

**GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF TRADE AND TAXES, (PR BRANCH)
VYAPAR BHAWAN, I.P. ESTATE, NEW DELHI-110002**

No.F.4(Operation Br/2005-06/Ptfile-VI/1268

Dated: 07.05.2012

CIRCULAR NO. 2 OF 2012-13

Sub: Online issue of central declaration forms

The Department of Trade & Taxes is developing a software application for online issue of central declaration forms. This facility is being designed to allow the dealers to submit requisition for central declaration forms online and, after the necessary due diligence, secure and downloadable soft copy of the forms will be mailed to the dealers.

Online issue of central declaration forms will be fully automated and the application filed by the dealer online will be processed solely on the basis of information available in the database. In order to facilitate the dealers in using this application, it has been decided that the dealers will be allowed to update certain information regarding their business activities through a link titled "Profile" on their login page. This link will enable the dealers to update the information regarding items dealt, branches outside Delhi, information regarding Principal or Consignment Agent with whom transactions are made against F form.

All registered dealers are, therefore, requested to kindly update the relevant information afresh, even if the same information/amendment has already been submitted to the Department. The information furnished by the dealers will be accepted at this stage without any verification. However, the information furnished will be accepted only w.e.f. 01/04/2012. If any amendment has been applied to be effective from periods prior to 01/04/2012, the existing laid down process for amendment will have to be followed.

It may please be noted that the software application will process the online requisition for central declaration forms on the basis of the information furnished by the dealers online at this stage and therefore, all dealers are requested to submit complete and correct information to avoid inconvenience at a later stage.

(J.P. Agrawal)
Addl. Commissioner (PR)

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Copy forwarded for information and necessary action to:-

1. PS to the Commissioner, VAT, Department of Trade and Taxes, GNCT of Delhi, Vyapar Bhawan, I.P. Estate, New Delhi-02.
2. All Spl./Addl./Joint Commissioners, Department of Trade and Taxes, GNCT of Delhi, Vyapar Bhawan, I.P. Estate, New Delhi-02.
3. All VATOs/AVATOs Department of Trade and Taxes, GNCT of Delhi, Vyapar Bhawan, I.P. Estate, New Delhi-02.
4. AVATO (System), Department of Trade and Taxes, GNCT of Delhi, Vyapar Bhawan, I.P. Estate, New Delhi-02 for uploading the circular on the website of the department.
5. Dy. Director (Policy), Department of Trade and Taxes, GNCT of Delhi, Vyapar Bhawan, I.P. Estate, New Delhi-02.

6. The President, Sales Tax Bar Association (Regd.), Vyapar Bhawan, I.P. Estate,
New Delhi
7. Guard File.

(J.P. Agrawal)
Addl. Commissioner (PR)