1. Create Temporary Profile

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

2. For New Registration
→ Click on "Temporary Profile Creation". (Screen 1)

New dealer have to click on this link to create temporary profile

(Screen 1)

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

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
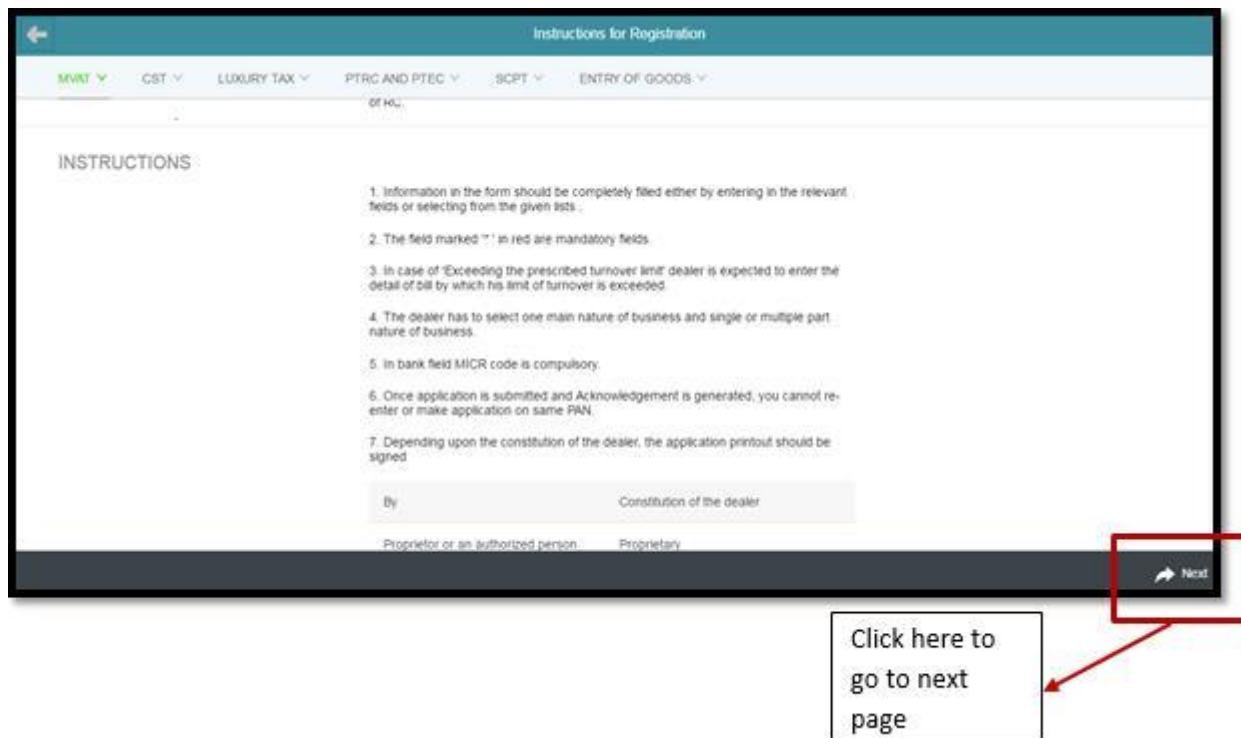
3. PAN / TAN Details

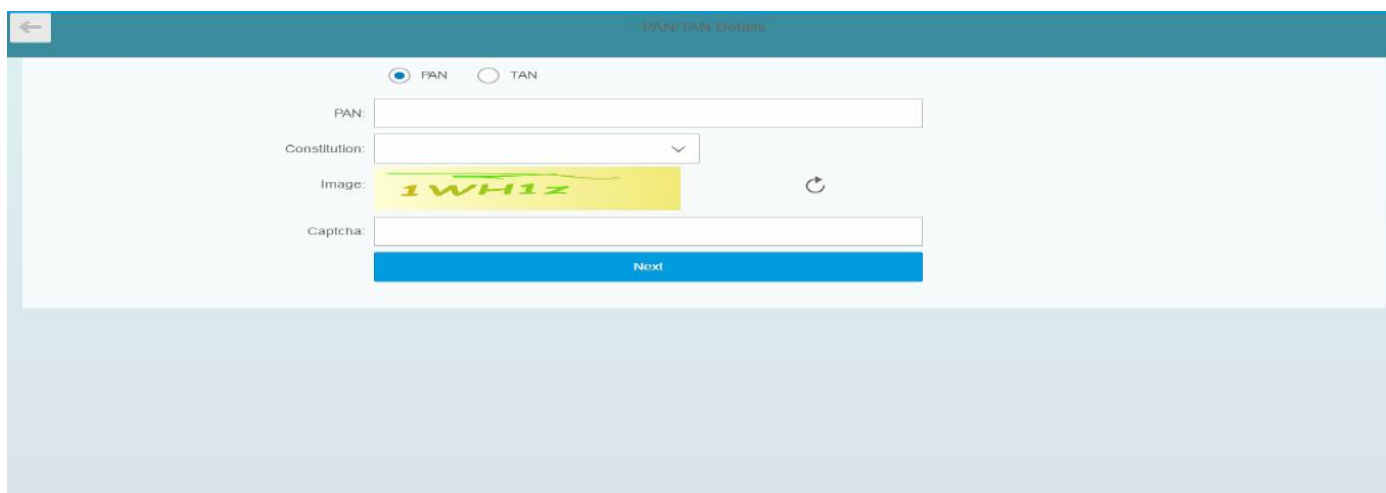1. **Enter valid PAN in the PAN Field. In case you don't have PAN then enter TAN in PAN Field**

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**

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**

ℹ️ *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*

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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**

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 ?   Back

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

ℹ️ *Note:*

> ➢ *Make sure you have mentioned valid Email Id and Mobile Number so that you will receive activation link on your Email Id and One Time Password (OTP) in your Mobile*

7. Confirmation mail

1. **Go to your personal Email ID and Click on the activation link provided in the mail.**

Profile Registration Confirmation   ☐   Spam x   🖶 ↗

(!) **anisha.manvatkar@gmail.com**   Apr 25 (2 days ago) ☆ ↩ ▾
    🔒 to me ▾

⚠ This message may not have been sent by: anisha.manvatkar@gmail.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/zprofileact/index.html?sap-client=250&sap-ui-language=en&sap-ui-appcache=false&Id=difps8181c

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

Name as per PAN/TAN:	
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!!!

ℹ️

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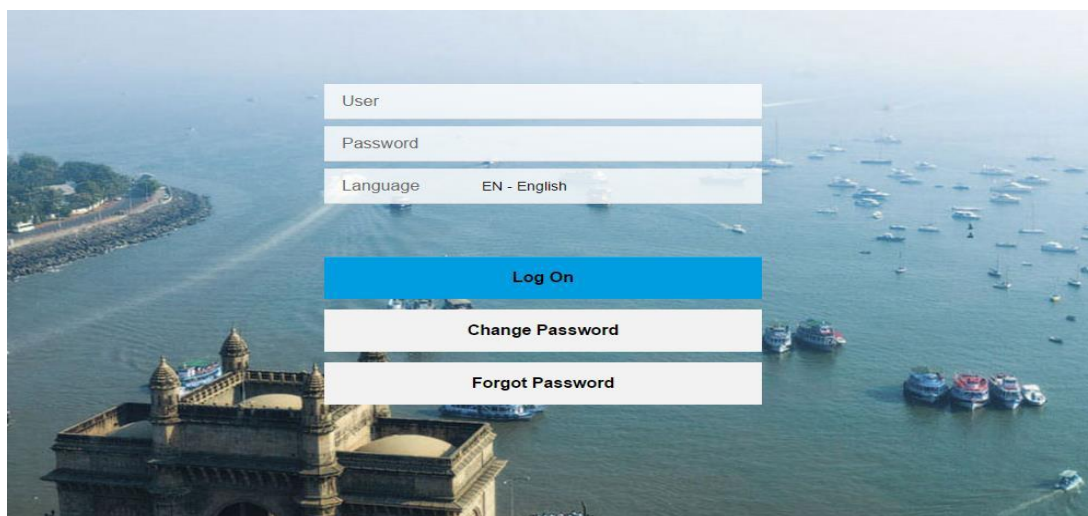
Note:
- *You can take help from forgot password or forgot User-ID or Approach MSTD helpdesk through MSTD portal*
- *Once you logon you will get window to change password. Please change your password & remember it*

2. Welcome Page

1. **Click on "Registration" and then select "New Registration"**

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	2	3	4	5	6	7	8	9	10
Select Act	Registration form	POB	Bank Details	APOB	Other information	Details of individuals	Declaration	Upload Documents	Deposit Payment

Select Act Type

- ☐ The Maharashtra Value Added Tax Act, 2002 (MVAT)
- ☐ The Central Sales Tax Act, 1956 (CST)
- ☐ The Maharashtra Tax on Luxuries Act, 1987 (LUXURY TAX)
- ☑ The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTRC)
- ☐ The Maharashtra Purchase Tax on Sugarcane Act, 1962 (SCPT)
- ☐ The Maharashtra Tax on the Entry of Goods into Local Areas Act, 2002.(ENTRY OF GOODS)
- ☐ The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTEC)

Previous   Next

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4. Application FORM I (page 1)

1. **Fill the Application 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)**
   c. **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**

FORM – I
(See rule 3(1))
EMPLOYERS REGISTRATION FORM
Application for Registration under sub-section (1) of section 5 of The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975

To,
The Registering Authority
I hereby apply for grant of registration certificate under section 5 of The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975.

*1. PAN / TAN of Employer:

*Documents required for proof of PAN/TAN:

*2. Name of the Employer (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- II): Annexure- II
i) Serial No:

ii) In case of Serial Number-44:

*5. Status of the Signatory to the application: Proprietor

5(A). Name of the signatory to the application: | Middle name | Last name

UID/Aadhar No:

*6. Date of commencement of activity of Employer: DD/MM/YYYY

*7. Commencement of liability, Month from which the liability to pay tax commences:

Mention the date on which liability to pay tax commences: DD/MM/YYYY

*8. No. of employees on the date of application to whom salary or wages paid per month are:

Salary/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/-	
Total	

Next

ℹ️ *Note:*

➤ *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*. Full Address of the Principal Place of Employer

Details of Principal Place of Business

Address

Building No/Flat No/Door No:	
Floor No:	
Name of the Premises/Building:	
Road/Street/Lane:	
District:	
Taluka:	
Locality/Area/Village:	
Pincode:	
Latitude(Optional):	
Longitude(Optional):	
Url:	

Contact Details

Telephone No 1 with STD Code:	STD 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 *

Nature of possession of premises
- Owned
- Rented
- Rent free
- Transit
- Leased
- Tenancy
- Consen
- Stall Booking (only applicable for casual

- [ ] Property Card
- [ ] Registered ownership deed
- [ ] Registered agreement (including Index II) with the b...
- [ ] 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 nam...
- [ ] First page of passbook of saving Bank Account
- [ ] Certificate showing the address of the applicant issu...
- [ ] Agreement between main company (online platform...
- [ ] Tenancy/Sub Tenancy : Registered Tenancy / sub te...

Electricity Bill Details

*Service Provider:	
*Consumer No:	
Account No:	

IGR Details

District:	
Location of Sub-registrar:	
Year:	
Document Number:	

ℹ️ *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

← →

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**

Note:
> 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 Member ID or PF Account Number
*Other information (If applicable)

1	TIN under MVAT Act, 2002		V
	Date of effect (DD/MM/YYYY)	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 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)**
- l.   **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**

14*. Details of Proprietor/ all Partners/Karta/Managing Directors and whole time Director/Members of Managing Committee of Associations /Board of Trustees / all persons having any interest in the business.

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/Proprietor.
◆ In case of Partnership: Details of all Managing/ Authorized Partners (personal details of all partners but photos of only ten partners including that of Managing Partner is to be submitted)
◆ In case of Companies registered under Companies Act: Managing Director and whole time directors.
◆ In case of HUF: Details of Karta of HUF.
◆ In case of Trust: Details of Managing Trustee.
◆ In case of Association of Persons: Details of Members of Managing Committee(personal details of all members but photos of only ten members including that of Chairman is to be submitted)
◆ In case of Local Authority: Details of CEO or equivalent.
◆ In case of Statutory Body: Details of CEO or equivalent.
◆ In case of others: Details of person responsible for day to day affairs of the business.
◆ In case of LLP, If Partners Registered then TIN, otherwise as above of all partners.
◆ Any other documents on which the address is available.

[Add]   [Delete]   [←]   [→]

Details(1)

| Name of the Person: | First Name | Middle Name | Sur Name |
| Name of Father/Husband: | First Name | Middle Name | Sur Name |

Designation/Status: [   ]
Date of birth: [DD/MM/YYYY   📅]
PAN: [   ]
POI (Person of Indian Origin): [   ]
OCI (Overseas Citizenship of India): [   ]
PTEC: [   ]
TIN: [   ]
PTRC: [   ]
Passport No(in case of foriegners): [   ]
UID No: [   ]
DIN No.(if any): [   ]
Mobile Number: [   ]
E-mail address: [   ]
Telephone No: [   ]
Gender: [Male   ▾]
FAX No: [   ]

Residential Address(1)

Building No/Flat No/Door No: [   ]
Floor 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 2: [   ]
FAX No: [   ]
Documents required for status: ☐ Documents of POI
☐ Documents of OCI
☐ Documents of UID
☐ Documents of Passport (in case of foreigners)
☐ Any other documents on which the address is available

Documents required for proof
☐ Copy of Passport
☐ Other National ID attested by Indian Embassy/Consulate/High
☐ 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 I
☐ Person of Indian Origin (PIO) card issued by Government of I
☐ 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

[< Previous] [Next >]

[Previous] [Next]

ℹ️ *Note:*
➢ *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.*

11.   Signatory of the Applicant

1.   **Fill Name of the signatory to the application, Place, Date & Enter UID OTP and click on "NEXT" Option**

Note:

➤ *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 - 000100000232
Thanks and regards,
--MSTD

Dealer can use this tracking number to check the status of the application

YOU HAVE SUCCESSFULLY FILLED FORM I