

1) Publish a well-defined inspection procedure and checklist :

As and when online application received on departmental website <http://www/ddvat.gov.gov.in/>, the same is displayed in the VAT Inspector Login at Daman and Diu separately. The Physical File with printout of online application and other all Supporting documents and Optional Supporting Documents (For reduction in Security Amount) relevant to application including Security Deposit and Challan copy of Fees for VAT and CST is received in the department to concerned Upper Division Clerk. The Upper Division Clerk check the documents and put-up to VAT Inspector for necessary Inspection of Principal place of Business.

The dealer has to furnished along with application in DVAT-04 :

1. Lease Agreement / Lease deed / Sales deed / Rent Agreement of the Premises which shall be his place of business.
2. Partnership Deed / Memorandum and Articles of Association from D.I.C./ Memorandum and Articles of Association from Company/Trust Deed / Certificate of Registration under Co-operative Society/Project Report.
3. PAN Number issued by Income Tax Department in the name of Proprietor/Partners/Directors or Business Name.
4. Annexure III of Form DVAT-04 for identification of registration.
5. The applicant dealer has submitted Annexure-I for Partners / Proprietor / Distributor / Member of Execution Committee.

Calculating Security Deposit giving rebate for submission of below mentioned documents i.e. reduction sought (Maximum reduction available `25,000/- from Prescribed Security Amount of `50000/-)

Prescribed Security Amount		` 50,000/-
Reduction sought (Maximum reduction available ` 25000/-)		Rebate `
01.	Proof of ownership of principle place of business	` 15,000/-
02.	Proof of ownership of residential property by proprietor / managing partner.	` 10,000/-

03.	Copy of passport of proprietor / managing partner	` 5,000/-
04.	Copy of Permanent Account Number in the name of the business allotted by the Income Tax Department	` 5,000/-
05.	Copy of last electricity bill (the bill should be in the name of the business and for the address specified as the main place of business in the registration form)	` 5,000/-
06.	Copy of last telephone bill (the bill should be in the name of the business and for the address specified as the main place of business in the registration form)	` 2,500/-

VAT Inspector at Daman visit the place of business and prepare Spot Visit Checklist (Annexure - I) and obtained necessary signature of the person present as on date of visit. Then after VAT Inspector, Daman give comments in the online registration in the official website at Inspector Login and forward the same for approval or rejection to Assistant VAT Officer. The Assistant VAT Officer is the final authority to pass or reject the applications.

All Voluntary Registration Certificate under VAT and CST in respect of Non-Sensitive Goods except Petroleum Products, Chemicals, Acid etc. is been granted within one day. The field inspection by the VAT Inspector, Daman has been carried out post-registration. All requisite documents relating to registration shall be re-checked at the time of inspection of business premises by VAT Inspector.

The documents like Collector permission for establishing Petrol Pump, DIC registration for establishing Manufacturing Unit, FSSI and Drug licence permission from Health Department and Work Contract Licence from R&B Division etc. are been checked and verified at the time of granting registration certificate for trading of Petroleum Products, Chemicals, Acid & Work Contract and manufacturing of foods product.

SPOT VISIT CHECKLIST

(Post-Inspection Report for New Registration - View application for Registration)

1.	Date of Spot Visit	
2.	Name of the Person present	
3.	Designation	
4.	Phone No.	
5.	Name of Business	
6.	Nature of property	Residential/ Commercial / Industrial / Gala Type
7.	Address of Business	
8.	Does the Board relevant to Business exist ?	
9.	Is any other Business activity noticed in the same premises ?	Yes / No (If Yes, give details)
10.	Details of property / Description of property.	
	A. On the East	
	B. On the West	
	C. On the North	
	D. On the South	
11.	Type of Business	Trader / Manufacturer / Wholeseller / Importer / Exporter / Commission Agent / Work Contract / Others.
12.	Main Commodities dealt with	
13.	Plant and Machinery	
14.	Whether Electricity is been supplied	
15.	Opinion about granting Registration certificate.	Yes / No (If no, give reason(s))

Signature of dealer / representative

Signature of Official