

**Form VAT-4  
Cover Letter  
Issue of Registration Number**

Reference No

Date

To

Name of business	
<b>Address</b>	

Dear Sir,

**Sub: Issue of Registration Number**

- This refers to your application submitted on \_\_\_\_\_ for registration under Punjab Value Added Tax Act, 2005 with the Excise and Taxation Department.

You are hereby informed that your application for registration has been accepted. Please find enclosed your Registration Certificate (RC).

You are required to inform the Department of any amendments to your registration details within thirty (30) days of these amendments taking effect.

You have been allocated the following registration number.

Registration Number:

Please quote your registration number in all your future correspondence with the Department.

Name \_\_\_\_\_

Signature and official stamp \_\_\_\_\_

Designation \_\_\_\_\_

Place \_\_\_\_\_

Encl: 1. VAT-4 (Registration Certificate)

## Form VAT-4

[See rule 5]

### Registration Certificate under Punjab VAT Act, 2005

Registration Number (VRN/TRN) \_\_\_\_\_

This is to certify that M/S \_\_\_\_\_ whose Principal place of business is situated at the following address:

Building Name/ Number \_\_\_\_\_

Area/ Road \_\_\_\_\_

City \_\_\_\_\_

Pin Code \_\_\_\_\_

has been registered as Taxable Person / Registered Person under the Punjab VAT Act, 2005 with effect from \_\_\_\_\_ with liability to pay tax from \_\_\_\_\_.

The Taxable Person / Registered Person has additional place(s) of business in Punjab at the following address(es):

(i) \_\_\_\_\_

(ii) \_\_\_\_\_

This Certificate shall remain in force until cancelled.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Place \_\_\_\_\_

Office \_\_\_\_\_

Website \_\_\_\_\_

Official Seal

Date of issue \_\_\_\_\_

Please ensure that the assigned registration number is always quoted in all communications with Excise and Taxation Department, which includes filing of returns and payment of outstanding dues. Please also remember that it is mandatory to cite this registration number in all the invoices issued by Taxable Person / Registered Person.

Please intimate the changes, if any, in registration details within 30 days of the change.