# **Online Registration ACC Vendor License:**

## **Public Interface: Home page of the website**

Logon to URL : <u>http://revenue.delhi.gov.in</u> then Click on the Link "Online Registration ACC Vendor License", below displayed home page will appear.



### 1. <u>Part – I of Registration Process:</u>

In part -I of registration process, Applicant is required to enter the all the particulars in the application such as name, father name, date of birth, address, place of vending, PAN number, his bank account details, e-mail, mobile number etc. along with fee details.

Firstly applicant have to purchase e-stamp paper as per prescribed fee of Rs. 100/- & have to enter the e-stamp number to get it verified. Then the details of estamp on the screen will appear as per snapshot given:



After fee verification, click on Proceed for Registration button, now applicant is required to enter the all the particulars in the application such as name, father name, date of birth, address, place of vending, PAN number, his bank account details, email, mobile number etc.

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After submission of particulars, applicant will be shown preview of his application, here applicant has edit option to go back to rectify anything. After final submit, applicant will not be able to change anything in his application

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After final submit, a unique Registration id will be generated which must be kept by the applicant for further correspondence.

This ACC application ID will be used for all further correspondence & estamp number will also be blocked with the application.



### 2. <u>Part – II of Registration Process</u>

In part-II of Registration Process, applicant has to enter his ACC application Id & date of birth/incorporation for authentication.



Now, applicant has to upload the scanned documents such as photo, signature & other supporting documents etc.

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#### Final Submit of the application to COS:

When all the mandatory supporting documents will be uploaded by the applicant, then only, button named "Submit Application to COS" will appear for submitting your application to your concerned COS.



After uploading the all mandatory supporting documents, application may be submitted to Collector of Stamps(COS) /SDM for evaluation & verification of the application. After submission of application to the COS, applicant will not be able to modify any detail in the application.

Now user may take print of his finally submitted application for any further correspondence.

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