

Maharashtra Sales Tax Department

USER MANUAL

New Registration under ENTRY
TAX GOODS



Contents

New Registration under ENTRY TAX GOODS.....	0
Contents.....	1
INSTRUCTIONS.....	2
New Registration under ENTRY TAX GOODS.....	3
Road map of Registration Process.....	3
1. Create Temporary Profile	4
2. FORM 1 for ENTRY TAX GOODS	9
3. Upload Documents.	18
4. Payment Procedure.	Error! Bookmark not defined.



INSTRUCTIONS

Please make sure you go through below instructions before Registering online

- *Make sure you are filling correct and valid details in the input fields as per the description. Read carefully before entering details*
- *Mobile Number fields will contain only 10 digit number. (Use of +91 or 0 is not allowed)*
- *Wherever ADD button is mentioned, you can add multiple details. E.g. Address, Bank details etc*
- *You can use DELETE button wherever multiple details are not needed*
- *Wherever multiple details have been entered make use of side arrows to navigate*
- *Make sure you have soft copies of all the documents which will be selected during the registration process*
- *While filling the FORM 'NEXT' button will save the data you have entered*
- *PREVIOUS button will take you to previous page*
- *Mandatory fields are marked with *. If you leave them blank the screen will not process further*

Below icon has been used in the document to indicate important note for the user.

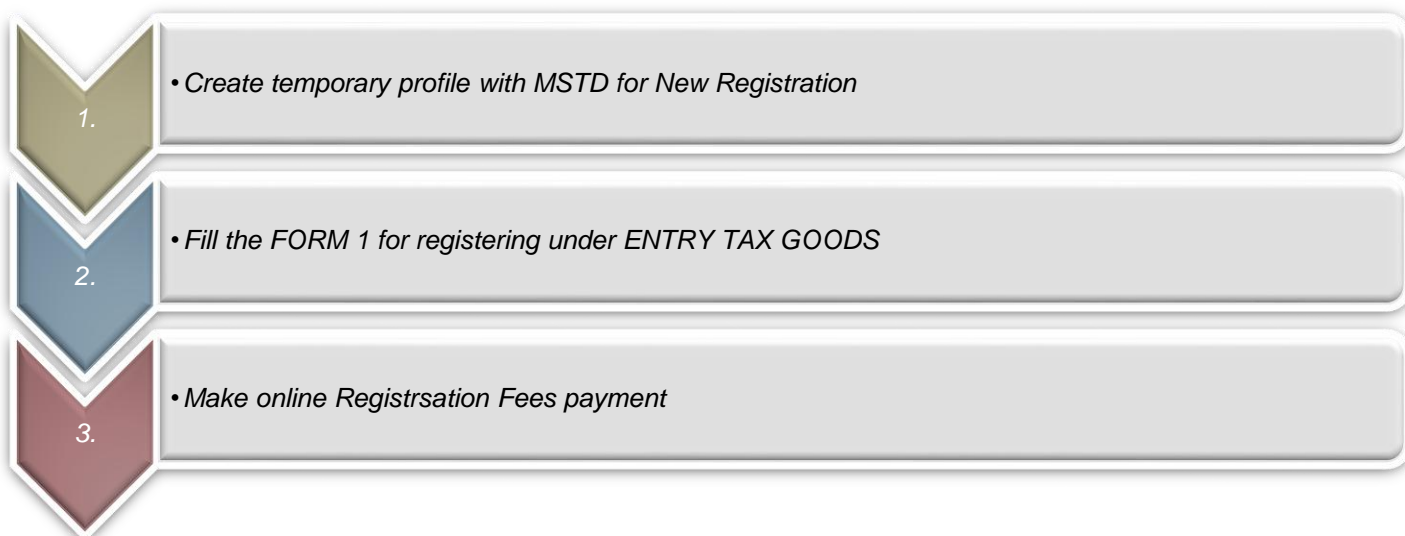
Icon	Meaning
	Important Note



New Registration under ENTRY TAX GOODS

Road map of Registration Process

Steps involved in the grant of Registration Certificate under section 4 of the Maharashtra Tax on the Entry of Goods into Local Areas Act, 2002. (Maharashtra Act IV of 2003)

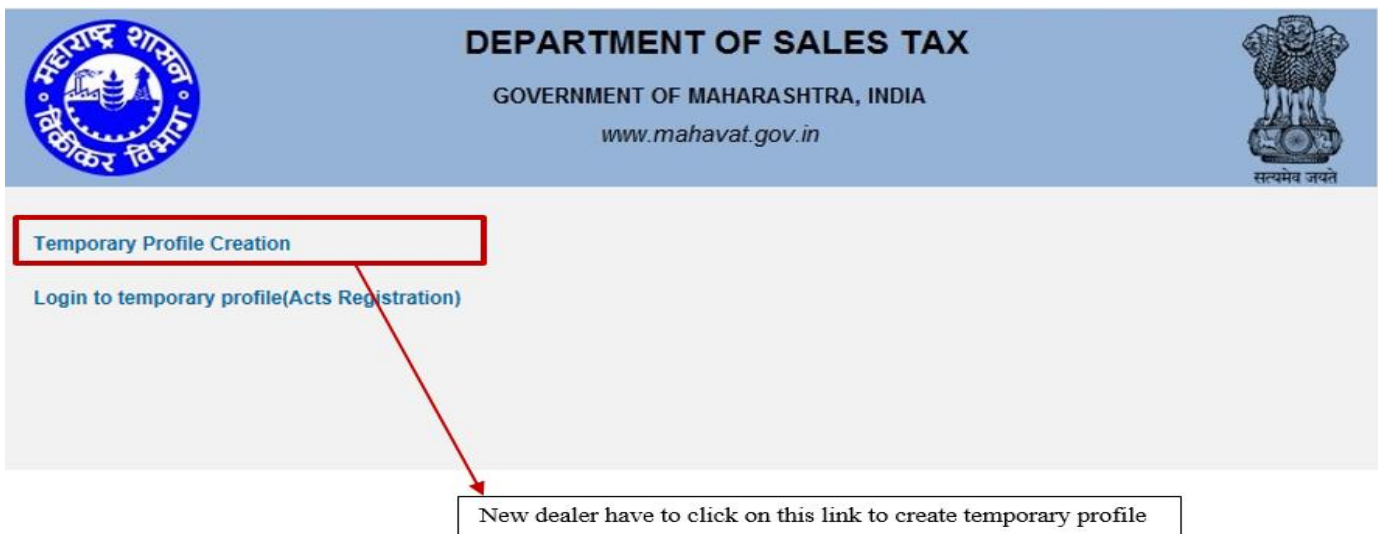


1. Create Temporary Profile



The screenshot shows the header of the Department of Sales Tax website. On the left is the Maharashtra State Tax Department logo. In the center, it reads 'DEPARTMENT OF SALES TAX', 'GOVERNMENT OF MAHARASHTRA, INDIA', and 'www.mahavat.gov.in'. On the right is the State Emblem of India with the motto 'सत्यमेव जयते'. Below the header, there are two links: 'Temporary Profile Creation' and 'Login to temporary profile(Acts Registration)'.

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



This screenshot is identical to the previous one, but with a red rectangular box highlighting the 'Temporary Profile Creation' link. A red arrow points from this box to a callout box below the main content area. The callout box contains the text: 'New dealer have to click on this link to create temporary profile'.

(Screen 1)

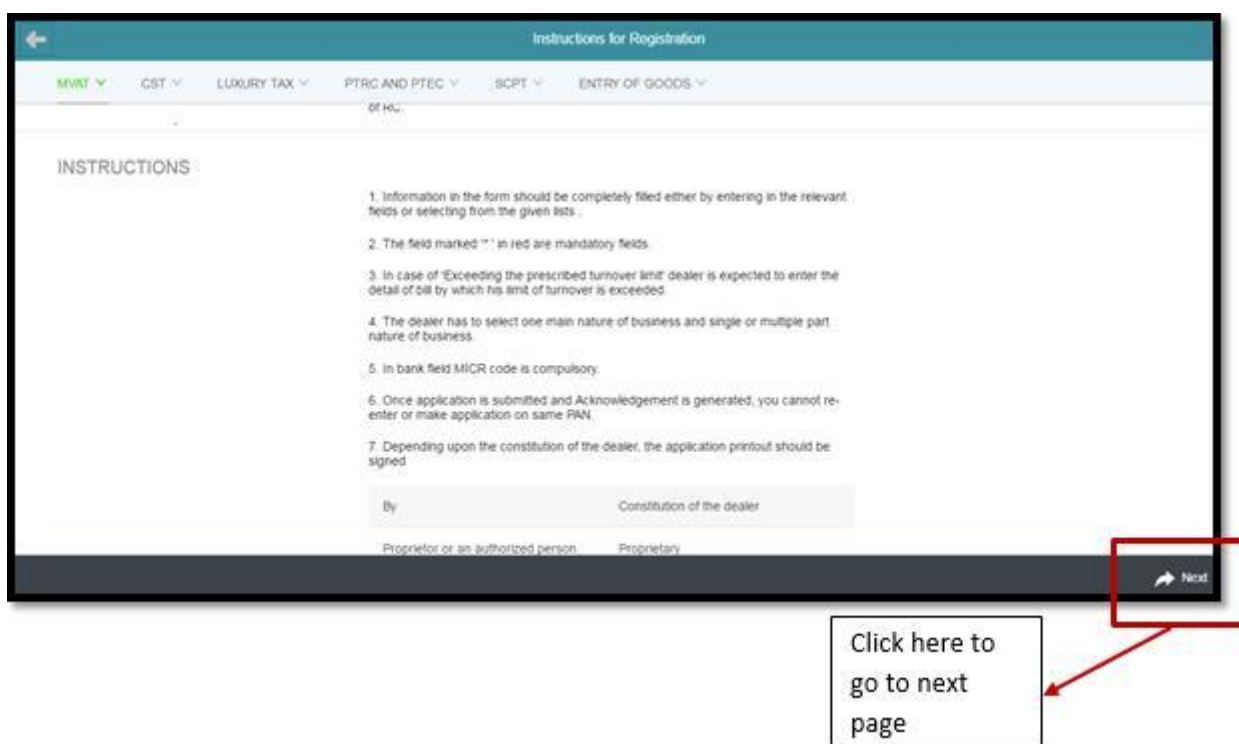
1. Options for Registration

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



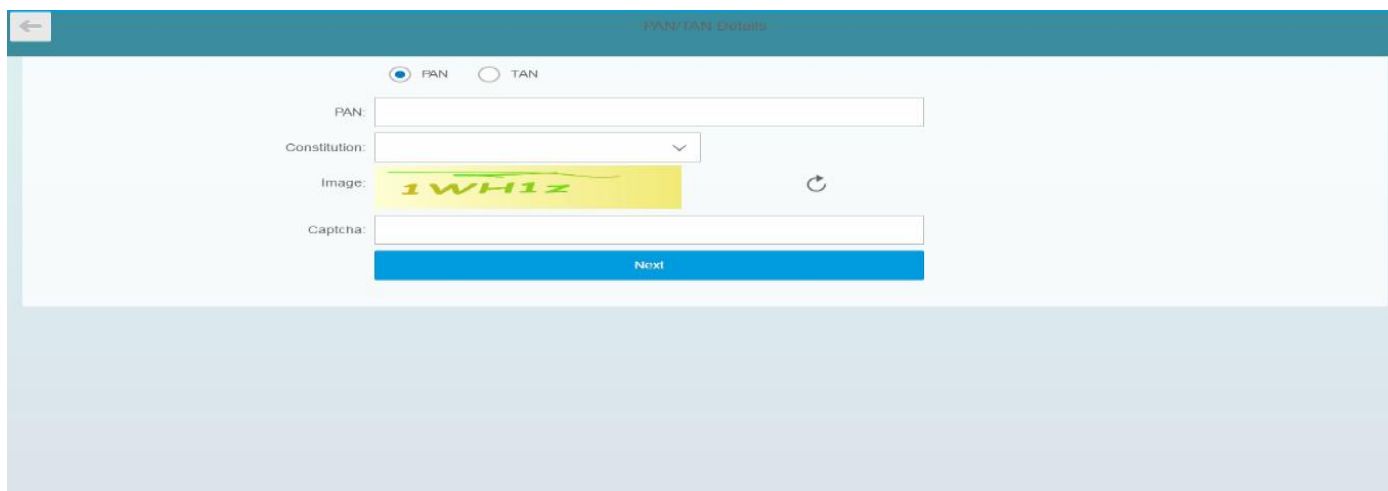
2. Instruction for registration

1. You will be redirected to instruction page. Instruction for registration under all the Acts is available on this screen. To get instructions related to ENTRY TAX GOODS click on ENTRY TAX GOODS 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 and after which current session will expire and you will be taken to MSTD main screen
- After 5 unsuccessful attempts the CAPTCHA field the session will expire and you will be taken 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
 - Re-enter Email Id
 - Mobile Number
2. Click on "Create profile" Option



User Details

Your user ID:	<input type="text"/>
*Full Name:	<input type="text"/>
*Email ID:	<input type="text"/>
*Re-enter Email ID:	<input type="text"/>
*Mobile Number:	<input type="text"/>
<div style="background-color: #00AEEF; color: white; padding: 10px; display: inline-block; border-radius: 5px;">Create Profile</div>	



Note:

- In 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 the same 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

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



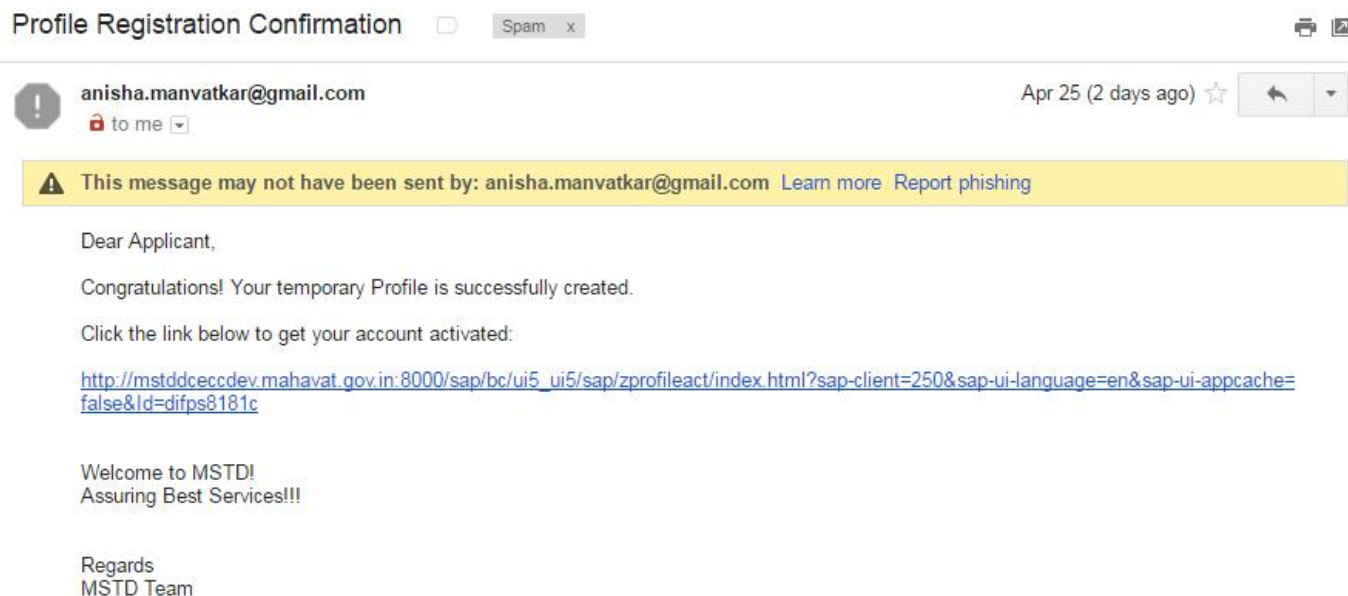
Note:

- 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



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:



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:

- 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 1 for ENTRY TAX GOODS

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).



DEPARTMENT OF SALES TAX
GOVERNMENT OF MAHARASHTRA, INDIA
www.mahavat.gov.in

Temporary Profile Creation

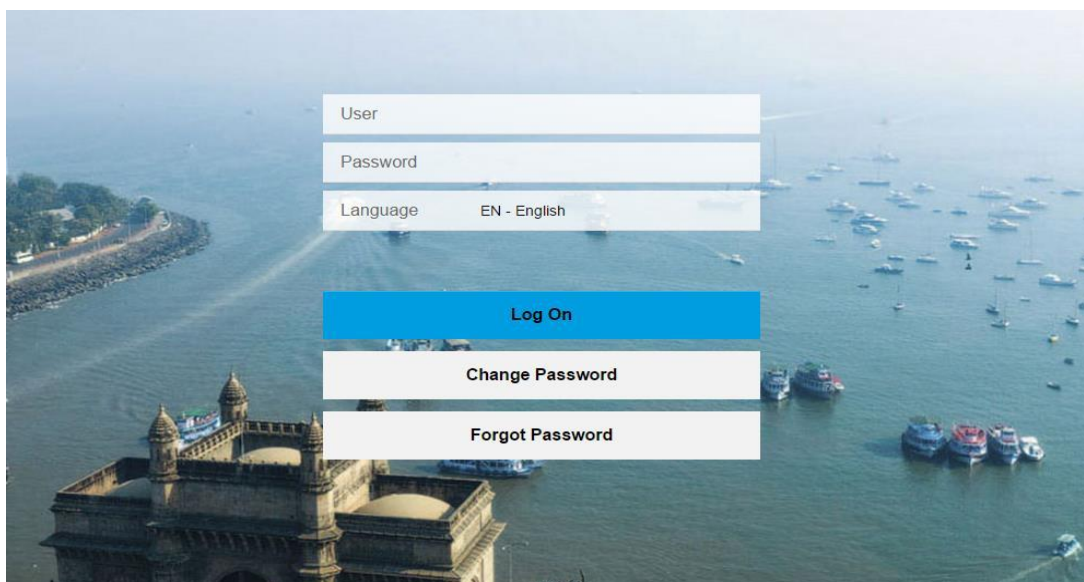
[Login to temporary profile\(Acts Registration\)](#)

New dealer have to click on this link to login with temporary id and select the Acts.

(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)
 - c. Enter New Password
 - d. Re-enter New Password
3. Click on "LOGIN" Option



User

Password

Language EN - English

Log On

Change Password

Forgot Password

The screenshot shows a password change form overlaid on a background image of a coastal city. The form contains the following fields and elements:

- User: [input field]
- Current Password: [input field]
- New Password: [input field]
- Repeat Password: [input field]
- This is an initial password that must be changed
- Change

**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”

The screenshot shows the MSTD portal welcome page. The header includes the Department of Sales Tax logo, the text "Department of Sales Tax Government of Maharashtra, India", a search bar, and a "Welcome" message. The main navigation menu contains: Registration, Returns, Refund, Payment, Form E-704, Query/Complaint/Feedback, Recovery, Appeal, CDA, and Audit. The dashboard displays four widgets:

- E-Audit report: [icon]
- Notifications: 3 [icon]
- Assesment status: Amount due 200Rs, Refund due 50Rs
- ITC available for January, 2016: 700 INR [icon]

3. Select Act

1. You are on Select Act screen. Select “The Maharashtra state tax professions, tax act, 1975 (ENTRY TAX GOODS)”
2. Click on “NEXT” Option



Select Act Type

<input type="checkbox"/>	The Maharashtra Value Added Tax Act, 2002 (MVAT)
<input type="checkbox"/>	The Central Sales Tax Act, 1956 (CST)
<input type="checkbox"/>	The Maharashtra Tax on Luxuries Act, 1987 (LUXURY TAX)
<input type="checkbox"/>	The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTRC)
<input type="checkbox"/>	The Maharashtra Purchase Tax on Sugarcane Act, 1962 (SCPT)
<input checked="" type="checkbox"/>	The Maharashtra Tax on the Entry of Goods into Local Areas Act, 2002.(ENTRY OF GOODS)
<input type="checkbox"/>	The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTEC)

[Previous](#) [Next](#)

4. Application FORM 1-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 (Pre populated)
 - c. Name of the Business / Proprietor (as mentioned in PAN/TAN)
 - d. Trade / Brand Name(s) (If any)
 - e. Status or relationship of the person who makes this application
 - f. Name of the signatory to the application.
 - g. Name of the person deemed to be the manager in relation to the business of the dealer in the state



FORM 1
(See rule 3 of the Maharashtra Tax on the Entry of Goods into Local Areas Rules, 2002)
Application for registration under section 4 of the Maharashtra Tax on the Entry of Goods into Local Areas Act, 2002
(Maharashtra Act No. IV of 2003)

To,
The Registering Authority
I hereby apply for grant of registration under section 4 of the Maharashtra Tax on Entry of Goods into Local Areas Act, 2002. (Maharashtra Act IV of 2003)

*

* PAN of Company

4. Status or relationship of the person who makes this application *

Name of the signatory to the application

5. Name of the person deemed to be the Manager in relation to the business of the dealer in the State

**Note:**

- In Page no 1 mandatory field which is "*" marked If could not insert mandatory value in the page no 1 so system will not move forward to next page.

5. Application FORM 1 page 2

1. Click on "ADD" Option & Fill the Full address of the additional place(s) of business/ Godown(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



6. Full Address of the 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

*PIN Code

Latitude(Optional)

Longitude(Optional)

Contact details

Telephone No. 1 with STD code

Telephone No. 2 with STD code

*Mobile No. 1

Mobile No. 2

FAX No.

Email address 1 **

Email address 2

Website

Nature of possession of premises

Electricity bill details

Service Provider Name

Consumer No.

Account No

IGR details

District

Location of Sub-Registrar

Year

Document Number

Documents required for proof of Place of Business

Owned Rented Rent Free

Transit Tenancy Stall Booking

Leased Consent

Previous Next



Note:

➤ If mandatory fields which is marked with* are not filled system will not move process further

6. Application FORM 1-page 3

1. Fill the Business is Wholly/Mainly/Partly Conducted by the dealer as per the field descriptions and click on 'NEXT'

- a. Wholly
- b. Mainly
- c. Partly



8. The business is Wholly/Mainly/Partly Conducted by the dealer*

Wholly	<input type="text" value="Comma Seperated Businesses eg: Taj, Royal Traders"/>
Mainly	<input type="text" value="Comma Seperated Businesses eg: Hakimi Trading, AtoZ Company"/>
Partly	<input type="text" value="Comma Seperated Businesses eg: Raj International, Modern Machines Traders"/>

[Previous](#) [Next](#)

7. Application FORM 1 page 4

1. Select the Particulars relating to the registration, license, permission, etc. Issued under any law for the time being in force, of the importer as per the field descriptions
 - a. Central Excise
 - b. Service Tax
 - c. IEC No. (Importer Exporter Code No.)
 - d. Corporate Identity Number (CIN)
 - e. CST Registration No
 - f. PTRC
 - g. PTEC
 - h. State Excise No.

2. Fill we are members of and click on "NEXT" Option



9. Particulars relating to the registration, license, permission, etc. Issued under any law for the time being in force, of the importer.

Registration Details

Central Excise	<input type="text" value="No"/>
Service Tax	<input type="text" value="Yes"/>
IEC No. (Importer Exporter C...	<input type="text" value="Yes"/>
Corporate Identity Number (C...	<input type="text" value="Yes"/>
CST Registration No.	<input type="text" value="Yes"/>
PTRC	<input type="text" value="Yes"/>
PTEC	<input type="text" value="No"/>
State Excise No.	<input type="text" value="Yes"/>

10. We are members of

[Previous](#) [Next](#)

8. Application FORM 1 page 5

1. Click on "ADD" Option & Fill the Name(s) and Address(es) of the business/partners of the business/all persons having any interest in the business together with their age, father's name, etc. 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
3. TIN (If LLP)
4. PTRC (If LLP)
5. Passport No (in case of foreigners)
6. UID No
7. DIN No. (If any)
8. Mobile Number
9. Email address
10. Telephone No
11. Gender
12. FAX No
13. Residential Address
14. Contact Details



11.Name(s) and address(es) of the proprietor of the business/partners of the business/all persons having any interest in the business together with their age,father's name,etc.*

Total Number of Persons

Details1

Name of the person	<input type="text" value="First Name"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Surname"/>
Name of Father/Husband	<input type="text" value="First Name"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Surname"/>
Designation/Status	<input type="text"/>		
Date of birth	<input type="text" value="mm/dd/yyyy"/> <input type="button" value="Calendar"/>		
PAN	<input type="text"/>		
POI (Person of Indian Origin)	<input type="text"/>		
OCI (Overseas Citizenship of India)	<input type="text"/>		
PTEC	<input type="text"/>		
PTRC	<input type="text"/>		
Passport No(in case of foreiggners)	<input type="text"/>		
UID No.	<input type="text"/>		
DIN No.(if any)	<input type="text"/>		
Mobile Number	<input type="text"/>		
E-mail address	<input type="text"/>		
Telephone No	<input type="text"/>		
Gender	<input type="text" value="v"/>		
FAX No.	<input type="text"/>		

Residential Address:-	Contact details:-
Building No/Flat No/Door No	Telephone No.2 with STD code
Floor No	Mobile No. 2
Name of the Premises/Building	Email address 2
Road/Street/Lane	
District	
Taluka	
Locality/Area/Village	
PIN code	
Latitude(Optional)	
Longitude(Optional)	

9. Application FORM 1 page 6

1. Fill the Following Details as per field descriptions:-
 - a. Select the date of business in respect of which this application is made, was first started on
 - b. Fill the fields of the first import into local area was effected on
 - c. Select the Declaration
 - d. Fill the place, Date, Name of applicant & UID OTP

Title

*12. Business in respect of which this application is made, was first started on:

*13. The first import into local area was effected on *at:

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: Name of applicant:

Please Enter UID

get UID OTP
Please Enter UID OTP

Validate UID OTP

[Previous](#) [Next](#)

3. Upload Documents.

1. Upload documents

1. After filling all information you will be taken to upload the documents page.
2. After uploading each and every document, click on "Submit".

Upload Documents			
Photo of signatory to the application *	Ashwini Timesheet.xls	Upload	Preview
Signature	imp.txt	Upload	Preview
Annexure "B" (Download Template)	imp.txt	Upload	Preview
Scanned copy of FORM 105*	Ashwini Timesheet.xls	Upload	Preview
PAN of Proprietor	ISHANI.docx	Upload	Preview
Month wise Purchase and Sales Summary and bill wise Sal...	SCPT.docx	Upload	Preview
Sale Bill/Purchase Bill (in cases where Purchase Tax is levia...	Penguins.jpg	Upload	Preview
Lorry/Transport receipt of purchase of imported goods(in c...	Koala.jpg	Upload	Preview
POB-Latest electricity bill*	Lighthouse.jpg	Upload	Preview

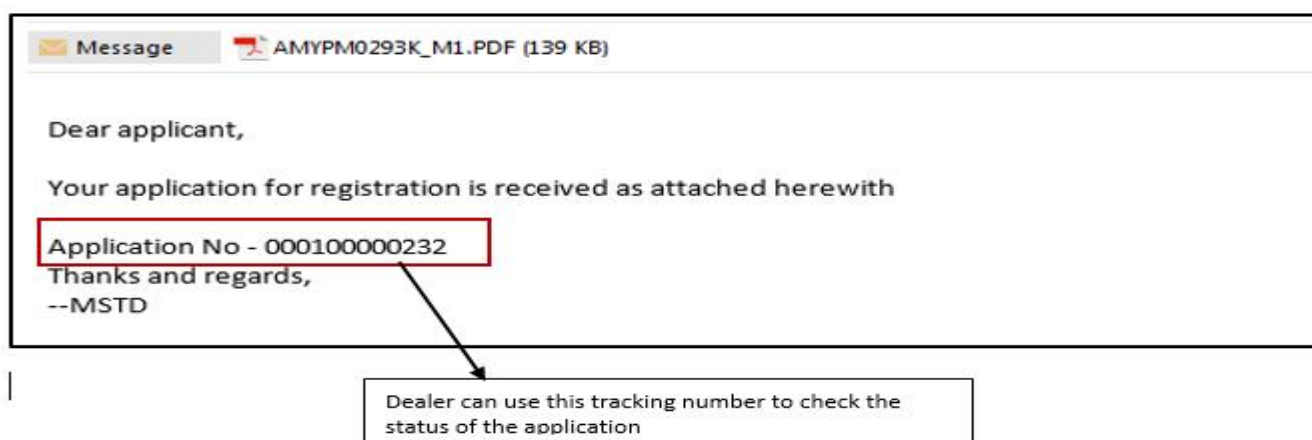


Note:

- Upload of the documents is mandatory.
- If you could not upload documents system will not process further
- Pay & Submit will generate an Application Submission Reference Number
- Once submitted, you can print and download the form

4. Submission of form:

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)



(Screen 3.46)

YOU HAVE SUCCESSFULLY REGISTERED UNDER ENTRY TAX GOODS ACT