

1. Create Temporary Profile

1. Click on ë-Registration" under e-services menu

Temporary Profile Creation Login to temporary profile(Acts Registration	DEPARTMENT OF SALES TAX GOVERNMENT OF MAHARASHTRA, INDIA www.mahavat.gov.in	स्त्यमेव जयते
 For New Registration → Click on "Temporary F 	Profile Creation". (Screen 1)	
REAL PROPERTY OF ANY OF	DEPARTMENT OF SALES TAX GOVERNMENT OF MAHARASHTRA, INDIA www.mahavat.gov.in	स्त्यमेव जयते
Temporary Profile Creation Login to temporary profile(Acts Registration	on)	
	New dealer have to click on this link to create temporary profile]
	1. Options for Registration	



- 1. You are on "Options for Registration" screen. This screen gives list of options
- 2. Click on "New Dealer Registration under various Acts" Option

۲	Options for Registration			
	New Dealer Registration under various Acts			
	Existing Dealer Registration			
	Other Bodies Registration(TDS Employer, TCS, Govt. and Other Bodies)			
	Consulate Registration			
	STP/Advocate/CA/CS Enrolment			

2. Instruction for registration

- 1. You will be navigated to instruction page. Instruction for registration under all the Acts is available on this screen. To get instructions related to PTRC click on PTRC tab
- 2. To proceed after the instructions page, click on 'NEXT' option, at the end of the page

	Instruction	ts for Registration	
MVW Y CST V LUXURY TAX V	PTRC AND PTEC V SCPT V EN	ITRY OF GOODS ~	
22	Of HU.		
INSTRUCTIONS			
	 Information in the form should be com fields or selecting from the given lists. 	pletely filled either by entering in the relev	vant.
	2. The feld marked "" in red are mandal	tory fields	
	 in case of Exceeding the prescribed to detail of bill by which his limit of turnover 	urnover limit' dealer is expected to enter this exceeded.	hé
	4. The dealer has to select one main hat nature of business.	ure of business and single or multiple part	
	5 In bank field MICR code is compulsory	r.	
	Once application is submitted and Ack enter or make application on same PAN.	nowledgement is generated, you cannot r	e.
	7. Depending upon the constitution of the signed	e dealer, the application printout should be	
	By	Constitution of the dealer	
	Proprietor or an authorized person	Proprietary	
			Click here to
			go to next



3. PAN / TAN Details

- 1. Enter valid PAN in the PAN Field. In case you don't have PAN then enter TAN in PAN Field
- 2. Constitution as per PAN is Auto populated. In case of TAN enter constitution manually
- 3. Select Sub-Constitution manually if applicable
- 4. Enter CAPTCHA as displayed on the screen. (If the image is not visible properly, the image can be changed by clicking on refresh button beside)
- 5. Click on 'NEXT' Option

<	PAN/TAN D	anale
PAN:		
Constitution:	~	
Image:	1WH1z	Ċ
Captcha:		
	Noxt	

Note:

If your PAN already exists against any active TIN with Maharashtra Sales Tax Department or if verification with NSDL fails then following messages will be displayed:

"This PAN is already registered. Please enter new PAN" Or Your PAN validation with NSDL is unsuccessful. Please enter correct PAN."

- Two attempts are allowed for filling PAN/ TAN field after which current session will expire and you will be redirected to MSTD main screen
- After 5 unsuccessful attempts on the CAPTCHA field the session will expire and you will be redirected to MSTD main screen

5. User details

- 1. Your user ID and Full Name will be auto populated in user details screen. Enter following details on the screen:
 - Email Id(Auto populated)
 - Re-enter Email Id



Mobile Number(Auto populated)

2. Click on "Create profile" Option

	User Details
Your user ID:	
*Full Name:	
*Email ID:	
Re-enter Email ID:	
*Mobile Number:	
	Create Profile

Note:

- > On Re-enter Email Id field you are not allowed to copy paste the Email Id
- Mobile Number is 10 digit number. +91 or any other codes are not allowed
- You cannot use above PAN/TAN, Email id & mobile number for creating another temporary profile

6. Confirmation message

1. You will get confirmation message as under containing activation link on your Email Id & One-time password on your Mobile Number

Back

Link has been sent to your registered email ID 'dumbre.pramod@gmail.com'. Please Follow below steps for creation of profile. Step 1: Click the link contained in the email. Step 2: On the User Details verification page, enter One Time Password(OTP) sent to you on your Registered Mobile Number. Note: Please check your Junk/Spam folder in case you do not find the email into your Inbox.

If you have not received the email:

1. Check whether email ID 'dumbre.pramod@gmail.com' provided by you is correct ?

2.Click here to resend the email activation link and OTP





	Make sure you have mentioned valid Email Id and Mo Email Id and One Time Password (OTP) in your Mobile	bile Number so that you will receive activation link on your					
	7. Confirmation mail						
	1. Go to your personal Email ID and Click on	the activation link provided in the mail.					
Drofi	ile Registration Confirmation						
Proli		- D					
0	anisha.manvatkar@gmail.com	Apr 25 (2 days ago) 📩 🔸 🝷					
-	to me 💌						
A	This message may not have been sent by: anisha.manvatkar@g	mail.com Learn more Report phishing					
	Dear Applicant,						
	Congratulations! Your temporary Profile is successfully created.						
	Click the link below to get your account activated:						
	http://mstddceccdev.mahavat.gov.in:8000/sap/bc/ui5_ui5/sap/zprofile: false&Id=difps8181c	act/index.html?sap-client=250&sap-ui-language=en&sap-ui-appcache=					
	Welcome to MSTD! Assuring Best Services!!!						
	Regards MSTD Team						

8. Profile Activation

- 1. You are on Profile activation screen. Name and User ID will be auto populated on the screen
 - a. Enter One Time Password (OTP)
 - b. Select any Security Question from the dropdown list
 - c. Enter the Answer for the security question you have selected
 - d. Click on "SUBMIT" Option
- 2. Email will be sent your Email ID confirming successful Profile Creation along with Temporary Profile and Password





Profile Activation

ne as per PAN/TAN:	< N4		
One Time Password:		Resend	OTP
User ID:			
Security Question:			~
Answer:			
		Submit	

Dear Applicant,

Congratulations! Your temporary Profile is successfully created.

Your profile details are as follows.

USER ID : DIFPS8181C PASSWORD: M2t4d234d4\$\$

Welcome to MSTD!

Assuring Best Services!!!



- Note:

 Note:
 If you fail to receive OTP, then click on Resend OTP
- > Maximum three chances available for successful entries
- In case you enter wrong OTP the system will ask you to re-enter the correct OTP
- In case you enter wrong password re-enter the correct password

Why Security question?

After getting registered in case you forget the Password, you can make use of Security question to successfully login to MSTD Web Portal.

YOU HAVE SUCCESSFULLY CREATED YOUR TEMPORARY PROFILE



2. FORM I for PTRC

1. Maharashtra Sales Tax Department Landing page

After temporary profile is created, new applicant has to go back to the homepage.

Click on "Login to temporary profile (Acts registration)" (screen 2.1), it will navigate to Login page (Screen 2.2).



(Screen 2.1)

1. Login Page

- 1. Enter your Temporary User id and Password send by MSTD through email
- 2. Enter details in following fields
 - a. Enter User id (PAN)
 - b. Enter Password (Sent on Mail)
- 3. Click on "LOGIN" Option







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- You can take help from forgot password or forgot User-ID or Approach MSTD helpdesk through MSTD portal
- Conce you logon you will get window to change password. Please change your password & remember it

2. Welcome Page 1. Click on "Registration" and then select "New Registration"

Department of Sales Tax Goverment of Maharashtra, India	Skip to main content मराठी A A A Search Q	A Welcome :		A STATE OF STATE
Registration Returns Refund Payment	Form E-704 Query/Complaint/Feedba	k Recovery Appeal	CDA Audit	≡
E-Audit report Notifications	Assesment status J J Amount due 200Rs Refund due 50Rs	C available for Inuary, 2016		

3. Select Act	
1. You are on Select Act screen. Select "The Maharashtra state tax professions, tax act, 1975 (PTRC)"	
2. Click on "NEXT" Option	



						Registration					
1 Select Act	2 Registration	3 POB	4 Bank Details	5 APOB	6 Other	7 Details of	8 Declaration	9 Upload	10 Deposit Payment		
	form				information	individuals		Documents			
					Sele	ect Act Type	•				
			The Ma	aharashtra Va	alue Added Tax A	ct, 2002 (MVAT)				
			The Ce	entral Sales T	ax Act, 1956 (CS	ST)					
			The Ma	aharashtra <mark>T</mark> a	ix on Luxuries Ad	t, 1987 (LUXUF	RY TAX)				
			The M	aharashtra St	ate Tax on Profe	ssions, Trades,	Callings and E	mployments Ac	t, 1975 (PTRC)		
			The Ma	aharashtra Pu	irchase Tax on S	ugarcane Act, 1	962 (SCPT)				
			The Ma	aharashtra Ta	ix on the Entry o	f Goods into Lo	cal Areas Act, 2	2002. (ENTRY C	OF GOODS)		
			The Ma	aharashtra St	ate Tax on Profe	ssions, Trades,	Callings and E	mployments Ac	t, 1975 (PTEC)		
										Provious	Novi

	4. Application FORM 1 (page 1)
1. Fill the Ap	plication form Page 1 as per the field descriptions and click on 'NEXT'
a.	PAN/TAN (Auto populated)
b.	Documents required for proof of PAN/TAN (Auto populated)
с.	Name of as shown in PAN/TAN card (Auto populated)
d.	Name of the Factory/Occupier of the factory
e.	Status of the signatory to the application
f.	Name of the signatory to the application
g.	UID/Aadhaar No



e Registering Authority					
ereby apply for grant of registration certificate under section 5 of The Maharashtra State Tax on Pr	rofessions, Trades, Call	ings and Emplo	yments Act, 1975		
"1. PAN / TAN of Employer:					
"Documents required for proof of PAN/TAN	R				
"2. Name of the Emple, in (as mentioned in PAN/TAN)					
"3. Constitution:					
"Document(s) required for Constitution of Business			No data		
*4. Nature of Work/Business/Activity (Mention appropriate Sr. No. from Annexure-10) () Serial No.:	Annexure - 0				
ii) in case of Senial Number-44					
"5. Status of the Signatory to the application:	Proprietor				
5(A). Name of the signatory to the application:	+,==	Africk	Ne manne	Last name	
UID/Aadhar No:					
*6 Date of commencement of activity of Employer.	DDMMMYYYY	-			
"7. Commencement of liability, Month from which the liability to pay tax commences:					
Mention the date on which liability to pay tax commences:	DOMMAYYYY				
*8. No: of employees on the date of application to whom salary or wages paid per month are:					
Satary/Wages	No of employees				
a) Do not exceed rupees 7,500/-					
b) Exceed rupees 7500/- but do not exceed rupees 10,000/-(For Male)					
b) Exceed rupees 7500/- but do not exceed rupees 10.000/-(For Female)					
c) Exceed rupees 10.000/-					



> In Page no 1 field which is marked with* is mandatory and If not filled you will not be able to process further

5. Application FORM I-page 2

1. Fill the Full address of the principal place of Employer as per the field descriptions and click on 'NEXT'

- a. Address
- b. Contact Details
- c. Nature of possession of premises
- d. Electricity Bill Details
- e. IGR Details



9" Pull Address of the Principal Place of Employer	
Details of Principal Place of Business	
Address	
Building No/Flat No/Coor No	
Piloor No.	
Name of the Premium/building	
Road/Street/Law	
Destrict	
Tatota	
Locality/Area/Vilage	
Pincode	
Camproper(Cshierbart)	
Longitude(Optional)	
- 541	
Contact Details	
Telephone No 1 with STD Code:	8TD Code
Telephone No 2 with STO Gode:	STD Gode
*Mobile No 1	
Mobile No 2	
PAX NO:	
*Email Address 1	
Email Address 2	
Website	
Naturo of possession of premises *	
	Context of American C
	Land Adverse Sector Sec
	Last sectory many metalement of evening the
	The second
	The second
	The particular sector sector and the adverse of the sector band
	Pagescontrol between many contemporty (contemported) Denote the page of the page
	2.3 sense cyrosos respirady sequenced terrary y sub ec.
Electricity Bill Details	
"Service Provider:	
"Consumer No:	
Account No.	
IGR Details	
Deset	
Location of Bub-registrar:	
Ve.ar)	
Ebbs sament Pauretier	

D Note:

- In address & Contact Details, sub fields that is Floor no, Latitude, Longitude, Telephone no with STD Code, Fax no, Mobile no.2, Email Address 2 & Website are optional and remaining fields are Mandatory
- > Nature of possession of premises selection is mandatory



7. Bank details 1. Enter Bank Account details and click on 'NEXT'

Details of bank account(s)*		
Add bank accounts Delete bank accounts		
Total number of Bank Accounts maintained by the applicant for conducting business:	1	
	\leftarrow	\rightarrow
Select Entry*:	MICR Code IFSC Code	
		_
*Account number:		
Type of Account:	CURRENT	
*MICR Code:		
Name of the Bank:	Select	~
*Branch and Address of the Bank and Branch:		
*Pin Code:		
State:		

Note:

- > You can add or remove multiple bank account details by clicking on ADD or DELETE button
- Bank detail field is mandatory to new dealer

8. Application FORM I

1. Fill the details of the additional place(s) of Business/ Go down (s)/Warehouse(s) in Maharashtra as per the field descriptions and click on 'NEXT'

- a. Address
- b. Contact Details
- c. Nature of possession of premises
- d. Electricity Bill Details
- e. IGR Details



	←	
ress(1)		
Building No/Flat No/Door No:		
Floor No:		
Name of the Premises/Building:		
Road/Street/Lane:	~	
Taluka:	~	
Locality/Area/Village:	×	
Pincode:		
Latitude(Optional):		
Longitude(Optional):		
act Details		
Talaphone No 4 with OTD Code:	STO Code	
Telephone No 2 with STD Code:	STD Code	
Mobile No 1*:		
Mobile No 2:		
FAX No:		
Email Address 1*:		
Email Address 2:		
Website:		
Nature of possession of premises *:	Owned Transit	
	Leased Rented	
	Tenancy Consent	
Scanned copy of Document to be unloaded	Rent free Stall Booking (only applicable for casual) Stall Booking (only applicable for casual)	
Scanned copy of Document to be uploaded.	Image: Second	
	Image: Second approximation of the second	
	I Latest electricity bill	
	Society maintenance receipt	
	Latest copy of MNTL/BSNL landline bill	
	Latest copy of bill of domestic gas agency	
	Share certificate of Co-operative society in the name of applicant	
	First page of passbook of saving Bank Account	
	Certificate showing the address of the applicant issued by the manager of	
	Agreement between main company (online platform) and applicant in case	
tricity Bill Details	1 renancy/sub renancy Registered Tenancy / sub tenancy agreement and	
analy bill Details	TATA Power	
Service Provider: Consumer No:		
Account No:		
Details		
District:	~	
Location of Sub-registrar:	~	
Year	2000	
Document Number:		

In Page no 4 mandatory field which is "*" marked If could not insert mandatory value in the page no 4 so system will not move forward to next page

9. Other information (if applicable)

- 1. Employer Member ID or PF Account Number
- 2. Fill Following information:
 - a. TIN under MVAT Act, 2002(Date of effect)
 - b. TIN under CST Act, 1956(Date of effect)
 - c. R.C NO. under profession Tax Act, 1975(Date of effect)



*Employer Mem *Other informati	nber ID or PF Account Number	
1	TIN under MVAT Act, 2002	V
	Date of effect (DD/MM/YYYY)	
2	TIN under CST Act, 1956	c
	Date of effect (DD/MM/YYYY)	DD/MM/YYYY
3	E.C No. under Profession Tax Act, 1975	P
	Date of effect (DD/MM/YYYY)	DD/MM/YYYY 🛅
		Previous Next

- Note:
- > These are not mandatory fields. Only in case you have registered for these acts you need to fill the details
- If user enter TIN Number so user should give date in other information unless and until system shall not allow to next forward

10. Application FORM I

1. Fill the Details of proprietor /all partners /Karta /Managing Directors & whole time Director /Members of Managing Committee of Associations /Board of Trustees /all persons having any interest in the business as per the field descriptions and click on "NEXT" Option.

- a. Name of the person
- b. Name of Father/Husband
- c. Designation/Status
- d. Date of Birth
- e. PAN
- f. POI (Person of Indian Origin)
- g. OCI (Overseas Citizenship of India)
- h. PTEC
- i. TIN (If LLP)
- j. PTRC (If LLP)
- k. Passport No (in case of foreigners)
- I. UID No
- m. DIN No. (If any)
- n. Mobile Number
- o. Email address.
- p. Telephone No
- q. Gender
- r. FAX No
- s. Residential Address
- t. Contact Details



*. Details of Proprietor/ all Partners/Karta/Managing Directors	and whole time Director/Members of Managing Committee of Asso	ciations /Board of Trustees / all persons having any interest in
Total Number of Persons 1		
Note: Please provide details in the table below	In case you need more tables, click on add button	
In case of Proprietorship: Details of Owner/F	roprietor.	
 In case of Partnership: Details of all Managi submitted) 	g/ Authorized Partners (personal details of all partners but photos o	of only ten partners including that of Managing Partner is to be
In case of Companies registered under Com	anies Act: Managing Director and whole time directors.	
In case of HUF: Details of Karta of HUF.		
In case of Trust: Details of Managing Truste	6.	
 In case of Association of Persons: Details of to be submitted) 	Members of Managing Committee(personal details of all members I	out photos of only ten members including that of Chairman is
In case of Local Authority: Details of CEO o	equivalent.	
In case of Statutory Body: Details of CEO or In case of Statutory Body: Details of CEO or	equivalent.	
In case of others: Details of person responsi-	e for day to day affairs of the business.	
In case of LLP, If Partners Registered then a case of the second seco	IN, otherwise as above of all partners.	
Add Delete	a variation of	
	~	\rightarrow
petails(1)		
Name of the Decay	Added a Advance	Course Manage
Name of Father/Husband: First Name	Middle Name	Sur Name
	resources a difference	
Designation/Status:		
Date of birth:	DD/MM/YYYY	
PAN:		
POI (Person of Indian Origin):		
OCI (Overseas Citizensnip or India): PTEC:		
TIN		
PTRC:		
Passport No(in case of foriegners):		
UID No:		
DIN No. (if any):		
E-mail address:		
Telephone No:		
Gender:	Male ~	
FAX No:		
Residential Address(1)		
Building No/Flat No/Door No:		
Name of the Premises/Building:		
Road/Street/Lane:		
District:		· · · · · · · · · · · · · · · · · · ·
Taluka: Locality/Area/Village:		
Pincode:		
Latitude(Optional):		
Longitude(Optional):		
Contact Details(1)		
Telephone No 2 with STD Code:	022	
Mobile No 2: Email Address 7		
FAX No:		
Documents required for status:	Documents of POI	
	Documents of OCI	
	Documents of UID	
	 Documents of Passport (in case of foreigners) 	
Documents required for proof		
becamento regared for proof		
	Copy of Passport Other National ID attested by Indian Embassy/Consulate/Hir	th .
	The second s	
	 Bank account statement in country of residence duly attested 	1
	Bank account statement in country of residence duly attested NRE (Non Resident External) bank account statement	3
	Bank account statement in country of residence duly attested NRE (Non Resident External) bank account statement Person of Indian Origin (PIO) card issued by Government of	1
	Bank account statement in country of residence duly attested NRE (Non Resident External) bank account statement Person of Indian Origin (PIO) card issued by Government of Person of Indian Origin (PIO) card issued by Government of	1
	Bank account statement in country of residence duly attester NRE (Non Resident External) bank account statement Person of Indian Origin (PIO) card issued by Government of Person of Indian Origin (PIO) card issued by Government of Ration Card having the name of the applicant	1
	Bank account statement in country of residence duly attester NRE (Non Resident External) bank account statement Person of Indian Origin (PIO) card issued by Government of Person of Indian Origin (PIO) card issued by Government of Ration Card having the name of the applicant Valid Indian Passport Driving License	
	Bank account statement in country of residence duly attester NRE (Non Resident External) bank account statement Person of Indian Origin (PIO) card issued by Government of Person of Indian Origin (PIO) card issued by Government of Ration Card having the name of the applicant Valid Indian Passport Driving License Aadhaar Card	
	Bank account statement in country of residence duly attested NRE (Non Resident External) bank account statement Person of Indian Origin (PIO card issued by Government of Ration Card having the name of the applicant Valid Indian Passport Driving License Aadhaar Card Latest paid electricity bill in the name of the applicant	
	Bank account statement in country of residence duly attested NRE (Non Resident External) bank account statement Person of Indian Origin (PIO) card issued by Government of Person of Indian Origin (PIO) card issued by Government of Ration Card having the name of the applicant Valid Indian Passport Driving License Aadhaar Card Latest paid electricity bill in the name of the applicant	

In Page no 6 mandatory field which is "*" marked If could not insert mandatory value in the page no 6 so system will not move forward to next page.



Declaration: - I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom. I hereby authorise Maharashtra Sales Tax Department to collect the information from UID authority. Place Date DD/MMYYYY ame of the signatory to the application First Name UID No Get OTP OTP Enter OTP Validate OTP	Declaration: - I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief at therefrom. I hereby authorise Maharashtra Sales Tax Department to collect the information from UID authority. Place Date DD/MMYYYY	nd nothing has been concealed
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therefrom. I hereby authorise Maharashtra Sales Tax Department to collect the information from UID authority. Place Date DD/MWYYYY me of the signatory to the application First Name UID No UID No Get OTP OTP Enter OTP Validate OTP	therefrom. I hereby authorise Maharashtra Sales Tax Department to collect the information from UID authority. Place Date DD//MM/YYYY	
Place DD/MM/YYYY me of the signatory to the application First Name Middle Name Sur Name UID No UID No Get OTP OTP Enter OTP Validate OTP	Place DD/MM/YYYY	
Prace	Date DD/MM/YYYY	
Date DD/MM/YYYY ime of the signatory to the application First Name UID No UID No OTP Enter OTP Validate OTP		
Imme of the signatory to the application First Name Middle Name Sur Name UID No U/D No Get OTP Get OTP OTP Enter OTP Validate OTP Validate OTP		
UID No UID No Get OTP OTP Enter OTP Validate OTP	ame of the signatory to the application First Name Middle Name Sur Na	me
OTP Enter OTP Validate OTP Previous S	UID No Get OTP	
< Previous S	OTP Enter OTP Validate OTP	
< Previous S		
		< Previous Subm

- > Check box of Declaration is mandatory for selection.
- Place, Date & Name fields are mandatory.
- > If mandatory fields are not filled in declaration page, system will not process further

Submission:

- 1. Click on "Submit" button.
- 2. Acknowledgment is generated with Application Reference Number.
- 3. Successful Message is sent to your email and sms into mobile number
- 4. An email is sent to the applicant with downloadable PDF form & print option of the form (Screen 3.41)
- 5. Application Reference Number is received and dealer can track the status of his application in the dealer portal with this number (Screen 3.41)



🔤 Message 🏾 🎵	AMYPM0293K_M1.PDF (139 KB)	
Dear applicant,		
Your application	for registration is received as attached herewith	
Application No -	00010000232	
Thanks and rega MSTD	rds,	
	Dealer can use this tracking number to check the status of the application	

YOU HAVE SUCCESSFULLY FILLED FORM I