

ANNEXURE TO VAT 310

**The dealers are requested to produce the following records for the period
From 01.04.2013 to 30.06.2017**

1. Income Tax Annual Audit Reports, such as Balance Sheets comprising of Trading Account, Profit and Loss Account, Annexure etc., (or) Trial Balance if Annual Audit Report not completed

2. VAT purchase details month-wise and bill-wise for the Input Tax claimed by you in the following proforma (Hard and soft copies in M.S. Office Excel)

Name of the Seller	TIN No.	Invoice No.	Invoice Date	Commodity	Net value (Excluding tax)	VAT Input Tax claimed
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3. CST purchase details month-wise and bill-wise (Hard & Soft copies in M.S. Office Excel)

4. Import purchase details month-wise and bill-wise (Hard & Soft copies in M.S. Office Excel)

5. CST Sale details month-wise and bill-wise showing Basic price, CST collection & Total.

6. Month wise and Year wise Abstract or Raw Material and Capital Goods Purchases separately in the following proforma

		Purchases from VAT Registered dealers within the Telangana / A.P						
Month	Imports	CST purchases/Stock Transfer Receipts	Purchases from other than VAT dealers within the State	5% Goods Net Value	5% Input Tax	14.5% Goods Net Value	14.5% VAT Input Tax	Total Input Tax

7. Month wise year wise Sales Abstract in the following proforma

Month	Exports/Deemed exports	CST Sales	SEZ Sales	Consignment Sales/Stock Transfer	Exempted Sales	5% Goods Net value	5% VAT Output tax	14.5% Goods Net Value	14.5% VAT Output Tax	Total output Tax
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8. Copies of VAT 200/213 & CST VI returns and enclosures submitted to the concerned C.T.O. along with yearly Abstract.

9. 'C/F/EI/EII/H etc., and other statutory forms received, utilized and balance details as on date of VAT Audit, along with counter foiles /Third copies of the utilized forms.

10. Cash Books, Ledgers, purchase, Sale Registers, Purchase and Sale Invoices.

11. Purchase details from TOT/ un registered dealers in A.P./ Telangana Month-wise & bill-wise

12. Local Sale details month-wise, bill-wise showing Basic price, VAT collection & Total.

13. Export sales details month-wise, bill-wise along with copies of commercial invoices, ARE-I Bills of lading /Air Way Bills/LRs Bank Realization Statements.

14. Branch Receipts, Branch Transfers/Consignment sales month-wise and transaction-wise.

15. Way bills received, utilized and balance details as on date of VAT Audit, along with Way bill utilization Statements under VAT and CST Acts.

16. Professional Tax payment particulars

17. Bank account extracts.

Deputy Commercial Tax Officer-II,
Maredpally Circle, Hyderabad.

GOVERNMENT OF TELANGANA
COMMERCIAL TAXES DEPARTMENT

FORM VAT 310

NOTICE OF PRODUCTION OF DOCUMENTS AND RECORDS

Date: 25-11-2019

01.Tax office Address:
Deputy Commercial Tax Officer-II,
O/o the Commercial Tax Officer,
Maredpally Circle, 6th floor,
Pavani Prestige, R.S. Brothers Buildings,
Ameerpet, Hyderabad.

TIN: 36389317452

Name : M/s. GREEN WOOD ESTATES
Address : 5/4/187/344, 2ND FLOOR M G ROADJ, MG ROAD,
SECUNDERABAD, HYDERABAD, TELANGANA, 500003

You are now required to produce the documents as listed in the ANNEXURE enclosed on over leaf at this office address as above on dated: 30-11-2019.

You are reminded that Section.58 of the TVAT Act,2005 defines this failure as an offence. If the date proscribed in this notice is not convenient, you should contact this office without delay.

You will be assessed for the tax due if you fail to respond to this notice.

Deputy Commercial Tax Officer-II,
Maredpally Circle, Hyderabad.

Mob: 8008902324



GOVERNMENT OF TELANGANA
COMMERCIAL TAXES DEPARTMENT

FORM VAT 304

NOTIFICATION FOR SCRUTINY OF ACCOUNTS OF VAT

01. Office Address: **Commercial Tax Officer**

Marredpally Circle
Pavan - 6th Floor
6-3 59, Ameerpet.
G CHERMAS.
Hyderabad - 500 016

Date : 25-11-2019

02. TIN : 36389317452

03. Name : M/S GREEN WOOD ESTATES

Address : 5/4/187/344, 2ND FLOOR M G ROADJ, MG ROAD, SECUNDERABAD, HYDERABAD, TELANGANA, 500003

It is to notify that scrutiny of your books of account will be conducted on date 30-11-2019.

You should produce all your VAT records and business accounts on that date before the undersigned.

Dy Commercial Tax Officer
Marredpally Circle,
Begumpet, Division
Office Signature
Seal & Stamp.

Mob: 8008902324