

User Manual For VAT Registration



Himachal Pradesh Excise and Tax Department

Prepared By:



Contents

1. Introduction	3
1.1. Workflow	3
2. Getting Started (Dealer).....	4
3. Getting Started [District Officer (DCSTE)]	20
4. Getting Started [Circle Officer (ACSTE)].....	25
5. Getting Started [Field Officer(STEO)].....	31

1. Introduction

To initiate the VAT Registration process, dealers are required to provide certain essential information. These details typically include the Name of Business, Bank details, and a series of documents known as Annexure-1, Annexure-2, Annexure-3, Annexure-4, and Annexure-5. By carefully filling out these forms and submitting the necessary documentation, businesses can complete the VAT Registration process successfully.

1.1. Workflow

The workflow in VAT Registration typically includes the following users of the HP ETD such as:

Dealer → District Officer (DCSTE) → Circle Officer (ACSTE) → Field Officer (STEO)

- Dealer submits the VAT registration form to the District Officer (DCSTE).
- District Officer (DCSTE) checks the application and assign task to Circle Officer.
- Circle Officer (ACSTE) checks the application and assign the task to Field Officer.
- Circle Officer (ACSTE) can also revert the application to District Officer (DCSTE).
- Circle Officer (ACSTE) can approves and submit the report without sending to Field Officer.
- Circle Officer (ACSTE) generates the hearing notice Once.
- Field Officer (STEO) checks the application and submit the report.
- TIN Number will be generated after the submission of report by Circle Officer (ACSTE) and was notified to dealer through e-mail.
- Dealer can downloads from the mail and CO/DO can Download the Registration Certificate.

2. Getting Started (Dealer)

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 VAT Registration link. Click on this link.

Fig-1: Home Page

5. A new screen will open (Fig-2). This screen displays the details required to be filled by the dealer to apply for new registration.
6. To apply for the new registration, dealer has to fill all the details of Form VAT 1.
7. Dealer has to fill the details of “Name of Business” page shown (Fig-2).

VAT & Allied System, Himachal Pradesh Tax and Excise Department

Call: (0177) 2621264 etc-hp@nic.in

Organization GST Excise Vat & Allied Acts Notifications & Circulars RTI Tax Rates Help Quick Links

LOGIN

Login Here

Username
Password
Captcha
Login
Forgot Password

LINKS

- VAT Registration
- GST Registration
- CGR Registration
- PGT Registration

DEALER LISTING

- Dealer Search

GST

- GST Registration
- Know your GST Jurisdiction

E-SERVICES

- GST Services
- Excise Dashboard
- View / Verify e-Payment
- e-Payment (Unregistered)
- e-Payment Toll
- e-Registration
- e-Payment
- e>Returns
- Removal of Excisable Intoxicants
- e-Declaration (VAT-XXV-A)
- e-Declaration (VAT-XXV)
- e-CST Forms Request
- e-CST Forms Cancellation
- Validate e-CST Forms
- Validate Signed PDF
- e-Track Status
- e-Communication

REFERRAL WEBSITES

- GST Website
- Govt. of Himachal Pradesh
- Finance Department
- Budget-India
- Budget of Himachal Pradesh
- VAT Related Sites
- TINXSYS
- e-Samadhan
- e-Salary
- PMIS
- Excise e-Governance

HELPLINE NO

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

FORM VAT-1 Registration
Application for the grant of VAT/GENERAL registration under section 14 of the Himachal Pradesh Value Added Tax Act, 2005.

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

I/We _____, 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

Name as per PAN*: _____ Trade Name*: _____

2. PRINCIPAL PLACE OF THE BUSINESS AND CONTACT ADDRESS

Principal Place of Business: _____ House No./Address: _____ Village/Town/City*: _____

State: Himachal Pradesh Zone: --Select-- District: --Select--

Circle: --Select-- Telephone No: _____ Fax No: _____

Mobile No*: _____ Email ID*: _____

3. PERMANENT ACCOUNT NUMBER OF THE BUSINESS (PAN) UNDER THE INCOME TAX ACT, 1961*

4. CONSTITUTION OF THE BUSINESS*

--Select--

5. NATURE OF BUSINESS*

--Select--

6. PRINCIPAL COMMODITIES IN WHICH BUSINESS IS DONE*

_____ Add More

7. EAC (ECONOMIC ACTIVITY CODE) (AS PER SCHEDULE-I APPENDED TO THE RULES)*

EAC: _____

8. BASIS OF INCURRING LIABILITY TO PAY TAX*

Import: _____ Export: _____ Sales Exceeding RS: _____ Registration Under Section 14(2): No

9. DATE OF LIABILITY*

dd-mm-yyyy

Next > Click on Next button

Copyright ©2003 Himachal Pradesh. All Rights Reserved.

Fig-2: Name of Business

❖ 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
- **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 (Yes/No)
 - **DATE OF LIABILITY** – Select date
8. After filling all the details in “Name of Business” page, click on Next button.
 9. On clicking Next button, “Bank Details” page will appear (Fig-3).

VAT & Allied System, Himachal Pradesh Tax and Excise Department

Call: (0177) 2621264 etc-hp@nic.in

[FAQ](#)
[A-Z](#)
[A](#)
[Sitemap](#)

Organization
GST
Excise
Vat & Allied Acts
Notifications & Circulars
RTI
Tax Rates
Help
Quick Links

LOGIN

Login Here

Username

Password

Captcha

[Login](#)

[Forgot Password](#)

LINKS

- VAT Registration
- CST Registration
- CGCR Registration
- PGT Registration
- E-Registration

DEALER LISTING

- Dealer Search

GST

- GST Registration
- Know your GST Jurisdiction

E-SERVICES

- GST Services
- Excise Dashboard
- View / Verify e-Payment
- e-Payment (Unregistered)
- e-Payment Toll
- e-Registration
- e-Payment
- e>Returns
- Removal of Excisable Intoxicants
- e-Declaration (VAT-XXVI-A)
- e-Declaration (VAT-XXVI)
- e-CST Forms Request
- e-CST Forms Cancellation
- Validate e-CST Forms
- Validate Signed PDF
- e-Track Status
- e-Communication

REFERRAL WEBSITES

- GST Website
- Govt. of Himachal Pradesh
- Finance Department
- Budget-India
- Budget of Himachal Pradesh
- VAT Related Sites
- TINXSYS
- e-Samadhan
- e-Salary
- PMIS
- Excise e-Governance

HELPLINE NO

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

FORM VAT-1 Registration

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

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

10. DETAILS OF BANK ACCOUNT(S) OF PERSONS HAVING INTEREST IN THE BUSINESS*

Name of Bank with address:* --Select--	Type Of Account:* --Select--	Account Number:* <input type="text"/>
---	---------------------------------	--

[Add More](#)

11. DETAILS OF IMMOVABLE PROPERTIES OWNED WHOLLY OR PARTLY BY PERSONS HAVING INTEREST IN THE BUSINESS*

Name of the owner:* ereee	Description Of Properties:* <input type="text"/>	Address where Property is situated:* <input type="text"/>
Approximate Value:* <input type="text"/>	Share Percentage:* <input type="text"/>	

[Add More](#)

12. SCRIPT IN WHICH ACCOUNT BOOK ARE MAINTAINED

--Select--

13. THE NAMES, ADDRESSES AND OTHER DETAILS OF THE PROPRIETOR, EACH OF THE PARTNER OR MEMBER, KARTA OF HINDU UNDIVIDED FAMILY AND EACH DIRECTOR (IN CASE OF PRIVATE LIMITED COMPANY) ARE ATTACHED AS PER ANNEXURE-I

UPLOAD PHOTO

[Choose File](#) No file chosen

14. ATTESTED COPY OF THE PARTNERSHIP DEED /MEMORANDUM OF ASSOCIATION AND ARTICLES OF ASSOCIATION/ OTHER AGREEMENT/ DOCUMENT----- IS/ ARE ENCLOSED.

UPLOAD PHOTO

[Choose File](#) No file chosen

15. THE DETAILS OF ADDITIONAL PLACE(S) OF BUSINESS ARE ATTACHED AS PER ANNEXURE-II

UPLOAD PHOTO

[Choose File](#) No file chosen

16. 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

[Choose File](#) No file chosen

17. THE DETAILS OF SECURITY FURNISHED ARE ATTACHED AS PER ANNEXURE-IV

UPLOAD PHOTO

[Choose File](#) No file chosen

18. PASSPORT SIZE (SELF-SIGNED) PHOTOGRAPHS OF THE PROPRIETOR, EACH OF THE PARTNER, KARTA OF HINDU UNDIVIDED FAMILY AND EACH DIRECTOR (IN CASE OF PRIVATE LIMITED COMPANY) ECT. ARE PASTED BELOW*

	Name* ereee	
	Status* --Select--	
	Passport size photo* Choose File No file chosen	

[Add New](#)

and one such photograph (self-signed) of each of the concerned attached.

VERIFICATION

I/We ereee do hereby solemnly affirm and declare that the information contained in this application, including Annexures attached herewith, is true and correct to the best of my/our knowledge and belief.

Place* Status* --Select--

Date* Full Name*

DECLARATION

1. I/We hereby undertake to abide by the provisions of the Himachal Pradesh Value Added Tax Act, 2005 and the Himachal Pradesh Value Added Tax Rules, 2005.

2. A signboard in the name of my/our business has already been displayed at all the business premises.

3. The books of accounts in respect of the said business are being maintained and shall be found at the said business premises.

Place* Status* --Select--

Date* Full Name*

Click on Previous button

[<<Prev](#)

[Next>>](#)

Click on Next button

Fig-3: Bank Details

❖ **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

10. Dealer has to fill the details of “Bank Details” page (Fig-3).

11. After filling all the details in “Bank Details” page, click on Next button.

12. In case of any wrong data entered in previous page, dealer has to click on Previous button and edit the details.

13. On clicking Next button, “Annexure I” page will appear (Fig-4).

Call: (0177) 2621264 etc-hp@nic.in

[FAQ](#)
[A-Z](#)
[A](#)
[Print](#)
[Sitemap](#)

Organization | GST | Excise | Vat & Allied Acts | Notifications & Circulars | RTI | Tax Rates | Help | Quick Links

LOGIN

Login Here

Login

Forgot Password

LINKS

- VAT Registration
- CST Registration
- CGCR Registration
- PGT Registration
- E-Registration

DEALER LISTING

- Dealer Search

GST

- GST Registration
- Know your GST Jurisdiction

E-SERVICES

- GST Services
- Excise Dashboard
- View / Verify e-Payment
- e-Payment (Unregistered)
- e-Payment Toll
- e-Registration
- e-Payment
- e>Returns
- Removal of Excisable Intoxicants
- e-Declaration (VAT-XXVI-A)
- e-Declaration (VAT-XXVI)
- e-CST Forms Request
- e-CST Forms Cancellation
- Validate e-CST Forms
- Validate Signed PDF
- e-Track Status
- e-Communication

REFERRAL WEBSITES

- GST Website
- Govt. of Himachal Pradesh Finance Department

HELPLINE NO

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

FORM VAT-1 Registration

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

1
Name of Business

2
Bank Details

3
Annexure-I

4
Annexure-II

5
Annexure-III

6
Annexure-IV

7
Annexure-V

ANNEXURE-I TO BE ATTACHED WITH FORM VAT-1

Information about Proprietor, Manager (duly authorised), each Partner (in case of partnership business)/Director (in case of Private Company) separately, Karta of Hindu Undivided Family.

Full Name:*

Fathers Name:*

Status:*

Extent Of interest in Business:

Permanent Address

House No./Address:

Village/Town/City:*

State:*

District:*

Tehsil:

Pincode:

Present Address

House no./Address:

Village/Town/City:

State:

District:

Tehsil:

Pincode:

Details Of All Immovable Properties Owned

Full Address where properties is Situated:*

Approximate Value:*

Extent of Share:*

Add More

Particulars Of Other Business(S) In Which The Person Has Interest

Full address where property is situated:

Approximate Value:*

Extent Of Share:*

Add More

VERIFICATION

The above details are true and complete to the best of my knowledge and belief and nothing has been concealed therefrom

Place:*

Date:*

Click on Previous button

Click on Next button

Copyright ©2023 Himachal Pradesh. All Rights Reserved.

Fig – 4: Annexure-I

❖ **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

14. Dealer has to fill the details of “Annexure I” page (Fig-4).
15. After filling all the details in “Annexure I” page, click on Next button.
16. In case of any wrong data entered in previous page, dealer has to click on Previous button and edit the details.
17. On clicking Next button, “Annexure II” page will appear (Fig-5).

Call: (0177) 2621264 etc-hp@nic.in

[FAQ](#)
[A-Z](#)
[A](#)
[Print](#)
[Sitemap](#)

[Home](#)
[Organization](#)
[GST](#)
[Excise](#)
[Vat & Allied Acts](#)
[Notifications & Circulars](#)
[RTI](#)
[Tax Rates](#)
[Help](#)
[Quick Links](#)

LOGIN

Login Here

Username

Password

Captcha

[Login](#)

[Forgot Password](#)

LINKS

- VAT Registration
- CST Registration
- CGCR Registration
- PGT Registration
- E-Registration

DEALER LISTING

- Dealer Search

GST

- GST Registration
- Know your GST Jurisdiction

E-SERVICES

- GST Services
- Excise Dashboard
- View / Verify e-Payment
- e-Payment (Unregistered)
- e-Payment Toll
- e-Registration
- e-Payment
- e>Returns
- Removal of Excisable Intoxicants
- e-Declaration (VAT-XXVI-A)
- e-Declaration (VAT-XXVI)
- e-CST Forms Request
- e-CST Forms Cancellation
- Validate e-CST Forms
- Validate Signed PDF
- e-Track Status
- e-Communication

REFERRAL WEBSITES

- GST Website
- Govt. of Himachal Pradesh
- Finance Department
- Budget-India
- Budget of Himachal Pradesh
- VAT Related Sites
- TINXSYS
- e-Samadhan
- e-Salary
- PMIS
- Excise e-Governance

HELPLINE NO

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

FORM VAT-1 Registration

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

1
2
3
4
5
6
7

Name of Business Bank Details Annexure-I Annexure-II Annexure-III Annexure-IV Annexure-V

ANNEXURE-II (To Be Attached With Form VAT-1)

Details Of Additional Places Of Business

Branch Name:*	Use Of Premises:*	If Other Please Specify:
<input type="text"/>	<input type="text" value="--Select--"/>	<input type="text"/>
House No./Address:	Village/Town/City:*	State:*
<input type="text" value="dsdf"/>	<input type="text" value="dsdf"/>	<input type="text" value="Himachal Pradesh"/>
District:*	Tehsil:*	Pincode:
<input type="text" value="Kinnaur"/>	<input type="text"/>	<input type="text"/>
Std Code:	Telephone No:	
<input type="text"/>	<input type="text" value="787878"/>	

[Add More](#)

VERIFICATION

The above details are true and complete to the best of my knowledge and belief and nothing has been concealed therefrom. I further declare that I shall inform the appropriate Assessing Authority whenever there is a change in the information provided in this Annexure.

Place:* Date:*

Click on Previous button

← <<Prev
Next>> →

Click on Next button

Copyright ©2023 Himachal Pradesh. All Rights Reserved.

Fig-5: Annexure-II

❖ **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

18. Dealer has to fill the details of “Annexure II” page (Fig-5).

19. After filling all the details in “Annexure II” page, click on Next button.

20. In case of any wrong data entered in previous page, dealer has to click on Previous button and edit the details.

21. On clicking Next button, “Annexure III” page will appear (Fig-6).

Call: (0177) 2621264 etc-hp@nic.in

[FAQ](#)
[A-Z](#)
[A](#)
[Print](#)
[Sitemap](#)

- [Organization](#)
- [GST](#)
- [Excise](#)
- [Vat & Allied Acts](#)
- [Notifications & Circulars](#)
- [RTI](#)
- [Tax Rates](#)
- [Help](#)
- [Quick Links](#)

FORM VAT-1 Registration

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

1
Name of Business

2
Bank Details

3
Annexure-I

4
Annexure-II

5
Annexure-III

6
Annexure-IV

7
Annexure-V

ANNEXURE-III (To Be Attached With Form VAT-1)

The List of goods required to be purchased for use in manufacture, telecommunication, eneration or distribution of electricity or other form of power, packing of goods and use as capital goods .

Purpose For Which Required:*

--Select--

Description Of Goods:*

--Select--

Add More

Place:*

test

Date:*

dd-mm-yyyy

Click on Previous button

<<Prev

Next>>

Click on Next button

LOGIN

Login Here

Login

[Forgot Password](#)

LINKS

- VAT Registration
- CST Registration
- CGCR Registration
- PGT Registration
- E-Registration

DEALER LISTING

- Dealer Search

GST

- GST Registration
- Know your GST Jurisdiction

E-SERVICES

- GST Services
- Excise Dashboard
- View / Verify e-Payment
- e-Payment (Unregistered)
- e-Payment Toll
- e-Registration
- e-Payment
- e>Returns
- Removal of Excisable Intoxicants
- e-Declaration (VAT-XXVI-A)
- e-Declaration (VAT-XXVI)
- e-CST Forms Request
- e-CST Forms Cancellation
- Validate e-CST Forms
- Validate Signed PDF
- e-Track Status
- e-Communication

REFERRAL WEBSITES

- GST Website
- Govt. of Himachal Pradesh
- Finance Department
- Budget-India
- Budget of Himachal Pradesh
- VAT Related Sites
- TINXSYS
- e-Samadhan
- e-Salary
- PMIS
- Excise e-Governance

HELPLINE NO

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

Copyright ©2023 Himachal Pradesh. All Rights Reserved.

Fig-6: Annexure-III

❖ **Annexure- III**

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

22. Dealer has to fill the details of “Annexure III” page (Fig-6).
23. After filling all the details in “Annexure III” page, click on Next button.
24. In case of any wrong data entered in previous page, dealer has to click on Previous button and edit the details.
25. On clicking Next button, “Annexure IV” page will appear (Fig-7).

Call: (0177) 2621264 etc-hp@nic.in [FAQ](#) [A-Z](#) [A](#) [Print](#) [Sitemap](#)

 [Home](#) [Organization](#) [GST](#) [Excise](#) [Vat & Allied Acts](#) [Notifications & Circulars](#) [RTI](#) [Tax Rates](#) [Help](#) [Quick Links](#)

LOGIN

Login Here

Username

Password

Captcha 

[Login](#)

[Forgot Password](#)

LINKS

- VAT Registration
- CST Registration
- CGCR Registration
- PGT Registration
- E-Registration

DEALER LISTING

- Dealer Search

GST

- GST Registration
- Know your GST Jurisdiction

E-SERVICES

- GST Services
- Excise Dashboard
- View / Verify e-Payment
- e-Payment (Unregistered)
- e-Payment Toll
- e-Registration
- e-Payment
- e>Returns
- Removal of Excisable Intoxicants
- e-Declaration (VAT-XXVI-A)
- e-Declaration (VAT-XXVI)
- e-CST Forms Request
- e-CST Forms Cancellation
- Validate e-CST Forms
- Validate Signed PDF
- e-Track Status
- e-Communication

REFERRAL WEBSITES

- GST Website
- Govt. of Himachal Pradesh
- Finance Department
- Budget-India
- Budget of Himachal Pradesh
- VAT Related Sites
- TINXSYS
- e-Samadhan
- e-Salary
- PMIS
- Excise e-Governance

HELPLINE NO

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

FORM VAT-1 Registration

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

1
Name of Business

2
Bank Details

3
Annexure-I

4
Annexure-II

5
Annexure-III

6
Annexure-IV

7
Annexure-V

Details Of Security Furnished

Type Of Security:* --Select--	Amount:* <input type="text"/>	Tin Of Surety:* <input type="text"/>
Name of the surety:* <input type="text"/>	Date of expiry (in case of bank guarantee): dd-mm-yyyy <input type="text"/>	Trade Name: test
Status of Trade:* --Select--	Add More	

VERIFICATION

The above details are true and complete to the best of my knowledge and belief and nothing as been concealed therefrom. I further declare that I shall inform the appropriate Assessing Authority whenever there is a change in the information provided in this Annexure.

Place:* Full Name:*

Date:* Status:*

Click on Previous button

Click on Next button

Copyright ©2023 Himachal Pradesh. All Rights Reserved.

Fig-7: Annexure-IV

❖ **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
- **Status of Trade-** Select from dropdown
- **Date-** Select from date

26. Dealer has to fill the details of “Annexure IV” page (Fig-7).

27. After filling all the details in “Annexure IV” page, click on Next button.

28. In case of any wrong data entered in previous page, dealer has to click on Previous button and edit the details.

29. On clicking Next button, “Annexure V” page will appear (Fig-8).

Call: (0177) 2621264 etc-hp@nic.in

[FAQ](#) [A-Z](#) [A](#) [Print](#) [Sitemap](#)

- Organization
- GST
- Excise
- Vat & Allied Acts
- Notifications & Circulars
- RTI
- Tax Rates
- Help
- Quick Links

FORM VAT-1 Registration

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

1
2
3
4
5
6
7

Name of Business
Bank Details
Annexure-I
Annexure-II
Annexure-III
Annexure-IV
Annexure-V

(To Be Attached With Form VAT-1)

Details Of Stock Of Goods (Other Than Capital Goods) As On 31.03.2005

- Total value of the stock as on 31.03.2005: Rs.
- Value of goods out of (1) above which are lying in the form in which these were purchased: Rs.
- Value of manufactured goods including goods in Rs. process (in case of a manufacturing concern):

4. Break-up of value of goods at (2) above:

Value of stock of goods as on 31.03.2005 (in Rs.):*	Rate of tax*	Value of goods*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Tax element in value*	Tax free goods*	Taxable goods (purchased without payment of tax)*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Value of goods purchased from outside the State*	Total*	
<input type="text"/>	<input type="text"/>	

5. Break up of value of goods used in the manufacture of goods at (3) above:

Total Value (in Rs.):*	Value of goods purchased within the State (in Rs.):*	Rate of tax*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Value of goods*	Tax element in value*	Tax free goods*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Taxable goods. (purchased without payment of tax)*	Value of goods purchased from outside the State*	
<input type="text"/>	<input type="text"/>	

VERIFICATION

The above details are true and complete to the best of my knowledge and belief and nothing has been concealed therefrom.

Place:* Full Name:*

Date:* Status:*

Click on Previous button

<<Prev

Next>>

Click on Next button

LOGIN

Login Here

Username

Password

Captcha

[Forgot Password](#)

LINKS

- VAT Registration
- CST Registration
- CGCR Registration
- PGT Registration
- E-Registration

DEALER LISTING

- Dealer Search

GST

- GST Registration
- Know your GST Jurisdiction

E-SERVICES

- GST Services
- Excise Dashboard
- View / Verify e-Payment
- e-Payment (Unregistered)
- e-Payment Toll
- e-Registration
- e-Payment
- e>Returns
- Removal of Excisable Intoxicants
- e-Declaration (VAT-XXVI-A)
- e-Declaration (VAT-XXVI)
- e-CST Forms Request
- e-CST Forms Cancellation
- Validate e-CST Forms
- Validate Signed PDF
- e-Track Status
- e-Communication

REFERRAL WEBSITES

- GST Website
- Govt. of Himachal Pradesh
- Finance Department
- Budget-India
- Budget of Himachal Pradesh
- VAT Related Sites
- TINXSYS
- e-Samadhan
- e-Salary
- PMIS
- Excise e-Governance

HELPLINE NO

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

Copyright ©2023 Himachal Pradesh. All Rights Reserved.

Fig-8: Annexure-V

❖ **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
- **Date-** Select the date

30. Dealer has to fill the details of “Annexure V” page (Fig-8).

31. After filling all the details in “Annexure V” page, click on Next button.

32. In case of any wrong data entered in previous page, dealer has to click on Previous button and edit the details.

33. On clicking Next button, a pop-up “ Are you sure you want to submit the application” will appear (Fig-9).

VAT & Allied System, Himachal Pradesh Tax and Excise Department

24000	203.193.144.19 says	the application	665
Value of goods*	655555	Click on Submit button → <input type="button" value="OK"/> <input type="button" value="Cancel"/>	Tax free goods*
655555			4444
Taxable goods. (purchased without payment of tax)*	66666	Value of goods purchased from outside the State*	555555

VERIFICATION

The above details are true and complete to the best of my knowledge and belief and nothing has been concealed therefrom.

Place:* test	Full Name:* ereee
Date:* 20-06-2023	Status:* Business Manager

Click on Previous button ← → **Click on Next button**

Fig-9

34. On click of Submit, Acknowledgement Receipt will be generated and the following screen will be displayed (Fig-10). Take a print out of this receipt for future use.

Your Application Has Been Successfully Submitted
Acknowledgement No : 5307072567497742



This page confirms that your application has been received and sent to a concern office for verification.

Click on Print button ←

Fig-10: Confirmation Screen

3. Getting Started [District Officer (DCSTE)]

To start the application:

35. Click any browser icon i.e: Google Chrome, Internet Explorer, Mozilla Firefox, etc. The browser appears.
36. Type the URL given below in the Address bar :
<http://203.193.144.19/HP-VAT/>
37. Once the web site is connected the Home page will appear as shown below (Fig-11).
38. On the left hand side of the home page there is a login section.



Fig-11: Home Page

39. The first step is to login to the application by entering 'Username', 'Password' and 'Captcha'.
40. Click on " Login" button will redirect the user to the listing page (Fig-12).

VAT & Allied System, Himachal Pradesh Tax and Excise Department

VAT Registration List ← Back

Show 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	9179586869581243	KFC	ABC	NORMAL	09865221250	21/08/2023	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Assign to ACSTE <input type="button" value="View"/>
2	4669911463021174	BNM	ABC	SLID-MOTO	09812345678	21/08/2023	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Approved Successfully TIN No : 02101101010 Download Registration Certificate <input type="button" value="View"/>
3	8792515646948710	Travel	Umesh Sharma	NORMAL	09817564321	21/08/2023	ACSTE-Sanjauli	Not Assigned	Pending	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark <input type="button" value="View"/>
4	8019612492852303	ssssssssss RRRTTTT	Susmita Ss	NORMAL	06985745896	19/08/2023	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Not Assigned	Assign to ACSTE <input type="button" value="View"/>
5	8050030220273783	text trader	text user	NORMAL	08987676767	19/08/2023	ACSTE-Sanjauli	19/08/2023	Approved	STEO-Sanjauli	19/08/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark Approved Successfully TIN No : 0210110112119 Download Registration Certificate <input type="button" value="View"/>
6	1432770369160147	ABC	ABC TRADERS	NORMAL	09114809461	18/08/2023	ACSTE-Mall Road	18/08/2023	Approved	STEO-Mall Road	18/08/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark Hearing Notice List Approved Successfully TIN No : 0210110101115

Fig-12: DO Listing Page

41. District Officer (DCSTE) can view the application by clicking the “View” button on the Action column.
42. By clicking “View” button, the application details will appears

View Details ← Back

1

2

3

4

5

6

7

Name of Business

Bank Details

Annexure-I

Annexure-II

Annexure-III

Annexure-IV

Annexure-V

I/We ABC 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
 Name as per PAN: ABC Trade Name: KFC

2. PRINCIPAL PLACE OF THE BUSINESS AND CONTACT ADDRESS
 Principal Place of Business: Shimla House No./Address: Shimla Village/Town/City: Shimla
 State: Himanchal Pradesh Zone: South Zone District: Shimla
 Circle: Mall Road Telephone No: Fax No:
 Mobile No: 09865221250 Email ID: umeshsharma84424@gmail.com

3. PERMANENT ACCOUNT NUMBER OF THE BUSINESS (PAN) UNDER THE INCOME TAX ACT, 1961.
AYFPT5991E

4. CONSTITUTION OF THE BUSINESS

Fig- 13: View Page

43. District Officer (DCSTE) can assign a Circle Officer (ACSTE) by clicking the “Assign to ACSTE” button in Action Column
44. While clicking “Assign to ACSTE” button, a screen will appear where District Officer (DCSTE) can select a Circle Officer (ACSTE) from the dropdown (Fig-14) .

VAT & Allied System, Himachal Pradesh Tax and Excise Department

VAT Registration List ← Back

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	9179586869581243	KFC	ABC	NO			Not Assigned		Not Assigned		Not Assigned	Assign to ACSTE View	
2	4669911463021174	BNM	ABC	SUD			Not Assigned		Not Assigned		Not Assigned	Approved Successfully TIN No : 02101101010 Download Registration Certificate View	
3	8792515646948710	Travel	Umesh Sharma	NO			Pending		Not Assigned		Not Assigned	DCSTE Forward Remark View	
4	8019612492852303	ssssssssss	Susmita	NO			Not Assigned		Not Assigned		Not Assigned	Assign to ACSTE View	
5	80500302202			NO		19/08/2023	Approved		STEO-Sanjauli	19/08/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark Approved Successfully TIN No : 0210110112119 Download Registration Certificate View	

Assign To ACSTE

ACSTE
-- Select --

Remark

Click on Assign button

Assign to ACSTE Cancel

Fig-14: Assign to Circle Officer (ACSTE) Page

❖ Assign To Circle Officer (ACSTE)

- Circle Incharge Officers – Select from dropdown
- Remark – Enter the details

45. After selecting Circle Incharge Officers and entering the remark, click on “Assign to ACSTE” and the task will be assigned to that Circle Incharge Officers.
46. District Officer (DCSTE) can click “Cancel” button to cancel the assign to Circle Officer (ACSTE)screen.
47. After assigning a Circle Officer, then a Successful message will appears (Fig-15).

VAT Registration List ← Back

Application forwarded to ACSTE 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	9179586869581243	KFC	ABC	NORMAL	09865221250	21/08/2023	ACSTE-Sanjauli	Not Assigned	Pending		Not Assigned	Not Assigned	DCSTE Forward Remark View
2	4669911463021174	BNM	ABC	SUD-MOTO	09812345678	21/08/2023	Not Assigned	Not Assigned	Not Assigned		Not Assigned	Not Assigned	Approved Successfully TIN No : 02101101010 Download Registration Certificate View
3	8792515646948710	Travel	Umesh Sharma	NORMAL	09817564321	21/08/2023	ACSTE-Sanjauli	Not Assigned	Pending		Not Assigned	Not Assigned	DCSTE Forward Remark View
4	8019612492852303	ssssssssss RRRTTT	Susmita Ss	NORMAL	06985745896	19/08/2023	Not Assigned	Not Assigned	Not Assigned		Not Assigned	Not Assigned	Assign to ACSTE View

Fig-15: Successful Assign Page

48. District Officer (DCSTE) can checks the verification report by clicking the “Show Verify Report” button in the ‘Action’ column.
49. While clicking “Show Verify Report” button, a screen will appear where District Officer (DCSTE) can checks “Verify Report”. (Fig-16)

VAT & Allied System, Himachal Pradesh Tax and Excise Department

Sl.	Firm Name	Owner Name	District	Email ID	Mobile No.	Registered Date	Assigned Circle Officer Details			Assigned Field Officer Details			Action
							Name	Date	Status	Name	Date	Status	
1	Mobile									Not Assigned	Not Assigned	View	
2	NARESH ENTERP									Not Assigned	Not Assigned	View	
3	UAT Tra									Not Assigned	Not Assigned	Approved Successfully Tin No : 021011010710 Download Registration Certificate Show Verify Report View	
4	UAT Tra									Not Assigned	Not Assigned	View	
5										Not Assigned	Not Assigned	Assign to Circle Officer View	
6										Not Assigned	Not Assigned	View	
7	PNG									Pending	Assigned to Field Officer.	Show Verify Report View	
8	PPL									Not Assigned	Not Assigned	View	
9	Chopra Group of Company									19-06-2023	Inspected	Hearing Notice List (2) Approved Successfully Tin No : 02101101126 Download Registration Certificate Show Verify Report View	

Verify Report

Inspection No 1

Circle Officer Remark	:	fgfbxdfs
Contact Person Name	:	BBCU Chopra
Contact Person Designation	:	grghrthbt
Business Name	:	Chopra Group of Company
Mobile No.	:	09558402598
Appointment Date Time	:	22-06-2023 03:15:52

Inspection Remarks

trhtrjnr

Check List

1. Site visit to the business premises - verification thereof.
2. Submission of report with recommendations for registration or otherwise.

Un Check List

1. Verification / report on any matter specifically desired by the assessing authority.
2. Verification of genuineness of sureties.
3. Verification of stock.

Fig-16: Verify Report Page

50. District Officer (DCSTE) can download the registration certificate by clicking “Download Registration Certificate” button in the ‘Action’ column.
51. By clicking “Download Registration Certificate” button, the certificate will be downloaded in PDF format (Fig-17).

DEPARTMENT OF STATE TAXES AND EXCISE

Government of Himachal Pradesh



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

CERTIFICATE OF REGISTRATION (GENERAL /VAT REGISTRATION)

TIN : 021011010710

DISTRICT : Shimla

This is to certify that the business known as M/s UAT Trader whose principal place of business in Himachal Pradesh is situated at Shimla town/village Shimla post office Tehsil District Shimla has been registered as a dealer/person under sub-section (1)/(2) of section 14 of the Himachal Pradesh Value Added Tax Act,2005.

2. The business is

Sr.No	Principal Activities
1	

and has additional places of Business at

Sr.No.	Branch Name	Business Type	Address
1.	Shimla	Factory	Shimla, Shimla, Himachal Pradesh

Fig-17: Registration Certificate

52. District Officer (DCSTE) can check the hearing notice by clicking the "Hearing Notice" button in the 'Action' column only after Circle office rejects the application .
53. While clicking "Hearing Notice" button, a "Hearing Notice List" will appear where District Officer (DCSTE) can check the hearing notice details. (Fig-18)

Hearing Notice List Back

Show entries Search:

Sl.	Deficiencies	Hearing Date	Hearing Time	Stamp & Signature	Reason	Hearing Notice PDF
1	rfwafw	21-Jun-2023	03:00		ffrwaefwe	Chopra Group of Company1687168073.pdf
2	rfwafw	21-Jun-2023	03:00		ffrwaefwe	Chopra Group of Company1687168077.pdf

Showing 1 to 2 of 2 entries Previous Next

Fig-18: Hearing Notice List Page

4. Getting Started [Circle Officer (ACSTE)]

To start the application:

54. Click any browser icon i.e: Google Chrome, Internet Explorer, Mozilla Firefox, etc. The browser appears.
55. Type the URL given below in the Address bar :
<http://203.193.144.19/HP-VAT/>
56. Once the web site is connected the Home page will appear as shown below (Fig-19).
57. On the left hand side of the home page there is a login section.

Fig-19: Home Page

58. The first step is to login to the application by entering 'Username', 'Password' and 'Captcha'.
59. Click on " Login" button will redirect the user to the listing page (Fig-20).

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	9179586869581243	KFC	ABC	NORMAL	09865221230	21/08/2023	ACSTE-Sanjauli			Not Assigned			DCSTE Forward Remark Assign Task for Report and Verification Request To Re-Allocate Other CO Approve & Submit Report Reject View
2	8050030220273783	text trader	text user	NORMAL	08987676767	19/08/2023	ACSTE-Sanjauli	19/08/2023	Approved	STEO-Sanjauli	19/08/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark Approved Successfully TIN No : 0210110112119 View

Fig-20: CO Listing Page

60. Circle Officer (ACSTE) can assign a Field Officer (STEO) by clicking the “Assign Task for Report and Verification” button in Action Column

61. While clicking “Assign Task for Report and Verification” button, a screen will appear where Circle Officer (ACSTE) can select a Field Officer (STEO) from the dropdown (Fig-21).

Fig-21: Assign to Field Officer (STEO) Page

❖ **Assign Task for Report and Verification**

- **Verifying Officers** – Select from dropdown
- **Remark** – Enter the details

62. After selecting Verifying Officers and entering the remark, click on “Assign Task for Report and Verification” and the task will be assigned to those Field Officers.

63. Circle Officer (ACSTE) can click “Cancel” button to cancel the assign to Field Officer (STEO) screen.

64. After assigning a Field Officer, then a Successful message will appear (Fig-22).

VAT & Allied System, Himachal Pradesh Tax and Excise Department

VAT Registration List

Application forwarded to Field officer for verification successfully

Show 10 entries Search:

Sl.	Firm Name	Owner Name	District	Email ID	Mobile No.	Registered Date	Assigned Circle Officer Details			Assigned Field Officer Details			Action
							Name	Date	Status	Name	Date	Status	
1	trade abc	santosh	Shimla		09998888999	20-06-2023	co sanjauli	20-06-2023	Approved	fo sanjauli	20-06-2023	Inspected	Approved Successfully Tin No : 021011011211 Download Registration Certificate Show Verify Report View
2	Mobile shop	Amrit	Shimla		08899889988	20-06-2023	co sanjauli	20-06-2023	Approved	fo sanjauli	20-06-2023	Inspected	Approved Successfully Tin No : 021011010810 Download Registration Certificate Show Verify Report View
3	NARESH ENTERPRISES	NARESH SHARMA	Shimla		09418077104	20-06-2023	co sanjauli	20-06-2023	Forwarded for Inspection	fo sanjauli		Pending	Assigned to Field Officer. Show Verify Report View

Fig-22: Successful Assign Page

65. Circle Officer (ACSTE) can request to District Officer (DCSTE) to re-allocate other circle office if mistakenly it was forwarded to him. By clicking “Request to Re-Allocate Other CO” button on the action column, the page will appear. (Fig-23)

VAT Registration List ← Back

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	9179586869581243	KFC	ABC	NORMAL	09865221250	21/08/2023	ACSTE-Sanjauli	Not Assigned	Pending	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Assign Task for Report and Verification Request To Re-Allocate Other CO Approve & Submit Report Reject View
2	8050030220273783	text trader	text user					19/08/2023	Approved	STEO-Sanjauli	19/08/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark Approved Successfully TIN No : 0210110112119 View
3	1055795670305854	gfgbfn	dderty					15/08/2023	Approved	Not Assigned	Not Assigned	Not Assigned	DCSTE Forward Remark Approved Successfully TIN No : 0210110112111 Download Registration Certificate View

Inform DCSTE to re-allocate other ACSTE

Remarks

[Send Request](#) [Cancel](#)

Fig-23: Reallocate page

66. In the reallocate page, click

67. Circle Officer (ACSTE) can approve the registration by clicking “Approve & Submit Report” button in the ‘Action’ column.

68. By clicking “Approve & Submit Report” button, “Initiate Advisory Details” page will appear (Fig-24)

VAT & Allied System, Himachal Pradesh Tax and Excise Department

Initiate Advisory Details

Appointment Details

Acknowledgment No: 4794400037944045	Business Name: ssd	* Appointment Date Time: dd-mm-yyyy --:--:41 --
* Contact Person Name: Amrit	Mobile No: 09999999999	Contact Person Designation:
Date Of Liability: 19-06-2023	Return Type: Select	

- Site visit to the business premises - verification thereof.
- Submission of report with recommendations for registration or otherwise.
- Verification / report on any matter specifically desired by the assessing authority.
- Verification of genuineness of sureties.
- Verification of stock.

* Remarks

Submit

Fig-24: Initiate Advisory Details

❖ Appointment Details

- **Appointment Date/Time**- Select date and time
- **Return Type**- Select from dropdown
- **Remarks**- Enter the details

69. After filling all the details of “Initiate Advisory Details”, Click on Submit button.

70. After clicking “Submit” button, The “TIN Number” will be generated (Fig-25).

Back

Application Has Been Approved Successfully

Tin No : 021011011213



Click below button to download certificate.

Click on download button

Download

Fig-25: TIN No generated page

71. Circle Officer (ACSTE) can download the certificate by clicking “download” button

72. Circle Officer (ACSTE) can reject the registration application by clicking “Reject” button in the ‘Action’ column.

73. By clicking “Reject” button, then a “Verification Failure” screen will appear (Fig-26).

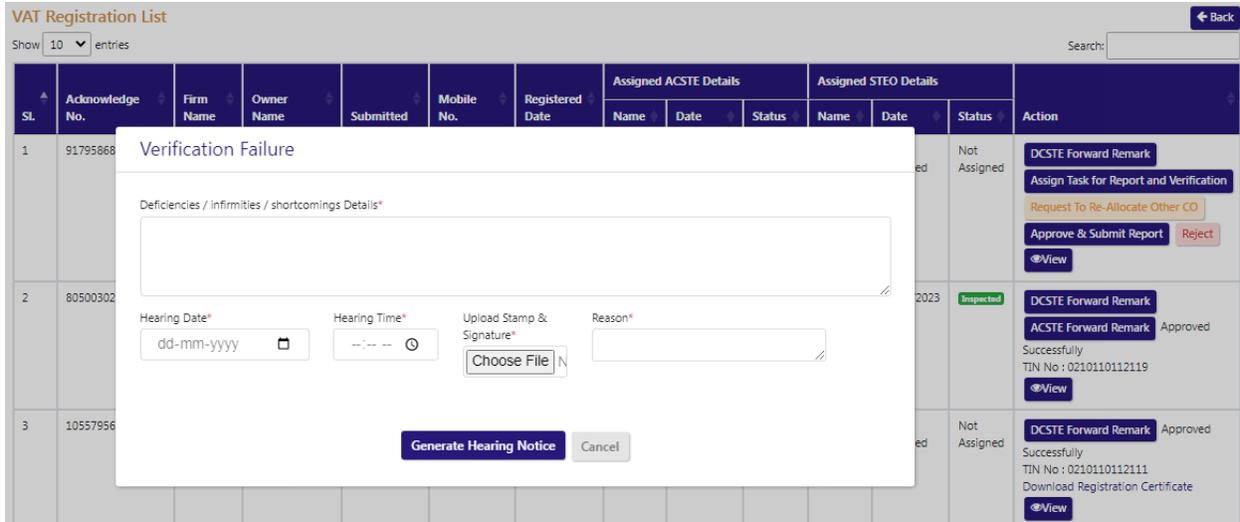


Fig-26: Verification Failure Page

❖ Verification Failure

- **Deficiencies / infirmities / shortcomings Details-** Enter the details
- **Hearing Date-** Select the date
- **Hearing Time-** Select the time
- **Upload Stamp & Signature-** Upload photo
- **Reason-** Enter the details

74. In “Verification Failure” page, Circle Officer (ACSTE)needs to fill all the details and then clicks on “Generate Hearing Notice”
75. While clicking a hearing notice will be sent to dealer’s email address and was notified in District Officer (DCSTE) listing page.
76. Circle Officer (ACSTE)can send a hearing notice for one times. After that Circle Officer (ACSTE)will Reject the registration application.
77. Circle Officer (ACSTE)can checks the verification report by clicking the “Show Verify Report” button in the ‘Action’ column.
78. While clicking “Show Verify Report” button, a screen will appear where Circle Officer (ACSTE)can checks “Verify Report”. (Fig-27)

VAT & Allied System, Himachal Pradesh Tax and Excise Department

VAT Registration List			Verify Report			Details			
Sl.	Acknowledge No.	Firm	Inspection No 1			Date	Status	Action	
11	2980698090208641	Shar...	ACSTE Remark	:	approval please	15/07/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark TIN No : 021011010167 View	
12	8609805036903020	tttttt	Conatct Person Name	:	Teena Thakur	14/07/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark TIN No : 0210165 View	
13	7436575985073434	Min...	Conatct Person Designation	:		Not Assigned	Not Assigned	DCSTE Forward Remark TIN No : 021011011262 View	
14	3031561633241575	Vat t...	Business Name	:	tia enterprises	04/07/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark TIN No : 021011011249 View	
15	6032651546887597	VAT	Mobile No.	:	07591008626	04/07/2023	Inspected	DCSTE Forward Remark ACSTE Forward Remark TIN No : 021011010150 View	
			Site Inspection Date & Time	:	23/06/23 11:00:00				
			Inspection Remarks	approved					
			Check List	1. Site visit to the business premises - verification thereof. 2. Submission of report with recommendations for registration or otherwise. 3. Verification / report on any matter specifically desired by the assessing authority.					
			Un Check List	1. Verification of genuineness of sureties. 2. Verification of stock.					

Fig-27: Verify Report Page

79. District Officer (DCSTE) can view the application by clicking the “View” button on the Action column.

80. By clicking “View” button, the application details will appears (Fig-28).

View Details
Back

1
Name of Business

2
Bank Details

3
Annexure-I

4
Annexure-II

5
Annexure-III

6
Annexure-IV

7
Annexure-V

I/We Priyanka Sharma , 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

Name as per PAN: Priyanka Sharma Trade Name: Sharma Construction

2. PRINCIPAL PLACE OF THE BUSINESS AND CONTACT ADDRESS

Principal Place of Business: Mall Road House No./Address: Mall Road 90(BC) Village/Town/City: Mall Road
 State: Himanchal Pradesh Zone: South Zone District: Shimla
 Circle: Mall Road Telephone No: 9857458 Fax No: 5236568
 Mobile No: 02365987451 Email ID: 0007.susmita@gmail.com

3. PERMANENT ACCOUNT NUMBER OF THE BUSINESS (PAN) UNDER THE INCOME TAX ACT, 1961.

APTPJ6284Q

4. CONSTITUTION OF THE BUSINESS

Other \$%^&^%\$#%^&ghjghsahbc45261763The word has been referenced to in a Hindu scripture mantra worshipping the Hindu goddess Sharada and is mentioned to have resided in the land of kashmira or which might have been a reference to the Sharada Peeth the Buddhist scholar and Chinese traveller, called Kashmir kia-dhi-mlo, while some other Chinese accounts referred to Kashmir as ki-pin

5. NATURE OF BUSINESS

Others

Fig- 28: View Page

5. Getting Started [Field Officer(STEO)]

To start the application:

81. Click any browser icon i.e: Google Chrome, Internet Explorer, Mozilla Firefox, etc. The browser appears.
82. Type the URL given below in the Address bar :
<http://203.193.144.19/HP-VAT/>
83. Once the web site is connected the Home page will appear as shown below (Fig-29).
84. On the left hand side of the home page there is a login section.

Fig-29: Home Page

85. The first step is to login to the application by entering 'Username', 'Password' and 'Captcha'.
86. Click on " Login" button will redirect the user to the listing page (Fig-30).

Sl.	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Action
1	9179586869581243	KFC	ABC	NORMAL	09865221250	21/08/2023	DCSTE Forward Remark ACSTE Forward Remark Submit Field Report View
2	8050030220273783	text trader	text user	NORMAL	08987676767	19/08/2023	DCSTE Forward Remark ACSTE Forward Remark Report submitted View
3	2495936860296945	RRT UIOF	WWERT	NORMAL	02365214552	10/08/2023	DCSTE Forward Remark ACSTE Forward Remark Report submitted View

Fig-30: FO Listing Page

87. Field Officer (STEO) can view the application by clicking the "View" button on the Action column.

88. By clicking “View” button, the application details will appears (Fig-31).

View Details Back

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

I/We ABC 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
 Name as per PAN: ABC Trade Name: KFC

2. PRINCIPAL PLACE OF THE BUSINESS AND CONTACT ADDRESS
 Principal Place of Business: Shimla House No./Address: Shimla Village/Town/City: Shimla
 State: Himanchal Pradesh Zone: South Zone District: Shimla
 Circle: Mall Road Telephone No: Fax No:
 Mobile No: 09865221250 Email ID: umeshsharma84424@gmail.com

3. PERMANENT ACCOUNT NUMBER OF THE BUSINESS (PAN) UNDER THE INCOME TAX ACT, 1961.
AYFPT5991E

Fig-31: View Page

89. Circle Officer (ACSTE) can approve the registration by clicking “Submit Field Report” button in the ‘Action’ column.

90. By clicking “Submit Field Report” button, “Initiate Advisory Details” page will appear (Fig-32)

Initiate Advisory Details
 Appointment Details

Acknowledgment No: 4794400037944045 Business Name: ssd * Appointment Date Time: dd-mm-yyyy --:--:41 --

* Contact Person Name: Amrit Mobile No: 09999999999 Contact Person Designation:

Date Of Liability: 19-06-2023 Return Type: Select

1 Site visit to the business premises - verification thereof.
 2 Submission of report with recommendations for registration or otherwise.
 3 Verification / report on any matter specifically desired by the assessing authority.
 4 Verification of genuineness of sureties.
 5 Verification of stock.

* Remarks Submit

Click on Submit button

Fig-32: Initiate Advisory Details

❖ **Appointment Details**

- **Appointment Date/Time-** Select date and time
- **Return Type-** Select from dropdown
- **Remarks-** Enter the details

91. After filling all the details of “Initiate Advisory Details”, Click on Submit button.
92. After submitting the details, then a successful message will appear on the screen and the data will reflect in Circle Officer (ACSTE)screen. (Fig-33)
93. Field Officer (STEO)can checks the verification report by clicking the “Report Submitted” button in the ‘Action’ column.
94. While clicking “Report Submitted” button, a screen will appear where Field Officer (STEO)can checks “Verify Report”. (Fig-33)

Fig-33: Verify Report Page

95. Field Officer (STEO)can view the District Officer (DCSTE) remark by clicking “DCSTE Forward Remark” button in the ‘Action’ column. (Fig-34)

Sl.	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Action
1	9179586869581243	KFC	ABC	NORMAL	09865221250	21/08/2023	DCSTE Forward Remark Report submitted ACSTE Forward Remark View
2	8050030220273783	text trader			767	19/08/2023	DCSTE Forward Remark Report submitted ACSTE Forward Remark View
3	2495936860296945	RRT UJOF			552	10/08/2023	DCSTE Forward Remark Report submitted ACSTE Forward Remark View
4	9200087069786622	APTECH INFOTECH private limited	arav rana	NORMAL	09898989898	28/07/2023	DCSTE Forward Remark Report submitted ACSTE Forward Remark View

Fig-34: DCSTE Remark

96. Field Officer (STEO)can view the Circle Officer (ACSTE)remark by clicking “ACSTE Forward Remark” button in the ‘Action’ column. (Fig-35)

VAT & Allied System, Himachal Pradesh Tax and Excise Department

Fo sanjauli
Field officer (STEO)

VAT Registration List ← Back

Verification report forwarded to ACSTE successfully.

Sl.	Acknowledge No.	Firm Name	Owner Name	Submitted	Mobile No.	Registered Date	Action
1	9179586869581243	KFC	ABC	NORMAL	09865221250	21/08/2023	<div style="display: flex; justify-content: space-between;"> DCSTE Forward Remark ACSTE Forward Remark </div> <div style="display: flex; justify-content: space-between;"> Report submitted View </div>
2	8050030220273783	text trader			767	19/08/2023	<div style="display: flex; justify-content: space-between;"> DCSTE Forward Remark ACSTE Forward Remark </div> <div style="display: flex; justify-content: space-between;"> Report submitted View </div>
3	2495936860296945	RRT UIOF			552	10/08/2023	<div style="display: flex; justify-content: space-between;"> DCSTE Forward Remark ACSTE Forward Remark </div> <div style="display: flex; justify-content: space-between;"> Report submitted View </div>

ACSTE Remark

please verify and approve

Fig-35: ACSTE Remark