

**GOVERNMENT OF KERALA**  
**DEPARTMENT OF COMMERCIAL TAXES**

**FORM No.4**

**CERTIFICATE OF REGISTRATION**

[See Rule 17(14)]

DATE	D	D		M	M		Y	Y
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To  
Sri/ Smt/ Msrs .....  
.....  
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VAT OFFICE ADDRESS
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This is to certify that Sri/ Smt/ Msrs ..... (Here give the name of the dealer including trade name, if any) has been registered as a dealer under Section 16 of the Kerala Value Added Tax Act, 2003 subject to the following conditions.

1. This certificate is valid from .....(date) until cancelled/ suspended/ surrendered and subject to renewal every year as per Rules.
2. This certificate is issued for the principal place of business/ branch place of business at ..... (strike out whichever is not applicable).
3. The dealer shall maintain true and correct accounts of the business as required under the provisions of the Act and Rules.
4. The dealer shall pay over to the government the entire amount of tax payable by him/ them.

Place.....  
Date.....

Signature of the Registering Authority.

SCHEDULE

1. Name and full postal address of the principal place of the business of the dealer as at the time of granting registration under the KVAT Act, 2003 (Building name and No., Ward No., Road Name, Street Name etc to be specified)
2. Name and full postal address of the Branch places of business

- 1) .....
- 2) .....
- 3) .....
- 4) .....
- 5) .....

(Use Spacious Sheet)

3. Name and full postal address of the places used as the godowns/ Warehouses/ Stock yards where goods are stored

1) .....

2) .....

.....

.....

(10)

(Use spacious sheet)

4. Name and full postal address of the franchises/ C&F Agents etc who issue Sale/ Stock Transfer/ Invoice/ Bill bearing the name of the dealer acting as agent/ broker

1) .....

2) .....

.....

.....

(25) .....

(Use spacious sheet)

5. Nature of business activity

1) Purchases – Local/ Interstate/ Import

2) Stock transfer receipts as principle/agent – Local/ Interstate/ Import

3) Sales – Local/ Interstate/Export

4) Stock transfers to HO/Br./Agent/Principal – Local/ Interstate/ Export

5) Manufacturer

6) Works contract

7) Lease

8) Hire purchase

9) Others

(Strike out whichever is not applicable and put  $\surd$  mark on items applicable)

6. Details of goods dealt with by the dealer

A. Manufactured

(1) .....

(2) .....

.....

.....

(10).....

B. Purchase for use in manufacture

(1) .....

(2) .....

.....

(10).....

C. Purchased for use in works contract

(1) .....

(2) .....

.....

(5) .....

D. Purchased for resale

- (1) .....
- (2) .....
- .....
- .....
- (15) ...

E. Purchased for Lease/ Hire purchase

- (1) .....
- (2) .....
- .....
- .....
- (10).....

F. Sales

- (1) .....
- (2) .....
- .....
- .....
- (10) .....

G. Stock Transfer receipts/Issued

- (1) .....
- (2) .....
- .....
- .....
- (10) .....

Place  
Date

(Office Seal)

Name and Signature of the  
Registering Authority

1. Details of Renewal of Registration  
(2 sheets)

Date of Renewal	Year to which renewed	Particulars of Payment	Signature of the assessing Authority

2. Details of Suspension of Registration Certificate  
(1Sheet)

Order No and date	Name of the Authority	Period of Suspension	Brief particulars of Offence committed	Signature

3. Details of Cancellation of Registration Certificate

Order No and date	Name of the Authority	Reasons in Brief	Details of restoration of RC, if any	Signature

4. Details of Discontinuance of Business

Particulars of Communication by the dealer	Result of enquiry in brief	Stoppage whether temporary or permanent	Remarks	Signature

5. Details of reconstitution of the firm  
(2 Sheets)

Date of Reconstitution	Names and addresses of newly admitted partners	Names of all partners after reconstitution	Names of partners if any, who are absent in the reconstituted partnership	Whether partnership deed filed	Signature

6. Details of retirement/ Death of Partners

Date of communication whether through declaration in form No.3 or otherwise	Effective date for severance of connection with business	Brief details of liabilities under the Act during continuance in partnership and related pendency/ of assessments/ appeals/ revisions	Signature

7. Attested passport size photos of the dealer (Proprietor, Partner, Directors, Secretary etc) (2 Sheets)

8. AMMENDMENTS/ ADDENDUM/ ERRATUM

A. Change of trade name

Changed Name	Date of change	Principal place of business at	Branch of	Signature

(1sheet)

B. Change of address

Date of change	New address of principal place of business	New address of Branch	Result of enquiry	Signature

(2 sheets)

C. Change of Directors of Private Ltd Company

Date of change	Name and residential address of the new directors	Name and designation of all directors after change	Signature

(2 sheets)

D. Change in commodity in business

		Addition	Deletion	Date	Signature
1.	Local purchase/ Receipts				
2.	Interstate/ Import Purchase/ Receipts				
3.	Local Sales/ Issues				
4.	Interstate/ Export sales/ Issues				
5.	Manufacture/ Works contract/ Lease/ Hire purchase				

(3Sheets)

E. Changes of Regn. No./ Registration Certificate No./ OFFICE

Permanent Account No.:		Registration Certificate No.	
Old Number	New No	Date of validity and effect	Signature

(Half sheet)

F. Changes of Managers/ P/A Holders/ Agents/ Franchises etc.

Date of change	Name of Manager or P/A Holder Changed	Name of Manager or P/A Holder newly appointed	Name and address of the C&F Agents/ Franchises etc. newly appointed	Others	Signature

(2 Sheets)

G. Details of security furnished/ released/ replaced

Date	Amount of security furnished	Particulars of furnishing security (whether Bank deposit/ NSC/ security bond etc.)	Period of validity/ maturity	Due date for renewal	Initials of officer with date	Date of renewal/ replacement of security
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Particulars of replacement of security	Period of validity	Date of revalidation	Initials of officer with date	Details of release of security with reason	Details of forfeiture / appropriation of security with reason	Initials of the officer with date
(8)	(9)	(10)	(11)	(12)	(13)	(14)

Place.....

Signature of the Registering/Assessing Authority.

Date.....

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