

THE RIGHT TO INFORMATION ACT, 2005

(Application for Obtaining Information)

From

Applicant Name

Full Postal Address

Mobile: XXXXXXXXXX

Email: example@gmail.com

To

The Public Information Officer

Delhi Value Added Tax (VAT) Department

[Office Address]

Subject:

Request for Information under RTI Act, 2005 regarding VAT Registration, Returns, Assessments, and Departmental Records

Respected Sir/Madam,

I, [Applicant Name], am filing this RTI application under the Right to Information Act, 2005. Kindly provide the following information:

1. Status of VAT registration application submitted on [date] for the business located at [address].
2. Certified copy of VAT registration details, including TIN number, approval date, and verification records.
3. Details of VAT returns filed for the periods [from] to [to], including acknowledgement copies.
4. Certified copy of assessment orders, notices, or communications issued under DVAT Act for the said business.
5. Details of tax dues, penalties, or demands (if any) pending against the business, along with supporting documents.

6. Certified copy of file notings, internal correspondence, or audit/inspection reports related to VAT compliance.

7. Action taken report (ATR) on any complaint submitted on [date] regarding VAT processing or delays.

8. Name, designation, and contact details of the officer handling the VAT-related file for the above business.

Application Fee

₹10/- IPO / Court Fee Stamp / Online payment / DD

Declaration & Requests

I am a citizen of India.

If information pertains to another authority, kindly transfer it under Section 6(3).

If additional fee is required, inform me under Section 7(3).

Please provide FAA details in the reply as per Section 7(8).

Yours sincerely,

Applicant Name