1) above which are lying in the form in which these were purchased-** Enter the details
- **Value of manufactured goods including goods in Rs-** Enter the details
- **Value of stock of goods as on 31.03.2005-** Enter the details
- **Rate of tax-** Enter the details
- **Value of goods-** Enter the details
- **Tax element in value-** Enter the details
- **Tax free goods-** Enter the details
- **Taxable goods-** Enter the details
- **Value of goods purchased from outside the State-** Enter the details
- **Total-** Enter the details
- **Total Value-** Enter the details
- **Value of goods purchased within the State (in Rs.)-** Enter the details
- **Rate of tax-** Enter the details
- **Value of goods-** Enter the details
- **Tax element in value-** Enter the details
- **Tax free goods-** Enter the details
- **Taxable goods. -** Enter the details
- **Value of goods purchased from outside the State-** Enter the details

31. Dealer has to fill the details of "Annexure V" page .
32. After filling all the details in "Annexure V" page, click on Next button.

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33. In case of any wrong data entered in previous page, dealer has to click on Previous button and edit the details.
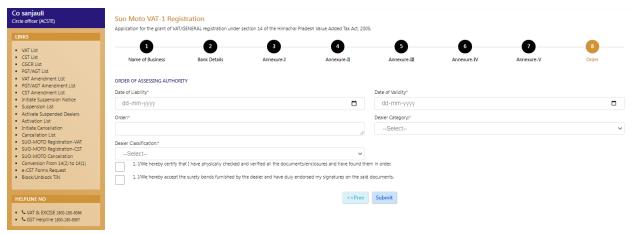34. On clicking Next button, "Order" page will appear (Fig-10).

Fig-10

❖ **Order**
- **Date of Liability-** Select date
- **Date of Validity-** Select Date
- **Order-** Enter the details
- **Dealer Category-** Select Category
- **Dealer Classification-** Select Classification

35. After filling all the details in "Order" page, click on Submit button.
36. In case of any wrong data entered in previous page, dealer has to click on Previous button and edit the details.
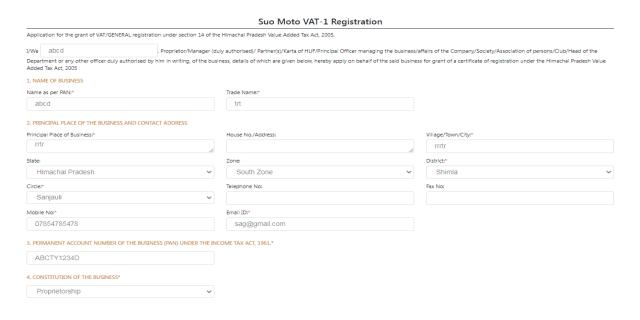37. After submitting the Preview page will appear. (Fig-11)

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Fig-11

38. After checking the Preview click on "Submit" button and to edit any fields click on "Edit" button.
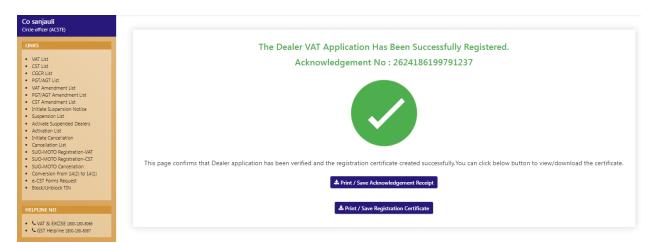39. After clicking submit button VAT Registration success page will appear. (Fig-12)

Fig-12

40. In success page click on "Print/Save Acknowledgement Receipt" button to view receipt. (Fig-13)

FORM VAT-1

[See rule 3(1)]

Application for the grant of VAT/GENERAL registration under section 14 of the Himachal Pradesh Value Added Tax Act, 2005.

To

The Assessing Authority,
Shimla District.

I/We **amit**. Proprietor/Manager (duly authorised)/ Partner(s)/Karta of HUF/Principal Officer managing the business/affairs of the Company/Society/Association of persons/Club/Head of the Department or any other officer duly authorised by him in writing, of the business, details of which are given below, hereby apply on behalf of the said business for grant of a certificate of registration under the Himachal Pradesh Value Added Tax Act, 2005.

1. Name of business

(a)	Name as per PAN	**amit**
(b)	Trade Name	**dsfd**

2. Principal place of the business and contact address:

Principal place of business	**dsfdf**
Address:	Phone: **07856987458**
City: **dsf**	Fax:
District: **Shimla**	E-mail: **fdfs@gmail.com**

Fig-13

41. In success page click on "Print/Save Registration Certificate" button to view certificate. (Fig-14)

DEPARTMENT OF STATE TAXES AND EXCISE

Government of Himachal Pradesh

सत्यमेव जयते
हिमाचल प्रदेश सरकार

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

CERTIFICATE OF REGISTRATION (GENERAL /VAT REGISTRATION)

TIN : 02101101120

DISTRICT : Shimla

This is to certify that the business known as M/s dsfd whose principal place of business in Himachal Pradesh is situated at House No: , city/village: dsf, 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	dsfd

Fig-14

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4. Suo-Moto Registration of CST

42. In the Listing page click on "SUO-MOTO Registration-CST" from the menus.
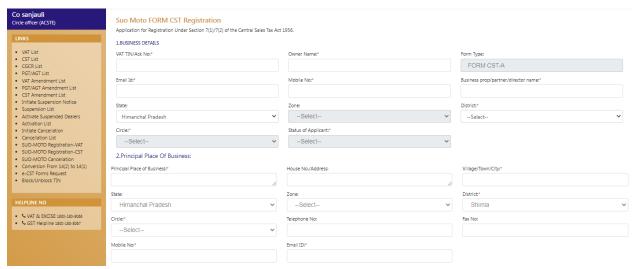43. After clicking, the "Suo – Moto FORM CST Registration" page will appear. (Fig-15)

Fig-15

- ❖ **Business Details**
  - **VAT Tin/Ack No –** Enter VAT TIN No or Acknowledgement No
  - **Owner Name –** Auto-populated
  - **Email Id-** Enter email-id details
  - **Mobile No-** Auto-populated
  - **Business prop/partner/director name-** Enter the name
  - **State-** Auto-populated
  - **Zone-** Select from dropdown
  - **District-** Auto-populated
  - **Circle-** Auto-populated
  - **Status of Applicant-** Select from dropdown
- ❖ **Principal Place of Business**
  - **Principal Place of Business-** Enter the details
  - **House No/Address-** Enter the details
  - **Village/Town/City-** Enter the details
  - **State-** Auto-populated
  - **Zone** -Select from dropdown
  - **District-** Auto-populated
  - **Circle-** Select from dropdown

- **Telephone No**- Enter the details
- **Fax No**- Enter the details
- **Mobile No**- Enter the details
- **Email-ID**- Enter the details

❖ **Additional Places of Business**
  - **Use of Premises-** Auto-populated
  - **If Others, please Specify-** Enter the details
  - **House No/Address-** Enter House No
  - **Village Town City-** Auto-populated
  - **State-** Auto-populated
  - **District-** Auto-populated
  - **Tehsil-** Auto-populated
  - **Pin Code**- Enter the pin code
  - **STD code**- Enter the STD code
  - **Telephone No**- Enter the telephone no

❖ **The Business is**
  - **Wholly-** Select from dropdown
  - **Mainly-** Select from dropdown
  - **Partly-** Select from dropdown
  - **Particulars relating to registration licence, permission etc, issued under any law for the time being in force, of the dealer: -** Enter the details
  - **Chamber of Commerce, Trade Association or Commercial Body of which Dealer is Member-** Enter the details
  - **Accounting Language-** Select from dropdown
  - **Business Start Date-** Select from date
  - **First Inter State Sale Date-** Select from date
  - **Account From-** Select from dropdown
  - **Account Sale-** Select from dropdown

❖ **Declaration**
  - **Place-** Enter the details
  - **Status-** Select from dropdown
  - **Date**- Select date
  - **Full Name-** Enter the details

❖ **Order of Assessing Authority**
  - **Date of Validity**- Select date
  - **Order-** Enter the details

44. After filling all the details, click on Submit button.
45. In case of any wrong data entered in previous page, dealer has to click on Previous button and edit the details.
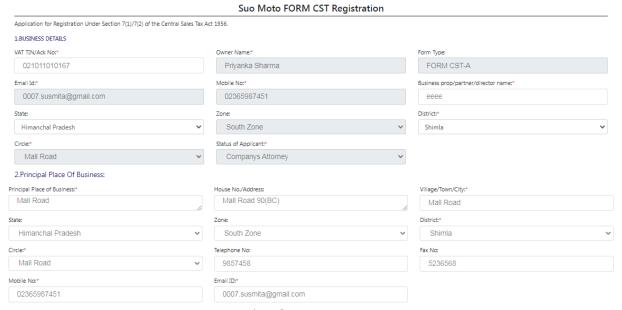46. After submitting the Preview page will appear. (Fig-16)

Fig-16

47. After checking the Preview click on "Submit" button and to edit any fields click on "Edit" button.
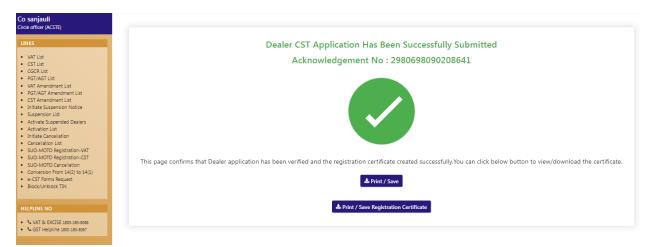48. After clicking submit button CST Registration success page will appear. (Fig-17)

Fig-17

49. In success page click on "Print/Save" button to view receipt. (Fig-18)

FORM A

(See rule 3)

APPLICATION FOR REGISTRATION UNDER SECTION 7(1)/7(2) OF THE CENTRAL SALES TAX ACT, 1956

To

The Assessing Authority,
Shimla District.

I, **Priyanka Sharma** son of, **dcsdvsd vdvdv bfdbdfvdfb bfbdfvd bdfbdfbfdbdf** on behalf of the dealer carrying on the business known as **eeee** within the State of **Himachal Pradesh** hereby apply for a certificate of registration under section 7(1) / 7(2) of the Central Sales Tax Act, 1956, and give the following particulars for this purpose:-

1. Name of the person deemed to be the Manager in relation to ihe business of the dealer in the said State.

   | Priyanka Sharma |

2. Status or relationship of the person who makes this application. (e.g., manager, partner, proprietor, director, officer-in-charge of the Government business).

   | Companys Attorney |

3. Name of the principal place of business in the said State and address thereof.

Sl.No.	Principal Place of Business	House No./Address	Village/Town/City	Circle	District	Zone	State

Fig-18

50. In success page click on "Print/Save Registration Certificate" button to view certificate. (Fig-19)

DEPARTMENT OF STATE TAXES AND EXCISE

Government of Himachal Pradesh

FORM B
[See rule 5(1)]

CERTIFICATE OF REGISTRATION

TIN   :   021011010167

DISTRICT :   Shimla

This is to certify that the business known as M/s whose principal place of business in Himachal Pradesh is situated at Mall Road 90(BC) town/village Mall Road post office Tehsil District Shimla, post office SHIMLA has been registered as a dealer under section 7(1) of the Central Sales Tax Act,1956.

Fig-19

5. Suo-Moto Cancellation

51. In the Listing page click on "SUO-MOTO Cancellation" from the menus.

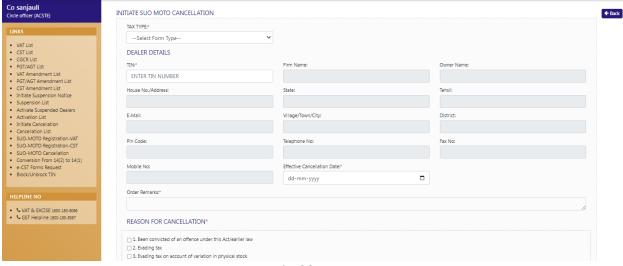52. After clicking, the "Initiate SUO-MOTO Cancellation" page will appear. (Fig-20)

Fig-20

53. In the form page, select "Tax Type" and enter "TIN" number. The data will be auto-fetched.

54. After filling the details select the "Effective Cancellation Date' and enter the "Remarks".

55. After entering the remarks, select the "Reason for Cancellation" and click on "Submit" button then Cancellation List will appear. (Fig-21)

Fig-21

56. To view the Cancellation order, click on "Download Cancellation Order" button and the order will downloaded and saved in the system. (Fig-22)

Fig-22

57. To generate the hearing notice, click on "Generate Hearing Notice" button and the hearing notice page will appear. (Fig-23)

Fig-23

58. To assign a STEO, click on "Assign Advisory Visit" button.

59. After clicking the button, the "Appointment Details" page will appear. (Fig-24)

Fig-24

60. In "Appointment Details" page , enter "Appointment Date", "Appointment Time", "Contact Person Name", "Mobile No", "Contact Person Designation", select "Assigned Advisory Visit To" from the dropdown and enter the "Remarks".

61. After filling the details, click on "Initiate Advisory Visit" button. And the task will be created at STEO login.

6. Getting Started (STEO)

To start the application:

62. Click any browser icon i.e: Google Chrome, Internet Explorer, Mozilla Firefox, etc. The browser appears.

63. Type the URL given below in the Address bar :
     http://203.193.144.19/HP-VAT/

64. Once the web site is connected the Home page will appear as shown below (Fig–25).

65. On the left hand side of the home page there is a login section.

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Fig-25: Home Page

66. The first step is to login to the application by entering 'Username', 'Password' and 'Captcha'.

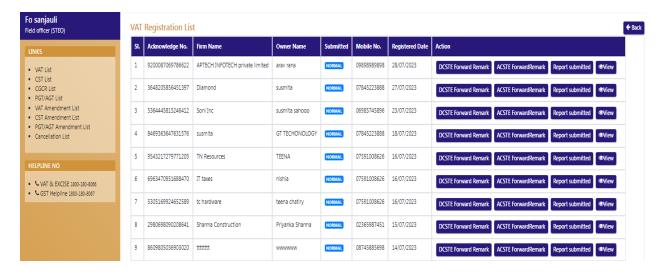67. Click on " Login" button will redirect the user to the listing page (Fig-26).

Fig-26

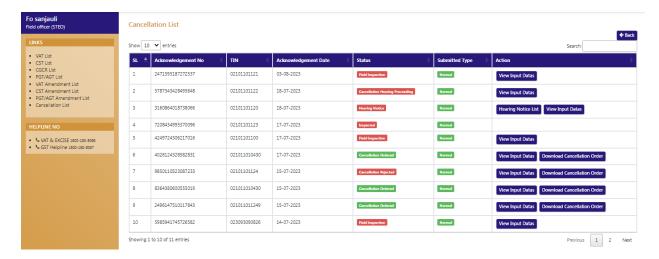68. In the menus list click on "Cancellation List" menu then the list will appear. (Fig-27)

Fig-27

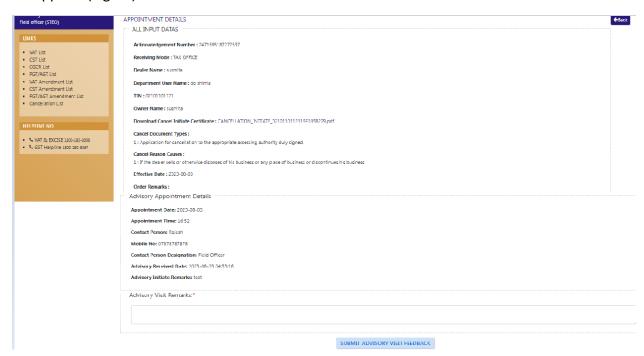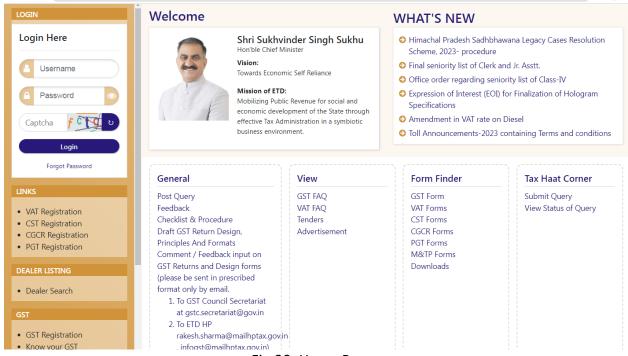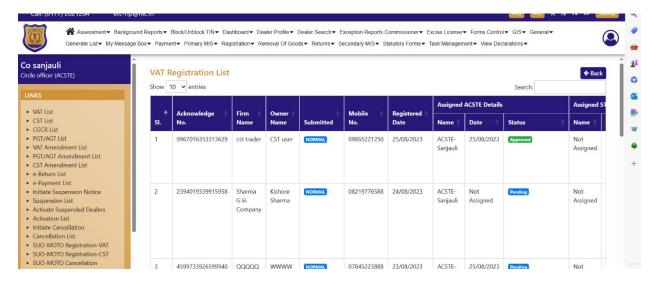69. From the Cancellation List, click on "View Input Datas" button then the following page will appear. (Fig-28)

Fig-28

70. In the appointment details page, enter the "Advisory Visit Remarks" then click on "Submit Advisory Visit Feedback" button.

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7. Getting Started (ACSTE)

To start the application:

71. Click any browser icon i.e: Google Chrome, Internet Explorer, Mozilla Firefox, etc. The browser appears.

72. Type the URL given below in the Address bar :

   http://203.193.144.19/HP-VAT/

73. Once the web site is connected the Home page will appear as shown below (Fig–29).

74. On the left hand side of the home page there is a login section.

Fig-29: Home Page

75. The first step is to login to the application by entering 'Username', 'Password' and 'Captcha'.

76. Click on " Login" button will redirect the user to the listing page (Fig-30).
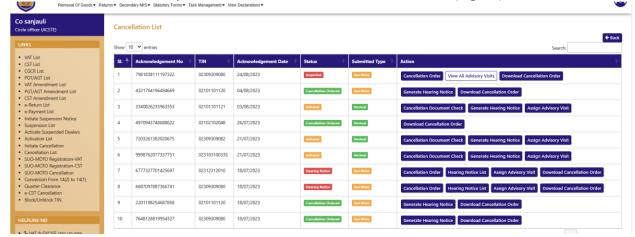
Fig-30

77. On the Listing page click on "Cancellation List" button, the following page will appear. (Fig-31)

Fig-31

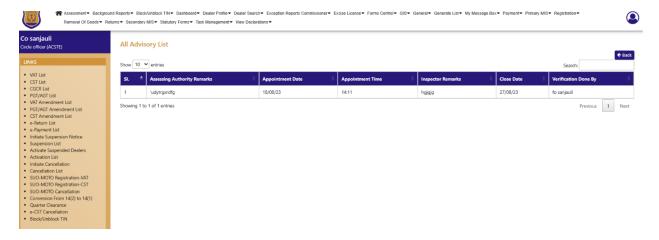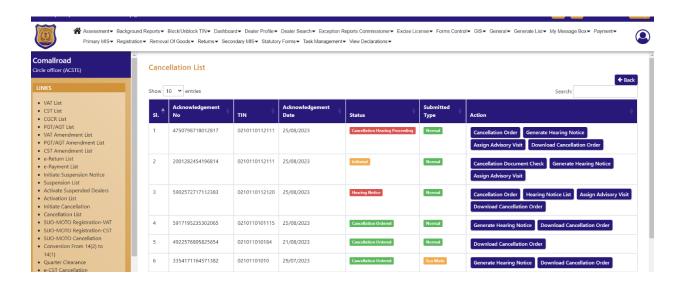78. Click on "View All Advisory Visits" button to view the STEO remarks. (Fig-32).

Fig-32

79. To cancel the order, click on "Cancellation Order" button.
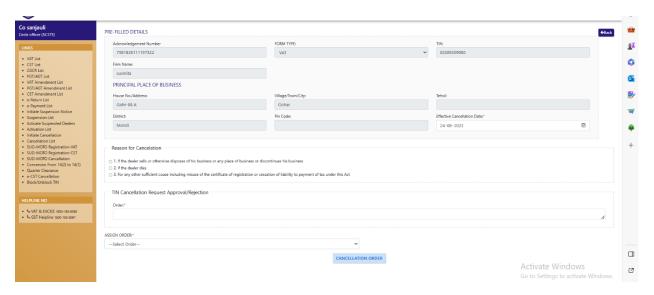80. After clicking the button, the approval page will appear. (Fig-33)

Fig-33

81. In the approval page, enter the "TIN Cancellation Request Approval/Rejection Order" and choose "Assign Order" whether Approval or Reject.
82. After filling the details, click on "Cancellation Order".
83. After the order is cancelled, to generate the hearing notice. Click on "Generate Hearing Notice" button from the Cancellation List. (Fig-34)
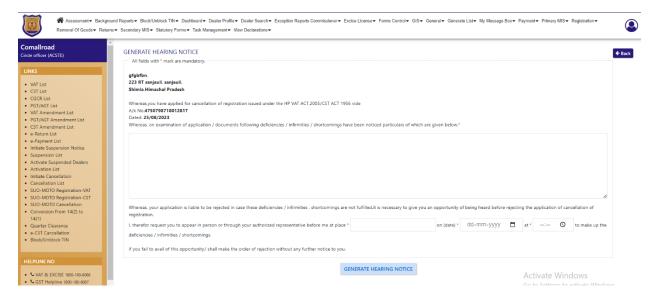

Fig-34

84. On the "Generate Hearing Notice" page, enter all the details and click on "Generate Hearing Notice" button.
85. To view the Hearing Notice, click on "Hearing Notice List" button from the Cancellation List and the listing page will appear. (Fig-35)
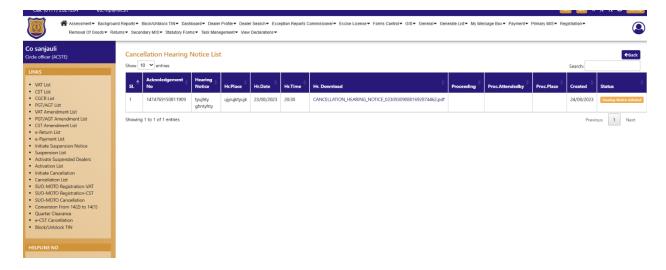
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Fig-35

86. To view the hearing notice, click on "Download link" to view and print the hearing notice.

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