Subject: Post Registration Verification Guidelines.

The Post Registration Verification Process has been redesigned to align it with the Ease of Doing Business (EoDB). Accordingly, a functionality has been developed on the RajVISTA web portal of the Department. The system generated post verification task shall be randomly allocated in the profile of the concerned officer.

After issuance of certificate of registration to the dealer, verification of the facts mentioned in application for registration shall be done by the Department. The following procedure shall be adopted for post registration verification:-

A. The dealer will be intimated about the officer who will visit the principle place of business for post registration verification, through SMS and e-mail.

B. Officer will visit the principle place of business of the dealer for conduction of an enquiry to verify the facts and statements made in the application for registration.

C. Required documents uploaded with application for registration shall need to be verified. The dealer shall keep uploaded documents in original for verification of facts mentioned in application for registration.

D. Verification shall be carried out on the following points:-

1. Whether the business is being carried out from the place(s) mentioned in the Certificate of Registration or not?

2. Whether the dealer is liable to be registered from the date prior to the date mentioned in the Certificate of Registration?

3. Whether any other firm(s) is also running at the Principal Place of Business or not?

4. Whether location of the business place is suitable with the Nature of Business or not?

5. Specify the Additional Places of Business (Branch/Godown/Warehouse/Manufacturing Unit etc.)

<table>
<thead>
<tr>
<th>Nature of Business</th>
<th>Name</th>
<th>Address Details</th>
</tr>
</thead>
</table>

6. Status of Principal Place of Business → Owned/Rented/Leased

<table>
<thead>
<tr>
<th>Nature of Business</th>
<th>Owner Name</th>
<th>Owner Address Details</th>
<th>Contact Details</th>
</tr>
</thead>
</table>
7. Whether books of account maintained or not? Details of books maintained.

8. Whether dealer has/had interest in any other business or not? If yes, then specify TIN and complete details thereof.

9. Whether any demand is pending against dealer in any capacity in any other businesses or not? If yes, then specify the complete details thereof.

10. Is financial capacity and managerial experience of the business is in accordance with Nature of Business or not? Specify complete details thereof.

11. Details of Immovable Property: Either Self-owned/having partial interest or parental.

12. Details of Movable Property.

E. Required documents uploaded with application for registration shall be verified from the original:

- PAN
- Proof of bank account
- Partnership Deed/Limited Liability Partnership Deed/Memorandum and articles of association of a company/Deed of Trust/Registration and Memorandum of association of Society/Resolution passed by Board of Directors, in case of a company and of governing body, in case of other entities
- Rent Deed or Rent Receipt or Electricity Bill or Telephone Bill or water Bill or Own Property Documents as address proof
- Details of the Firm/Firms was/were/is/are running at same principle of business
- Documents in support of additional place/places of business
- Documents in support of status of business place
- Documents in support of immovable property (self-owned/parental)
- Documents in support of movable property (self-owned/parental)
- Any other supportive documents uploaded

F. The officer conducting the post registration verification shall submit the inspection report online on RajVISTA within 48 hours (two working days).

G. The dealer would be able to view and download the inspection report from his profile on the rajtax web portal.

These guidelines shall be adhered to strictly.