

Maharashtra Sales Tax Department

USER MANUAL

New Registration under CST



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1. Introduction

Central Sales Tax is an Act to formulate principles for determining, when a sale or purchase of goods takes place in the course of inter-state trade of commerce, or outside a State or in the course of imports into or export from India, to provide for the levy, collection and distribution of taxes on sales of goods in the course of inter-state trade of commerce and to declare certain goods to be of special importance in inter-state or commerce and specify the restrictions and conditions to which state laws imposing taxes on the sale or purchase of such goods is of special importance.

Eligibility criteria for CST registration is that the dealer should have entered into inter-state trade of commerce.

The process of registration commences with the submission of application by taxpayer. It ends unless application is rejected, with the grant of registration certificate bearing unique number called as TIN (Tax Identification Number).

The dealer need not visit the department with original documents. At the time of filing the application, a dealer can submit the scanned copy of the documents. Department will verify the soft copy of the documents online and issue Registration certificate online. If sales tax department has any query, they can call for physical presence of the dealer, if required

New dealer going for new registration:

New dealer in need of registration has to create a temporary profile to get a temporary login id, which will allow the dealer to fill up the form, make payment and finally submit the application to the tax officer to grant registration certificate(RC)

Existing dealer going for new registration :

Existing dealer can use his / her permanent user id (TIN id) to get new registration for all the acts

2. 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 is not allowed).*
- *Do not use any initial prefixes (name or professional) before any names in the application such as “ Mr. / Mrs. / Shri / Shrimati / Master/ M/s / Messrs./ any professional suffix (CA, Dr, Adv, Arch, CS etc.)“ .*
- *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 as per your convenience.*
- *Wherever multiple details have been entered make use of side arrows to navigate information.*
- *Make sure you have all soft copies of the documents which will be uploaded during the registration process.*
- *While filling FORM A, NEXT button will save all the data you have entered before clicking on NEXT.*
- *PREVIOUS button will take you to previous page.*



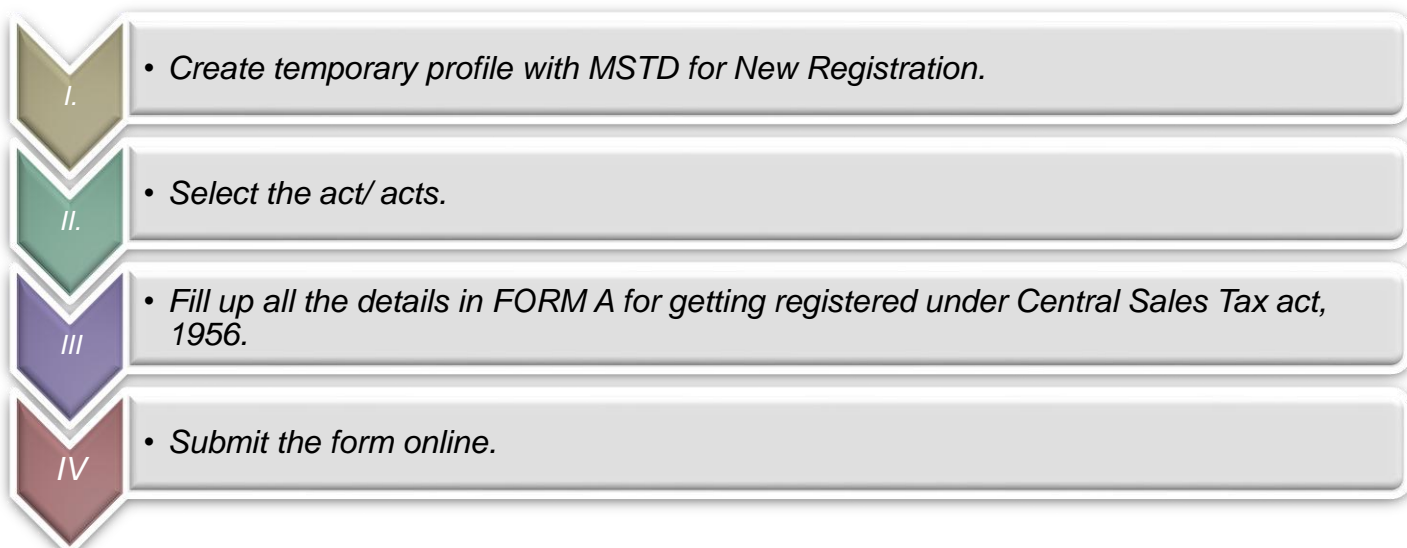
- *Tip tool feature has been incorporated for many field inputs, when pointed with cursor, giving out information about that particular field entry.*

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

Icon	Meaning
	Notes

3. Steps of Registration Process

We will be covering following steps for completing Registration under Central Sales Tax Act (CST).



	<i>Use Google chrome for better browser form clarity.</i>	https://www.google.co.in/chrome/browser/desktop/
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4. Create Temporary Profile

1. Visit MSTD website - www.mahavat.gov.in/Mahavat/index.jsp
2. Click on 'e- registration' as shown below. (Screen 1a)
3. Dealers can find all the Act manuals on the site under "What's New" box. (Screen 1a).

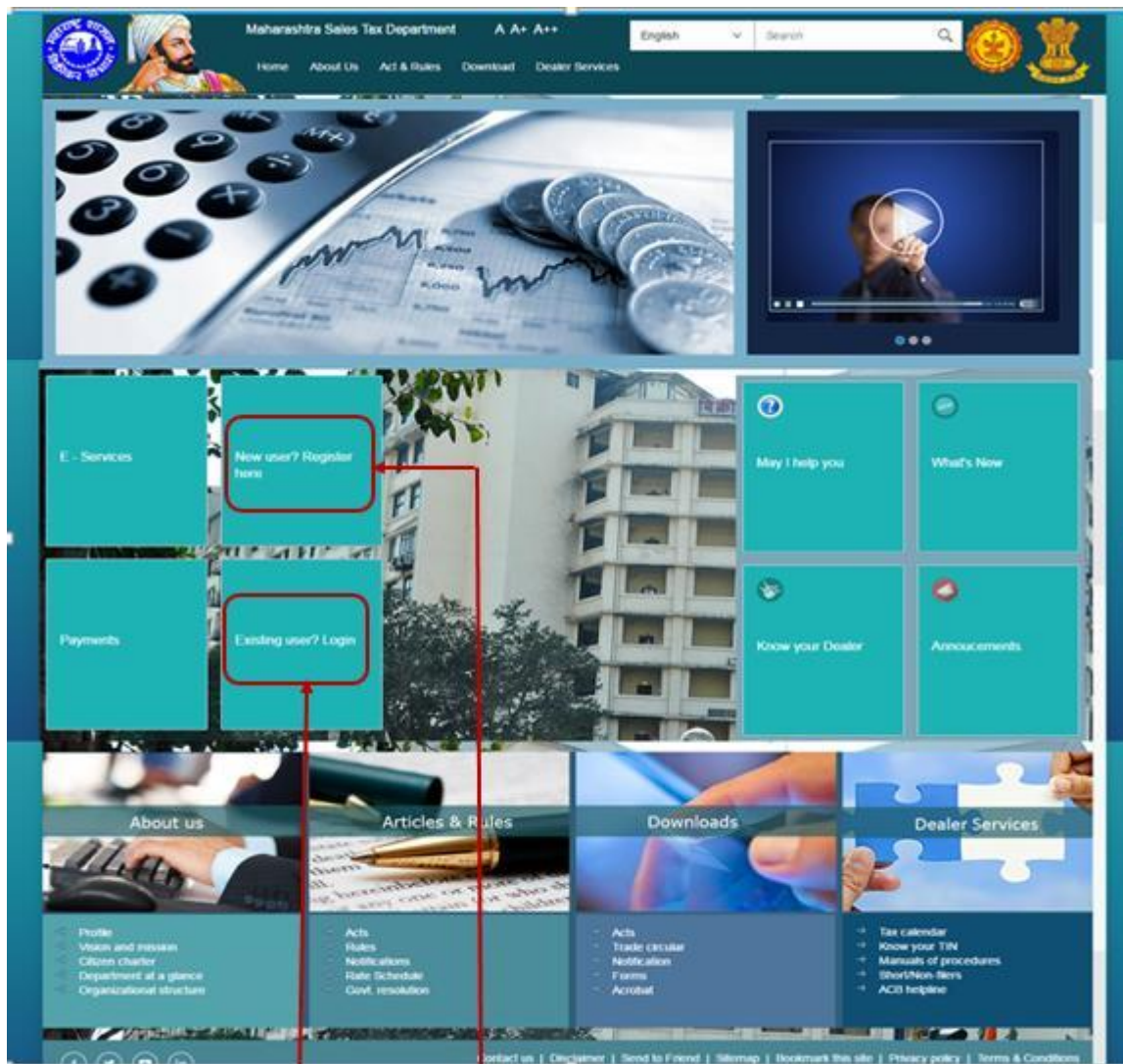
Click on "e-registration" on e-services on left handside of the portal.



Here, you will find the manuals for particular Act.

(Screen 1a)

2. e-Registration will navigate to another website (as shown in Screen 1b)
- For New Registration → Click on 'New User. Register here'. (as shown in screen 1b)
 - For Existing Registration → Click on 'Existing user. Login'. (as shown in screen 1b)



"Existing user" will login here for all his activities and also for registration

New applicant will click on "New User" for creating new profile.

(Screen 1b)

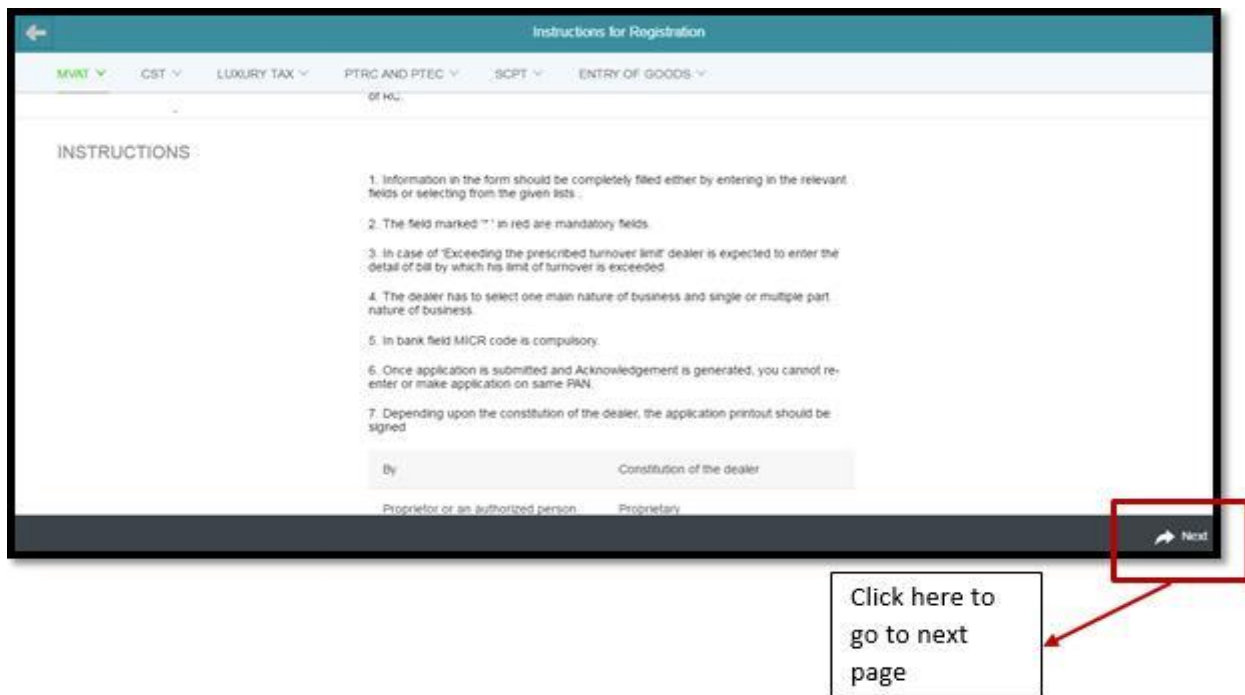


4.1 Login as New User

1. Click "**New User. Register here**" on home page (Screen 1.1), it will navigate to "**Options for Registration**" page.
(This page will show various tax paying categories, availing services from sales tax department.)
2. Select "**New Dealer Registration under various Acts**". (Screen 1.1)
3. Instructions page will be displayed with respect to new dealer (Screen 1.2)
 - a. The menu tab displays all the 7 ACTS.
 - b. On selection of particular act, the page should display all the instructions w.r.t. the new dealer registration under that particular ACT.
4. Click on "NEXT" at the end of the Instructions page.
5. It navigates to PAN/TAN Details page (Screen 1.3).



(Screen 1.1)



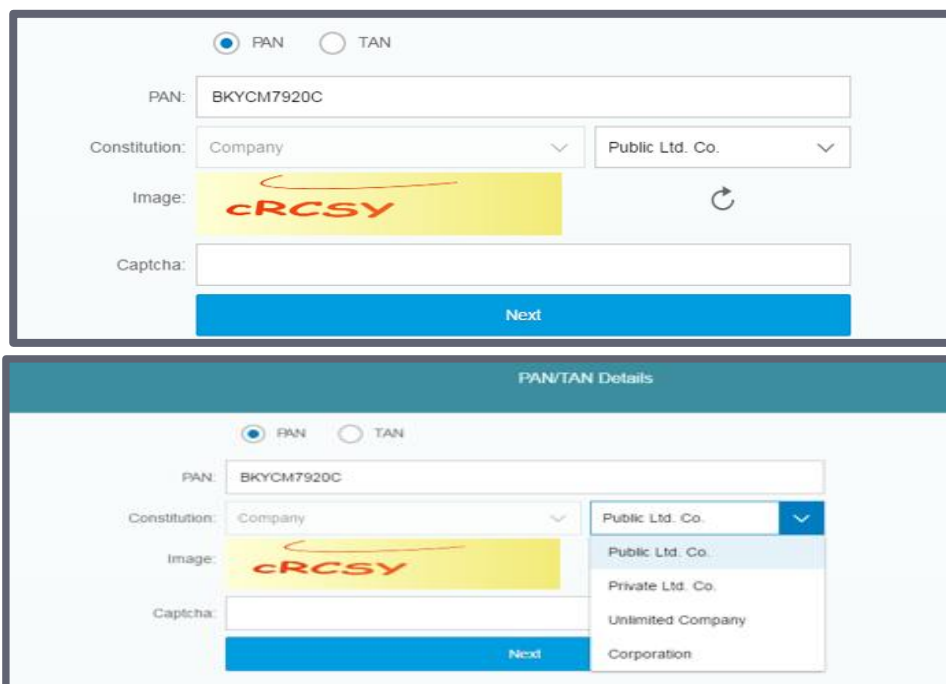
(Screen 1.2)

4.2. PAN / TAN Details

1. Add either valid PAN or TAN in the PAN / TAN field. (Screen 1.3).
2. In case of PAN, Constitution must be populated as per the 4th letter of PAN. Select Sub-Constitution manually if applicable.
3. In case of TAN, Constitution and sub-constitution is manually selected.
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', it navigates to User details Screen.



When the PAN for Company is entered. The Constitution "COMPANY" is auto populated and the sub-constitution should be selected manually. Drop downs available for sub-constitution under company.



The top screenshot shows the registration form with the following fields: PAN: BKYCM7920C, Constitution: Company, Public Ltd. Co., Image: cRCSY, and a Captcha field. A blue 'Next' button is at the bottom.

The bottom screenshot, titled 'PAN/TAN Details', shows the same form with a dropdown menu open for 'Public Ltd. Co.'. The dropdown menu lists the following options: Public Ltd. Co., Private Ltd. Co., Unlimited Company, and Corporation. A blue 'Next' button is at the bottom.

(Screen 1.3)



Note:

- **PAN – Ten digit alpha numeric:** The first five characters are alphabets, following four characters are Numeric, and last character is Alphabet.
- **TAN - Ten digit alpha numeric:** The first four characters are alphabets, following five characters are Numeric, and last one character is Alphabet.
- **If your PAN already exists against any active TIN with Maharashtra Sales Tax Department, the message displayed is "Profile PAN already exists."**
- **If verification with NSDL fails then following messages will be displayed is "PAN not registered with NSDL?"**
- **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 after the CAPTCHA field the session will expire and you will be taken to MSTD main screen.**

4.3. User Details screen

1. PAN / TAN and Full Name will be auto populated in user details screen.
Enter other details manually on the screen
 - Email Id
 - Re-enter Email Id
 - Mobile Number
2. Click on "Create profile".

The screenshot shows a form titled "User Details". The form contains the following fields and values:

- Your user ID: AAQPD5878J
- *Full Name: Smt SURINDER
- *Email ID: (empty)
- *Re-enter Email ID: (empty)
- *Mobile Number: (empty)

A blue button labeled "Create Profile" is located at the bottom of the form.

(Screen 1. 4)

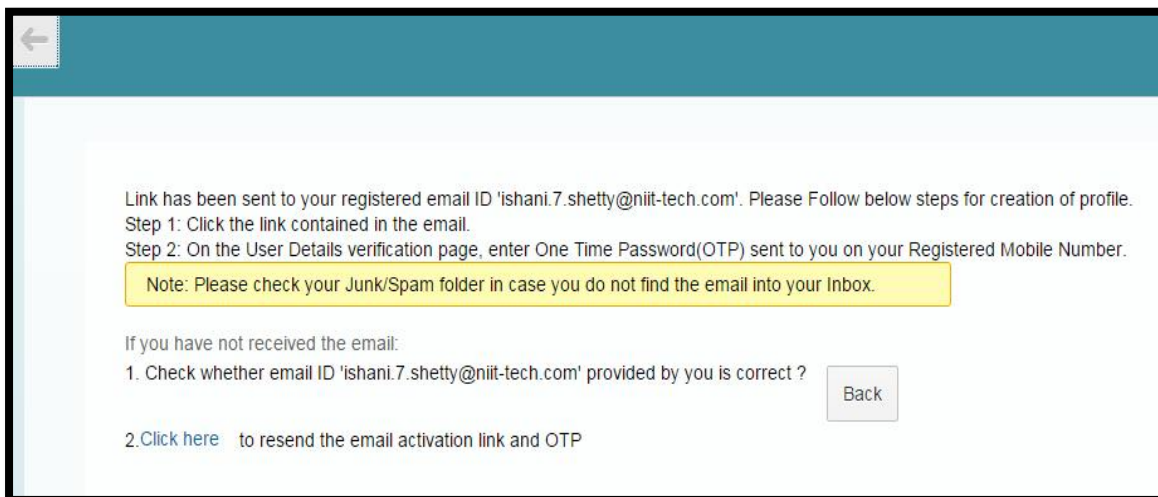


Note:

- System allows only one email ID to one PAN/ TAN id. Same Email id and mobile number should not be used for more than one temporary profile.
- Email id should be in email format only (e.g. – umesh****@****.***)
- Re-enter Email Id field does not allow you to copy paste Email Id.
- Mobile Number is 10 digit number. +91 or any other codes are not allowed.

4.4. Confirmation message screen

1. You will get confirmation message on the screen as below (Screen 1. 5).
2. Activation Link will be sent to your Email id and One Time Password will be sent to your Mobile Number.
3. "Back" tab enables applicant to go back to User details screen and allows changes or corrections to be done to email id and mobile number.



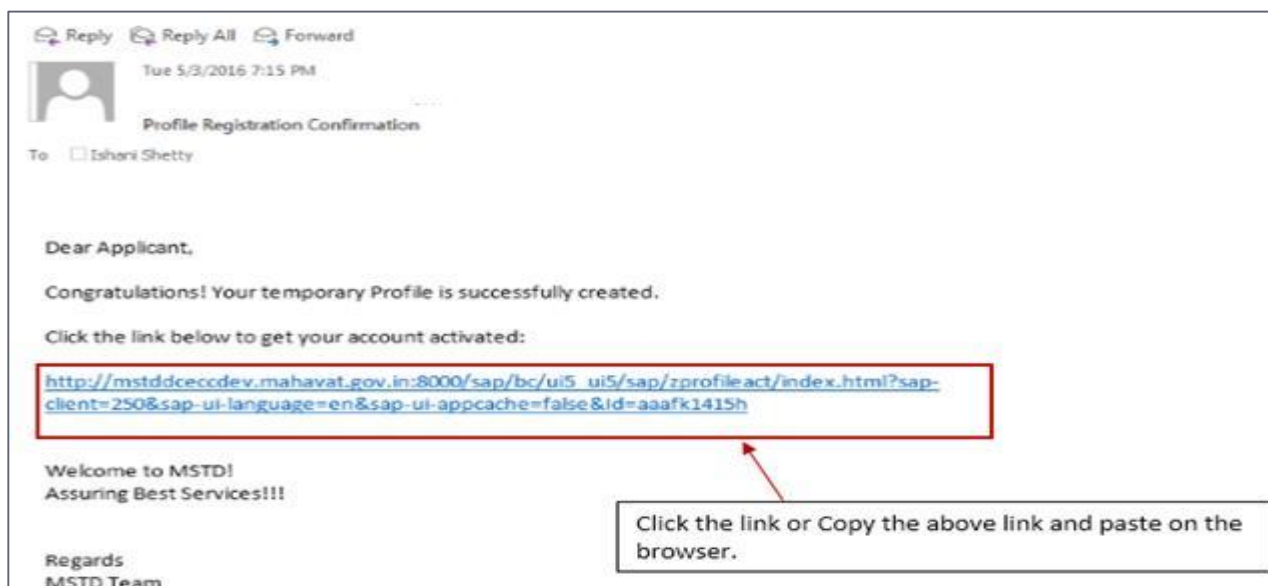
(Screen1.5)

**Note:**

- *Make sure you have mentioned valid Email Id and Mobile Number.*
- *This number and email will be a registered contact reference for all your future communications and activities with the Maharashtra sales tax department with respect to filing returns, audit, assessment, notices, refunds etc.*
- *A registered dealer can change his email id and contact number, and confirmation of changed registered number will always be done through OTP generation and an activation link on your Email Id.*

4.5. Confirmation mail

1. Go to your personal Email ID and click on the activation link provided in the email. (Screen 1.6)
2. This link will take you to the Profile Activation (screen 1.7).



(Screen 1.6)

4.6. Profile activation screen

1. You are on Profile activation screen. Name and User ID will be auto populated on the screen.
 - a. Enter One Time Password (OTP) send to you in your mobile number. (Screen 1.7)
 - b. Select any Security Question from the dropdown list.
 - c. Enter the Answer for the security question you have selected.
 - d. Click on "SUBMIT".
2. Email will be sent to your Email ID confirming successful profile creation along with Temporary Profile and Password.



(Screen 1.7)



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.

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 and get new password send to you in your email inbox.

4.7 Successful Submission of Profile.

1. Successful submission will give out a welcome message from MSTD. (Screen 1.8)
2. Email is generated on successful profile activation and is sent to the applicants email id with his temporary id and password. (Screen 1.9).

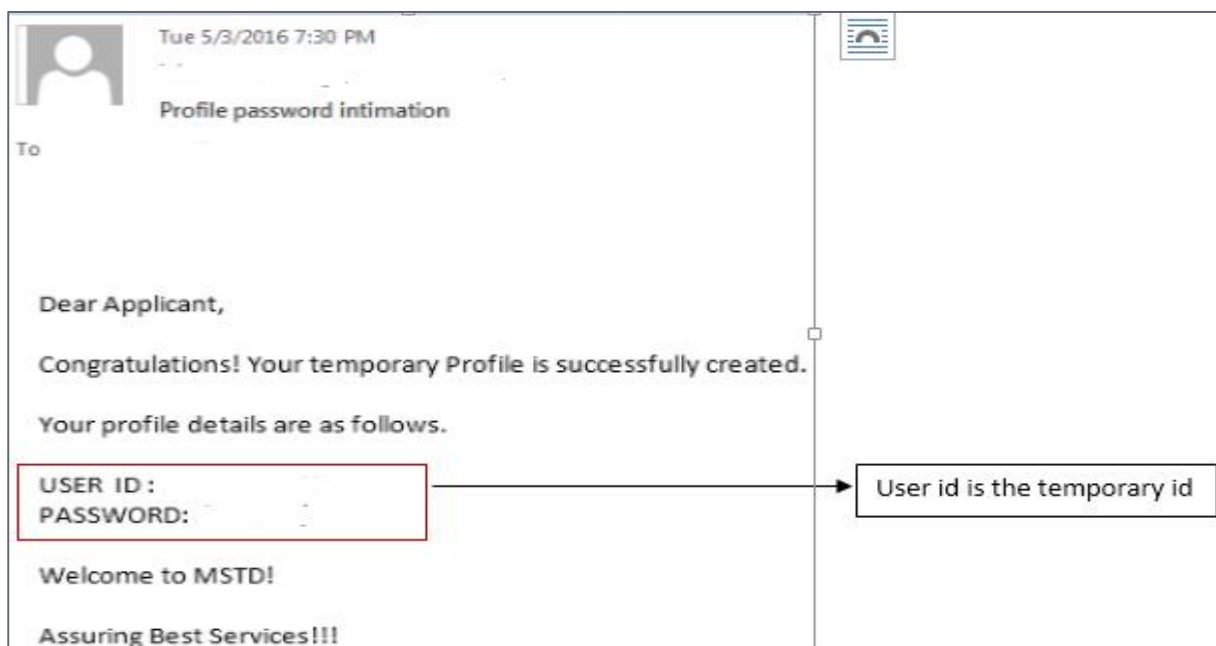
Congratulations !

Welcome to MSTD Your temporary profile is created successfully !
For any help, call MSTD Help Desk - 180000 6294 or for query send email to support@mahavat.gov.in

An E-Mail containing Username and Password has been sent to your registred Email-ID
Please Login

Please check your spam folder, if mail is not delivered

(Screen 1.8)



(Screen 1.9)

YOU HAVE SUCCESSFULLY CREATED YOUR TEMPORARY PROFILE

5. Login as Temporary User.

Maharashtra Sales Tax Department website

After temporary profile is created, new applicant have to visit website and log on with his temporary id to select a new Act for registration.

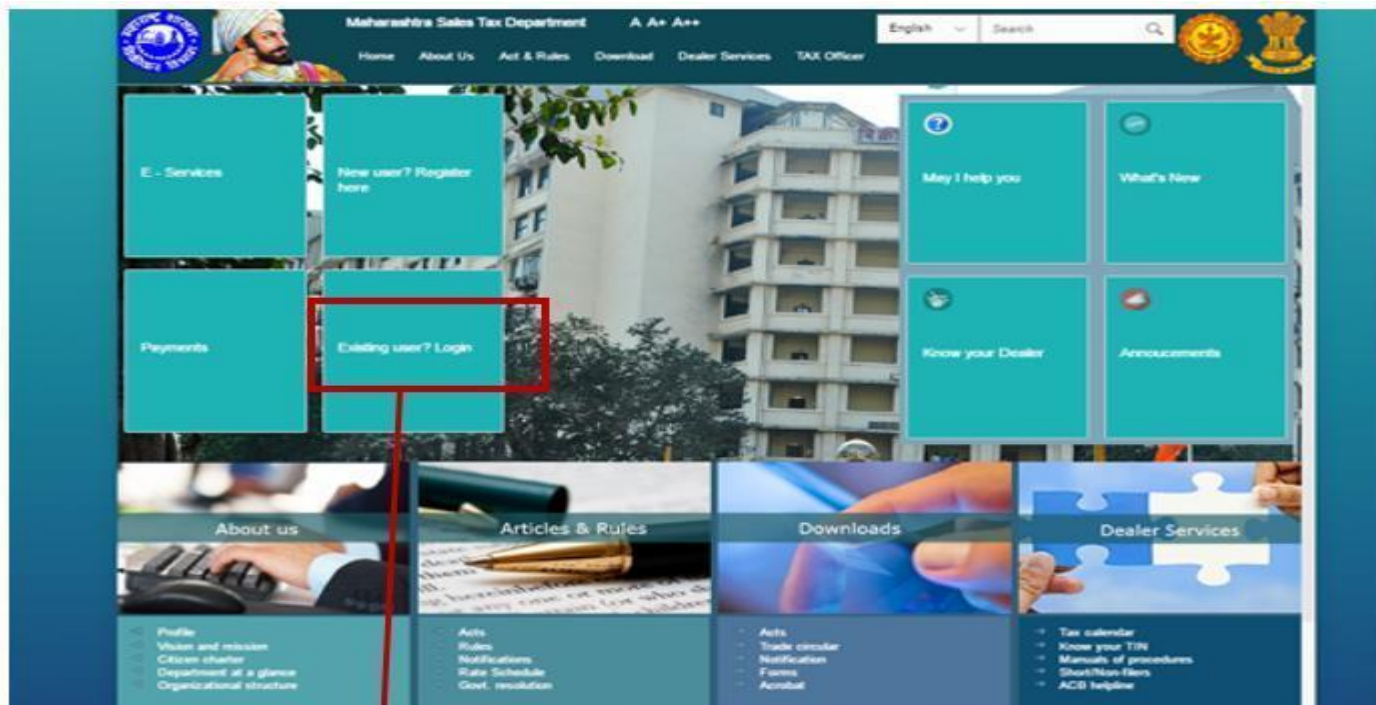
1. Visit MSTD website - www.mahavat.gov.in/Mahavat/index.jsp
2. Click on 'e- Registration' as shown below. (Screen 2)
3. 'e-Registration' will navigate to another website (as shown in Screen 2.1)
→ To login with temporary User id and password → Click on 'Existing user. Login'. (as shown in screen 2.1)

Click on "e-registration" on e-services on left handside of the portal.



Here, you will find the manuals for particular Act.

(Screen 2)



Click on existing dealer login to input temporary user id and password.

(Screen 2.1)

5.1 Login Page

1. Enter your Temporary User id and Password send by MSTD through email.
2. Enter details in following fields (Screen 2.2)
 - a. Enter User id (PAN)
 - b. Enter Password (Sent on email)
3. Click on “Log on”.



The screenshot shows a login form overlaid on a background image of a harbor with many boats. The form contains the following fields and buttons:

- User: ADGPH2355K
- Password: [masked]
- Language: EN - English
- Log On (blue button)
- Change Password (white button)
- Forgot Password (white button)

SAP logo is visible in the bottom left corner, and a copyright notice is in the bottom right corner.

(Screen 2.2)

4. New Login page will pop up with PAN id asking to input :
 - a. Current Password – (same password entered above sent by MSTD)
 - b. New Password – (dealer can change with his own password)
 - c. Repeat Password – (repeat with the same password entered by dealer)
5. Click on ‘Change’. (screen 2.3)

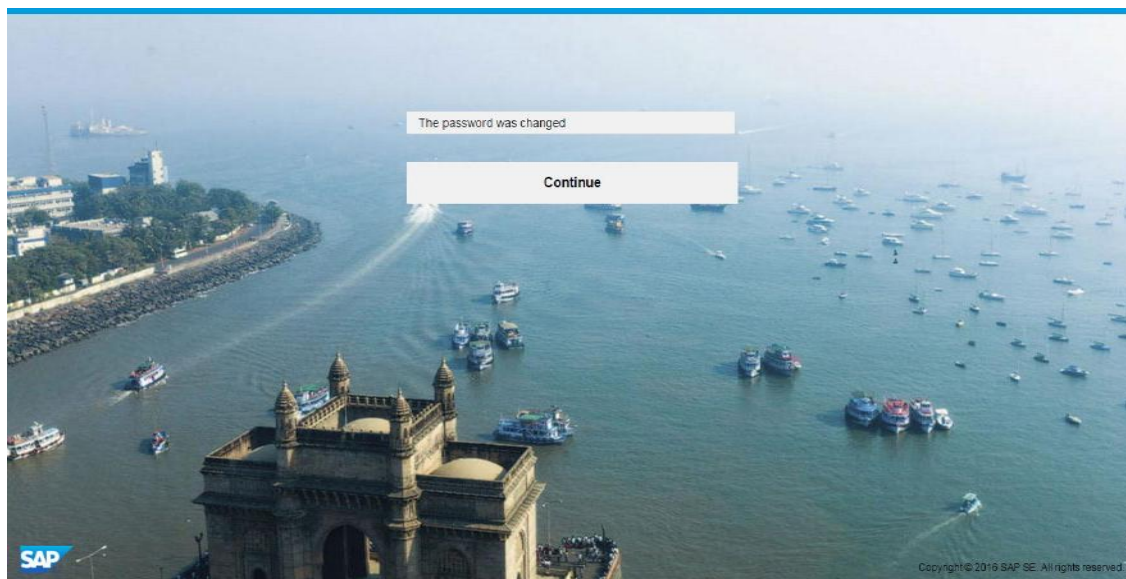


The screenshot shows a change password form overlaid on the same harbor background. The form contains the following fields and buttons:

- User: ADGHP5678K
- Current Password: [masked]
- New Password: [masked]
- Repeat Password: [masked]
- This is an initial password that must be changed (message box)
- Change (blue button)

SAP logo is visible in the bottom left corner, and a copyright notice is in the bottom right corner.

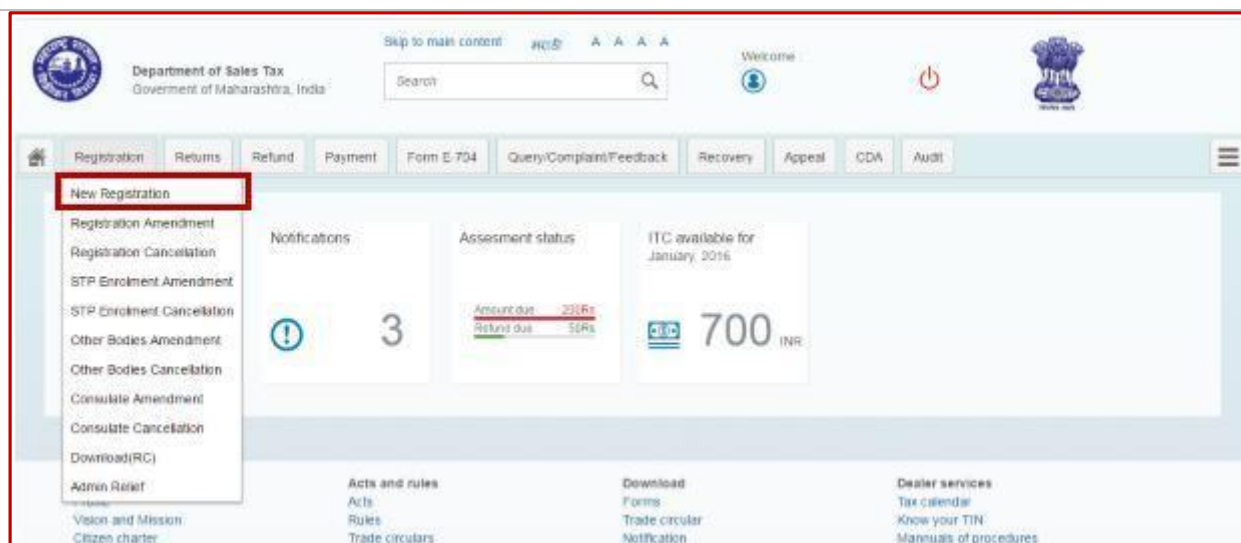
(Screen 2.3)



(Screen 2.4)

5.2. Dealers home page

1. Click on Registration dropdown and select “New Registration”.
2. New registration will navigate to “Registration” Dashboard.



(Screen 2.5)

5.3. Registration Dashboard.

1. You are on now on “Registration” Dashboard. (Screen 3.1)
2. Here you can select any one Act, or combination of Acts for new registration. (Screen 3.1a)

Registration

1 Select Act 2 CST Form A 3 CST Form V(B) 4 CST POB Details 5 CST Bank Details 6 CST Additional POB 7 CST Other States POB 8 CST Business Dealer 9 CST Existing Registration 10 CST Details of Individuals 11 CST Goods 12 Upload Documents

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)

Type of dealer: Regular Dealer

Previous Next

Registration dashboard (Screen 3.1)

Select Act 2 Registration Form 3 Business Details 4 Other Registration 5 POB Details 6 Bank Accounts Details 7 Commodities 8 Additional POB 9 Details of Individuals 10 Signatory to the Application 11 FORM 105 12 Other States POB

Select Act Type

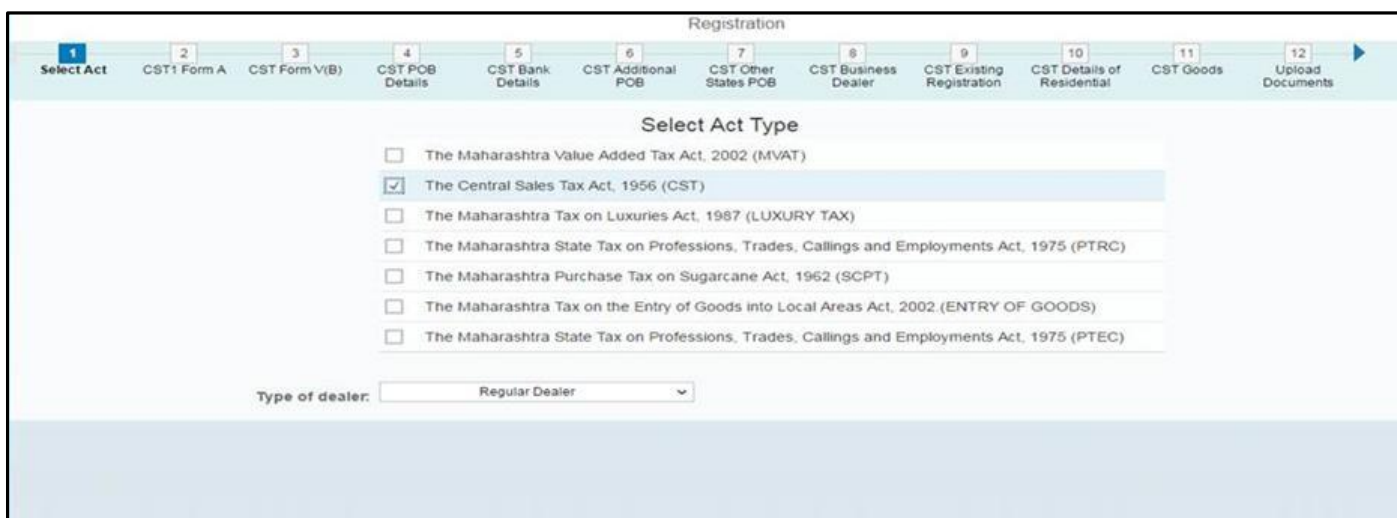
- The Maharashtra Value Added Tax Act, 2002 (MVAT)
- The Central Sales Tax Act, 1956 (CST)
- The Maharashtra Tax on Luxuries Act, 1987 (LUXURY TAX)
- The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTRC)
- The Maharashtra Purchase Tax on Sugarcane Act, 1962 (SCPT)
- 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)

Type of dealer: Regular Dealer

Select one act or combination of acts.

Combination of Act selection (Screen 3.1a)

1. Now select 'The Central Sales Tax Act, 1956 (CST)' (Screen 3.1b)
2. System will ask you "Do you want to apply registration for PTEC? (Screen 3.1c)
Select "Yes", if you want to register for PTEC or
Select "No", if you don't want to register or register later.)
3. Select Type of dealer from dropdown list: (Screen 3.1d)
 - a. Regular Dealer
 - b. Voluntary Dealer
4. Click on 'NEXT'



Registration

1 Select Act 2 CST Form A 3 CST Form V(B) 4 CST POB Details 5 CST Bank Details 6 CST Additional POB 7 CST Other States POB 8 CST Business Dealer 9 CST Existing Registration 10 CST Details of Residential 11 CST Goods 12 Upload Documents

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)

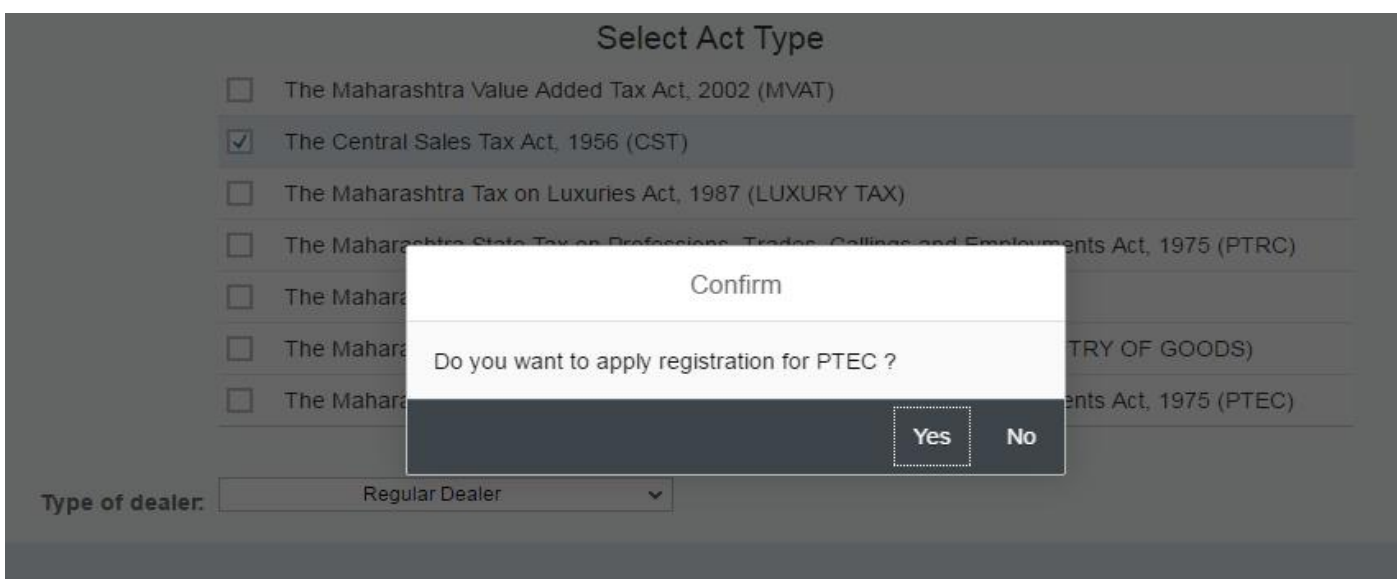
The Maharashtra Purchase Tax on Sugarcane Act, 1962 (SCPT)

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)

Type of dealer: Regular Dealer

(Screen 3.1b)



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 State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTEC)

Type of dealer: Regular Dealer

Confirm

Do you want to apply registration for PTEC ?

Yes No

(Screen 3.1c)



Registration

1 Select Act 2 CST Form A 3 CST Form V(B) 4 CST POB Details 5 CST Bank Details 6 CST Additional POB 7 CST Other States POB 8 CST Business Dealer 9 CST Existing Registration 10 CST Details of Residential 11 CST Goods 12 Upload Documents

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)

Type of dealer: Regular Dealer (selected)
Regular Dealer
Voluntary Dealer

(Screen 3.1d)

5.4. Application Form

5.4.1. Dealer Details - 1

1. Fill the Application form as per the field descriptions and click on NEXT. (Screen 3.3)
2. Check if below fields are auto populated and freezed (greyed out) based on the selection of Act/s :
 1. PAN/TAN
 2. Name of the Business/ Proprietor
 3. Corresponding documents to be uploaded, wherever necessary.
3. Trade or brand names(s), if any to be given. (You can add or delete the list.) (Screen 3.3)
4. Select the status or relationship of the person who makes this application from dropdown list. (Screen 3.4)
 - a. Give name of the applicant



Registration

1 Select Act 2 **CST Form A** 3 CST Form V(B) 4 CST POB Details 5 CST Bank Details 6 CST Additional POB 7 CST Other States POB 8 CST Business Dealer 9 CST Existing Registration 10 CST Details of Individuals 11 CST Goods 12 Upload Documents

FORM A
(See rule 3)
Application for registration under section 7(1), 17(2) of the Central Sales Tax Act, 1956.

To,
The Registering Authority,
I hereby apply for grant of registration under section 7(1) / 7(2) of the Central Sales Tax Act, 1956.

1. PAN/TAN* PAN of Company

2. Name of the Business / Proprietor (as mentioned in PAN/TAN) *

3. Trade / Brand Name(s)(If any)

(Screen 3.3)

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

Name of the Applicant*

Select anyone status from the dropdown options.

- DIRECTOR OF A CORPORATE BODY
- ADULT MEMBER OF HUF
- DIRECTOR OF A CORPORATE BODY
- MANAGER OF A CORPORATE BODY
- SECRETARY OF A CORPORATE BODY
- PRINCIPAL OFFICER OF A CORPORATE BODY
- AUTHORIZED PERSON OF A CORPORATE BODY
- PRINCIPAL OFFICER OF AN ASSOCIATION OF I
- MANAGER OF AN ASSOCIATION OF INDIVIDUALS
- AUTHORIZED PERSON OF STATE GOVERNMENT
- AUTHORIZED PERSON OF UNION GOVERNMENT

(Screen 3.4)

5.4.2. Dealer Details - 2

- Name of the person deemed to be the Manager/ Authorized Signatory in relation to the business of the dealer in the State. (Screen 3.5)

Details of Manager / Authorized Signatory ---- [Link for Form V \(B\)](#).
Link for Form V (B) will be directed to Form V (B) on next page.

- Fill the details in form V (B) in the "Next" page and then click on "Previous" to fill remaining details in first page.
- Select names of the state with which business is carried out .(Multiple Selection allowed)
- Click "NEXT".



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

Name of the Applicant* [] [] []

5. Name of the person deemed to be the Manager/Authorized Signatory in relation to the business of the dealer in the State*
Details of Manager / Authorized Signatory* []
Link for Form v(B) []

6. Names of the State with which Business is carried out (Multiple Selection) *
ANDAMAN & NICOBAR ISLANDS
ANDHRA PRADESH
ARUNACHAL PRADESH
ASSAM
BIHAR
CHANDIGARH

Previous Next

(Screen 3.5)

5.4.3. Form V (B)

Form V (B) - Declaration under rule 8 of The Central Sales Tax (Bombay) Rules, 1957

- a. Fill the form only if the status of the person mentioned in field 4, is other than a proprietor.
- b. After filling the form, applicant has the option to 'Print' or 'Preview' the form.

Form V (B)

I/We the undersigned engaged in the business and liable to pay the tax under the Central Sales Tax Act, 1956, do hereby declare / declare in super cession of the previous declaration of the said concern that the person / persons mentioned herein below shall be deemed to be the Manager/Authorized Signatory of the said businesses [] / at all places of business within the State of Maharashtra for the purpose of the said Act, and he / they at shall at all times comply with the provisions of the said Act and the rules made there under. The necessary details are as under.

1. Name of the applicant []

2. Name and Style of Business []

3. Registration Certificate Number under the MVAT Act, 2002(not applicable if declaration is filed along with application for registration) []

4. Details of the person deemed to be the Manager/ Authorized Signatory of the said business []



Number of Manager / Authorized Signatory Add Delete

← →

Details

Name of the Person:

PAN:

UID No:

Mobile Number:

Email Address:

Telephone No:

FAX No:

Gender: ▼

Residential Address

Building No/Flat No/Door No:

Floor No:

Name of the Premises/Building:

Road/Street/Lane:

District: ▼

Taluka/Area: ▼

Post: ▼

Pincode:

Latitude(Optional):

Longitude(Optional):

5. Countersignature of the Person Nominated:

6. Status of the Person Nominated:

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 Authorized Signatory:

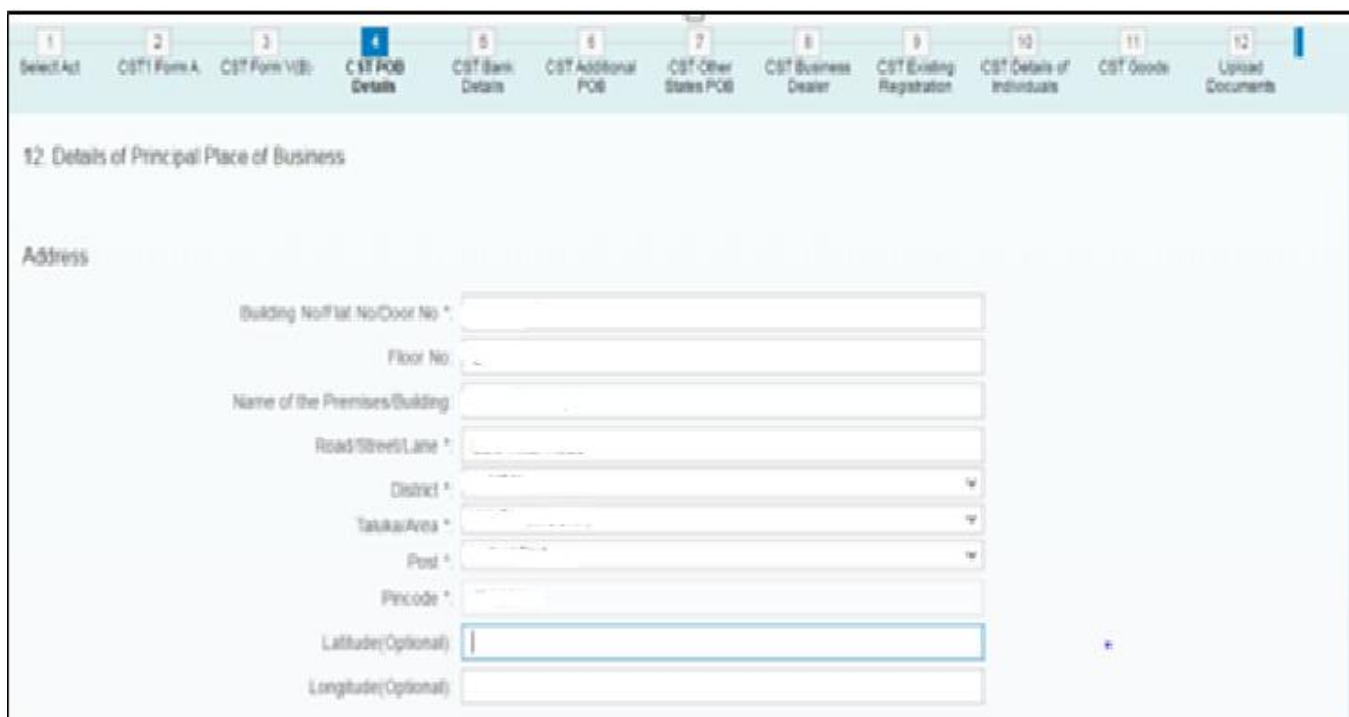
Designation:

(Screen 3.6)

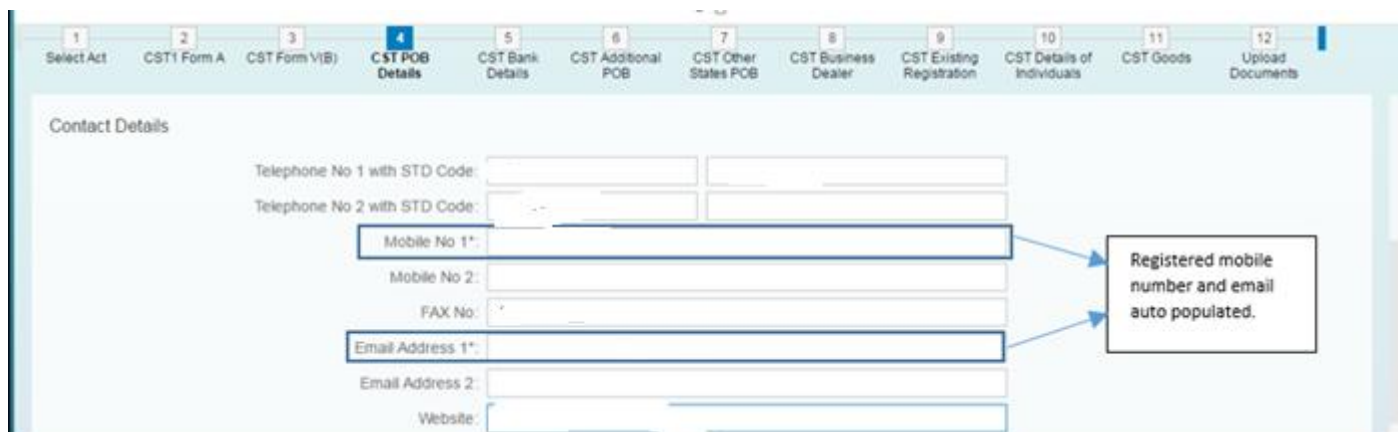
5.4.4. Principal Place of Business (Address)

Fill in the details for principal place of business:

- a. Address
- b. Contact details (Screen 3.15):
Mobile no.1 and Email no. 1 is auto populated, graded and cannot be changed.
Additional number and email id can be provided in mobile no-2 and email id 2.
- c. Pin code is auto populated, based on the selection of district, taluka and post.



(Screen 3.14)





(Screen 3.15)

5.4.5. Principal Place of Business (Electricity & IGR)

Electricity and IGR details are mandatory fields to be filled in by the applicant:

- a. Electricity bill details – Applicant needs to select the utilities from dropdown list and provide consumer number as well as Account number
- b. IGR details

Electricity Bill Details

Service Provider *:

Consumer No *:

Account No *:

(Screen 3.16a)

Electricity Bill Details

Service Provider *:

Consumer No *:

Billing Unit *:

(Screen 3.16b)

IGR Details

District:

Location of Sub-registrar:

Year:

Document Number:

(Screen 3.16c)



Note:

- If electricity utility service provider is MSEB, then applicant have to give consumer number and select billing unit from the dropdown list.
- The information provided above with respect to electricity and IGR details needs to be supported with document proofs and hence uploaded.
- The documents uploaded are verified from respective electricity board and registrar offices respectively.

5.4.6. Principal Place of Business (Premises)

Select the options of premises for principal place of business:

1. There are 8 options to be selected by the dealer for nature of premises and based on the selections documents would be viewed and subsequently uploaded.
2. Select at least two type of documents list you have as proof for above mentioned Address.

Nature of possession of premises *:	<input checked="" type="radio"/> Owned	<input type="radio"/> Transit/Online Sellers
	<input type="radio"/> Leased	<input type="radio"/> Rented/Leave and license
	<input type="radio"/> Tenancy/Sub-tenancy	<input type="radio"/> Consent
	<input type="radio"/> Rent free	<input type="radio"/> Stall Booking (only applicable for casual)

(Screen 3.17)

1. Owned premises:

Nature of possession of premises *:	<input checked="" type="radio"/> Owned	<input type="radio"/> Transit/Online Sellers
-------------------------------------	--	--

Documents required for proof of Place of Business(Select any one)	
<input checked="" type="checkbox"/>	Latest electricity bill*
<input checked="" type="checkbox"/>	Property Card
<input type="checkbox"/>	Registered Ownership deed
<input type="checkbox"/>	Registered Agreement (including Index II) with the builder
<input type="checkbox"/>	Society maintenance receipt
<input type="checkbox"/>	Share certificate of Co-operative society in the name of applicant
<input type="checkbox"/>	Certificate showing the address of the applicant issued by the manag...

(Screen 3.18)

2. Transit/ online sellers:



Nature of possession of premises *: Owned Transit/Online Sellers

Documents required for proof of Place of Business(Select any one)

- Latest electricity bill *
- In case of transit Agreement/ Letter of allotment.
- In case of Online Sellers Agreement between main company (online ...

(Screen 3.19)

3. Leased premises:

Nature of possession of premises *: Owned Transit/Online Sellers Leased Rented/Leave and license

Documents required for proof of Place of Business(Select any one)

- Latest electricity bill *
- Lease Agreement

(Screen 3.20)

4. Rented premises:

Nature of possession of premises *: Owned Transit/Online Sellers Leased Rented/Leave and license

Documents required for proof of Place of Business(Select any one)

- Latest electricity bill *
- Registered leave and license agreement in the name of applicant alo...
- Ownership proof of Licensor
- Property Card
- Registered Ownership deed
- Registered Agreement (including Index II) with the builder
- Society maintenance receipt
- Share certificate of Co-operative society in the name of applicant

(Screen 3.21)

5. Tenancy premises:

Nature of possession of premises *: Owned Transit/Online Sellers Leased Rented/Leave and license Tenancy/Sub-tenancy Consent

Documents required for proof of Place of Business(Select any one)

- Latest electricity bill *
- Registered Tenancy/Sub-tenancy agreement
- Latest Rent Receipt
- Incase of Sub-tenant No Objection Certificate from landlord with his s...

(Screen 3.22)



6. Consent premises:

Nature of possession of premises *:	<input type="radio"/> Owned	<input type="radio"/> Transit/Online Sellers
	<input type="radio"/> Leased	<input type="radio"/> Rented/Leave and license
	<input type="radio"/> Tenancy/Sub-tenancy	<input checked="" type="radio"/> Consent

Documents required for proof of Place of Business(Select any one)	
<input checked="" type="checkbox"/>	Latest electricity bill*
<input type="checkbox"/>	Consent letter from family member/s in the name of applicant (owner...
<input type="checkbox"/>	Ownership proof of Consenter/s
<input type="checkbox"/>	Property Card
<input type="checkbox"/>	Registered Ownership deed
<input type="checkbox"/>	Registered Agreement (including Index II) with the builder
<input type="checkbox"/>	Society maintenance receipt
<input type="checkbox"/>	Share certificate of Co-operative society in the name of applicant
<input type="checkbox"/>	List of directors from Registrar of Companies of sister concern
<input type="checkbox"/>	Board Resolution of consenter company
<input type="checkbox"/>	Consent letter and signature proof of consenter Director

(Screen 3.23)

7. Rent free premises :

Nature of possession of premises *:	<input type="radio"/> Owned	<input type="radio"/> Transit/Online Sellers
	<input type="radio"/> Leased	<input type="radio"/> Rented/Leave and license
	<input type="radio"/> Tenancy/Sub-tenancy	<input type="radio"/> Consent
	<input checked="" type="radio"/> Rent free	<input type="radio"/> Stall Booking (only applicable for casual)

Documents required for proof of Place of Business(Select any one)	
<input checked="" type="checkbox"/>	Latest electricity bill *
<input type="checkbox"/>	Consent letter from family member/s in the name of applicant (owner...
<input type="checkbox"/>	Ownership proof of Consenter/s
<input type="checkbox"/>	Property Card
<input type="checkbox"/>	Registered Ownership deed
<input type="checkbox"/>	Registered Agreement (including Index II) with the builder
<input type="checkbox"/>	Society maintenance receipt
<input type="checkbox"/>	Share certificate of Co-operative society in the name of applicant
<input type="checkbox"/>	List of directors from Registrar of Companies of sister concern
<input type="checkbox"/>	Board Resolution of consenter company
<input type="checkbox"/>	Consent letter and signature proof of consenter Director

(Screen 3.24)

8. Stall booking :

Nature of possession of premises *:	<input type="radio"/> Owned	<input type="radio"/> Transit/Online Sellers
	<input type="radio"/> Leased	<input type="radio"/> Rented/Leave and license
	<input type="radio"/> Tenancy/Sub-tenancy	<input type="radio"/> Consent
	<input type="radio"/> Rent free	<input checked="" type="radio"/> Stall Booking (only applicable for casual)

Documents required for proof of Place of Business(Select any one)	
<input type="checkbox"/>	Allotment Letter

(Screen 3.25)



5.4.7. Principal Place of Business (Nature of Business)

1. Select anyone option from dropdown of Main Nature of business.
2. Then select up to three options from part nature of business (if applicable).

Please select the Nature of Business Activity being carried out at above mentioned Premises

Main Nature: Financial Institutions

Part Nature:

Bonded Warehouse
EOU/STP/EHTP
Cable & DTH Services
Printing
Office/Sales Office

5.4.8. Bank Details

1. Select MICR or IFSC code to input bank account details:
 - a. If MICR code is selected: (Screen 3.25)
 - Input 9 - digit MICR code of the bank.
 - Manually input all bank details with respect to bank name, branch, pin code and State.
 - b. If IFSC code is selected: (Screen 3.26)
 - Input 11- digit IFSC code of the bank.
 - Click on “Get details” link, next to IFSC code, to get all bank details automatically updated with respect to bank name, branch, pin code and State.
2. Click on NEXT.



Note:

- It's mandatory for a dealer to have at least one bank account, with bank details entered, either in MICR code or IFSC code.
- Scanned cancelled cheque needs to be uploaded on the number of bank details mentioned in the form.
- You can add or remove multiple bank account details by clicking on ADD or DELETE button.
- You can navigate through the side arrows to view various details maintained by you.



13. Details of bank account(s)*

Add bank accounts **Delete bank accounts**

Total number of Bank Accounts maintained by the applicant for conducting business:

Select Entry*: MICR Code IFSC Code

Account number*:

Type of Account:

MICR Code:

Name of the Bank*:

Branch and Address of the Bank and Branch:

Pin Code:

State:

(Screen 3.25)

Document Required for bank details *: Scanned copy Cancelled Cheque of Current Account in the name of firm/business

(Screen 3.25a)

Select Entry*: MICR Code IFSC Code

Account number*:

Type of Account:

IFSC:

Name of the Bank*:

Branch and Address of the Bank and Branch:

Pin Code:

State:

Get details would fetch Name of the bank, branch and pincode simultaneously.

(Screen 3.26)

Document Required for bank details *: Scanned copy Cancelled Cheque of Current Account in the name of firm/business

(Screen 3.26a)



5.4.9. Address of Additional Place of Business

1. Fill Address of Additional Place of Business.
2. The screen shots and address fields like address, contact details, electricity bill, IGR details, Nature of premises and main nature and part nature of business are same as mentioned in principal place of business as above.
3. Click on NEXT.

16. Details of the Additional Place(s) of Business / Godown(s) / Warehouse(s) in Maharashtra

Total number of Additional Place(s) of Business / Godown(s) / Warehouse(s) in Maharashtra

Premises 1 Details of Additional Place of Business:

Address(1)

Building No/Flat No/Door No:

Floor No:

Name of the Premises/Building:

Road/Street/Lane:

District:

Taluka/Area:

Post:

Pincode:

Latitude(Optional):

Longitude(Optional):

Url:

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 *: Owned Transit
 Leased Rented
 Tenancy Consent
 Rent free Stall Booking (only applicable for casual)

Scanned copy of Document to be uploaded:

- Property Card
- Registered ownership deed
- Registered agreement (including Index II) with the builder
- 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 o...
- Agreement between main company (online platform) and applicant in cas...

Electricity Bill Details

Service Provider *:

Consumer No *:

Account No *:

IGR Details

District:

Location of Sub-registrar:

Year:

Document Number:

(Screen 3.27)

5.4.10. State Specific Information

1. Fill in Other State Specific Information (corresponding TIN under CST Act, if any)
2. Click on NEXT



Registration

1 Select Act 2 CST Form A 3 CST Form V(B) 4 CST POB Details 5 CST Bank Details 6 CST Additional POB 7 **CST Other States POB** 8 CST Business Dealer 9 CST Existing Registration 10 CST Details of Individuals 11 CST Goods 12 Upload Documents

20(A) Address(s) in other State(s) and corresponding TIN under C.S.T. Act, if any

Address(1)

Building No/Flat No/Door No:

Floor No:

Name of the Premises/Building:

Road/Street/Lane:

State:

District/Town/City:

Taluka/Area:

Post:

Pincode:

Corresponding CST RC No. / TIN:

Contact Details

Telephone No with STD Code*:

Mobile No*:

Email Address*:

FAX No:

(Screen 3.28)

5.4.11. Business Dealer

1. Fill in the details about the business, whether it's wholly/ mainly/ partly conducted by the dealer.
2. Click on NEXT.



(Screen 3.29)

5.4.12. Indicate Existing Registration

1. Fill all relevant details for any existing registration in force.
2. If you are already registered under any of the Act mentioned below, you have to select YES from the dropdown and enter the relative registration number.
3. If you select NO, you won't be able to enter any details.
4. Click on NEXT.

(Screen 3.30)

5.4.13. Member Association

1. Dealer has to mention the name of the association, which they are associated with, if any.
2. Click on NEXT.



13. We are members of:

Association.

(Screen 3.31)

5.4.14. Details of Proprietor / Partners/ MD/ Associations/ all people having interest in business

1. Fill Details of Persons having interest in business.
2. Based on the details given in POI, OCI or passport details, supporting documents needs to be uploaded.
3. If POI, OCI or passport details are not given, then applicant have to provide proof of permanent residence address. (screen 3.33b)
4. Click on NEXT

17. 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

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.

Details(1)

Name of the person:

Name of Father/Husband:

Designation/Status:

Date of birth:

PAN:

POI (Person of Indian Origin):

OCI (Overseas Citizenship of India):

PTEC:

TIN(if LLP):

PTRC(if LLP):

Passport No.(in case of foreigners):

UID No:

DIN No. (if any):

Mobile Number:

E-mail address:

Telephone No:

Gender:

FAX No:

Residential Address :

Building No/Flat No/Door No: 454

Floor No: 45

Name of the Premises/Building: nelmanzil

Road/Street/Lane: nelmanzil road

State: MAHARASHTRA

District: Mumbai (Suburban) *

Taluka/Area: MUMBAI (M CORP)

Post: Andher

Pincode: 463434

Latitude(Optional):

Longitude(Optional):

(Screen 3.32)

Designation/Status:

Date of birth:

PAN:

POI (Person of Indian Origin):

OCI (Overseas Citizenship of India):

PTEC:

TIN(if LLP):

PTRC(if LLP):

Passport No(in case of foreigners):

UID No:

DIN No. (if any):

Mobile Number:

E-mail address:

Telephone No:

Gender: Male

FAX No:

Contact Details

Telephone No 2 with STD Code:

Mobile No 2:

Email Address 2:

FAX No:

Documents required for proof of Place of Permanent Residence Address (Select any one)

Copy of Passport

Other National ID attested by Indian Embassy/Consulate/High Commission/Apostille

Bank account statement in country of residence duly attested by Indian Embas...

NRE (Non Resident External) bank account statement

Person of Indian Origin (POI) card issued by Government of India

Overseas Citizen of India (OCI) card issued by Government of India

Based on the details given in POI, OCI, UID and passport details (screen 3.32), any one supporting document w.r.t above needs to be uploaded as listed below (screen 3.33)

(Screen 3.33)

5.4.15. Dealers First Inter-State Sale Transaction

1. Dealer has to input first date of his business transaction and also the first inter-state sale transaction made on.
2. Mention the calendar dealer follows for the purpose of accounts. E.g. - Hindu calendar, Vikram Samvat, kollam era, Saka era etc.
3. Click on NEXT.



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

16. The first sale in the course of inter-State was effected on *:

17. We observed the calendar and for the purpose of accounts, our year runs from the (English date) day (Indian date) day of DD/MM/YY.. to the (English date/Indian DD/MM/YYYY date) day of

(Screen 3.34)

5.4.16. Goods in Inter-State Sale Transaction.

1. Dealer has to input goods and classes of goods purchased in inter-State trade for various purposes in the process of manufacturing of the product.
2. Click on NEXT.

18. The following goods or classes of goods are purchased by the dealer in the course of Inter-State Trade or Commerce for

a. Resale	<input type="text"/>	<input type="button" value="Add"/>
b. Use in Manufacture or processing of goods for sale	<input type="text"/>	<input type="button" value="Add"/>
c. Use in Mining	<input type="text"/>	<input type="button" value="Add"/>
d. Use in the generation or distribution of electricity or any other form of power	<input type="text"/>	<input type="button" value="Add"/>
e. Use in the packaging of goods for sale/resale	<input type="text"/>	<input type="button" value="Add"/>

(Screen 3.35)

19. We Manufacture, process or extract in mining the following classes of goods or generate or distribution the following form of power, namely

(Screen 3.36)

5.4.17. Signatory Name

1. Input name of the signatory (Screen 3.37)
2. Enter your Aadhar UID number and click on Get OTP .This is optional requirement
3. Enter OTP received on your registered mobile number. Here, the registered mobile number is the number you have mentioned / registered for aadhar card



4. Click on NEXT

Name of the signatory to the application	<input type="text"/>	<input type="text"/>	<input type="text"/>
UID No	<input type="text"/>	<input type="button" value="Get OTP"/>	
OTP	<input type="text" value="Enter OTP"/>	<input type="button" value="Validate OTP"/>	

(Screen 3.37)

6. Upload Document

6.1 Instructions for Upload of Document

1. After entering, all the details in Form A of CST Act, you will be taken to the last page to upload the documents.
2. Read the Instructions with reference to valid document upload requirements. (Screen 3.38)

1 Select Act 2 CST1 Form A 3 CST Form V(B) 4 CST POB Details 5 CST Bank Details 6 CST Additional POB 7 CST Other States POB 8 CST Business Dealer 9 CST Existing Registration 10 CST Details of Residential 11 CST Goods 12 Upload Documents

UPLOAD DOCUMENT

Instructions

List of documents required to be uploaded along with application for New Registration.
Note: All the documents pertaining to deeds/agreements uploaded shall contain the following:

- i) Name of buyer and seller
- ii) Description of address Place of Business/Place of Residence/Additional Place of Business.
- iii) Signatures of buyer, seller and all the witnesses and page containing stamp of registrar.
- iv) Validity Period of the agreement in case of leave and license agreement.
- v) If partnership deed/LLP agreement is of more than 5 pages, upload pages showing commencement date of partnership, names of partners and their percentage of shares, place of business and signatures of all partners.
- vi) If the PAN Card is not available with the applicant, then the details of the PAN obtained from the website of Income Tax Department may be accepted as a proof of PAN instead of copy of PAN.

(Screen 3.38)

6.2. Download Templates/ Forms

1. Templates and forms required by the dealer can be downloaded from here. (Screen 3.39)
2. These templates and forms need to be filled in by the dealer and uploaded in the upload section of the form.



(Screen 3.39)

6.3. Upload Documents

1. After entering, all the details in Form A, you will be taken to the last page to upload the documents.
2. Here whatever relevant and mandatory documents that you have check marked during the procedure of filling the form, is displayed and those documents are to be uploaded here.
3. When document is uploaded successfully, the upload button will turn green. (Screen 3. 40)
4. You can also view the preview of the document. (Screen 3. 42)
5. After uploading each and every document, click on declaration and fill the details. (Screen 3. 41)
6. Applicant can go back by clicking on "Previous" and check again all the details of the form that have been filled up. (Screen 3. 42)
7. Click on "Print / Preview" to view & edit the form, if necessary, to assure, that all the details, documents, photos, signatures have been properly filled in & uploaded. (Screen 3. 42)
8. Click on "Previous" to make any changes to the form or "Submit" at the end to get acknowledgement. (Screen 3. 42a)



Upload Documents		
Scanned copy of Paid MTR-6 Challan		<input type="button" value="Upload"/> <input type="button" value="Preview"/>
Photo of signatory to the application *		<input type="button" value="Upload"/> <input type="button" value="Preview"/>
Signature		<input type="button" value="Upload"/> <input type="button" value="Preview"/>
Annexure "B" (Download Template)	Dealers Manual of PTEC.docx	<input type="button" value="Upload"/> <input type="button" value="Preview"/>
Scanned copy of FORM V(B)*	Pramod.Error in CST-14-4-2016.xlsx	<input type="button" value="Upload"/> <input type="button" value="Preview"/>
Scanned copy of FORM V(B)*	Pramod.Error in CST-14-4-2016.xlsx	<input type="button" value="Upload"/> <input type="button" value="Preview"/>
PAN of Company		<input type="button" value="Upload"/> <input type="button" value="Preview"/>
POB-Latest electricity bill*		<input type="button" value="Upload"/> <input type="button" value="Preview"/>
POB-Ownership proof of Licensor		<input type="button" value="Upload"/> <input type="button" value="Preview"/>
POB-Registered leave and license agreement in the name ...		<input type="button" value="Upload"/> <input type="button" value="Preview"/>
POB-Property Card		<input type="button" value="Upload"/> <input type="button" value="Preview"/>
APOB-000002-Latest electricity bill*	Positive.PTRCtesting.docx	<input type="button" value="Upload"/> <input type="button" value="Preview"/>
APOB-000001-Latest electricity bill*	Positive.PTRCtesting.docx	<input type="button" value="Upload"/> <input type="button" value="Preview"/>
APOB-000001-Property Card		<input type="button" value="Upload"/> <input type="button" value="Preview"/>
APOB-000002-Property Card		<input type="button" value="Upload"/> <input type="button" value="Preview"/>
CST TIN Certificate of concerned state	Dealers Manual of SCPT.docx	<input type="button" value="Upload"/> <input type="button" value="Preview"/>
Aadhaar Card	SampleTimesheet_v1.5N.xls	<input type="button" value="Upload"/> <input type="button" value="Preview"/>

(Screen 3.40)

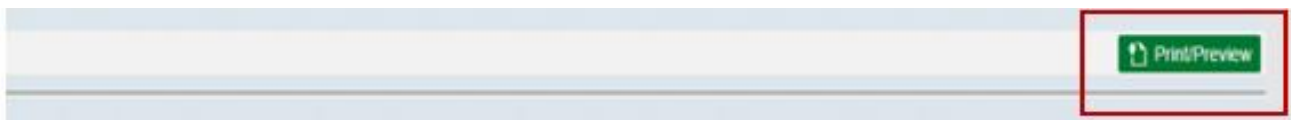
Declaration

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: Digital Signature of applicant (if any):

Date: Designation:

(Screen 3.41)



(Screen 3.42)

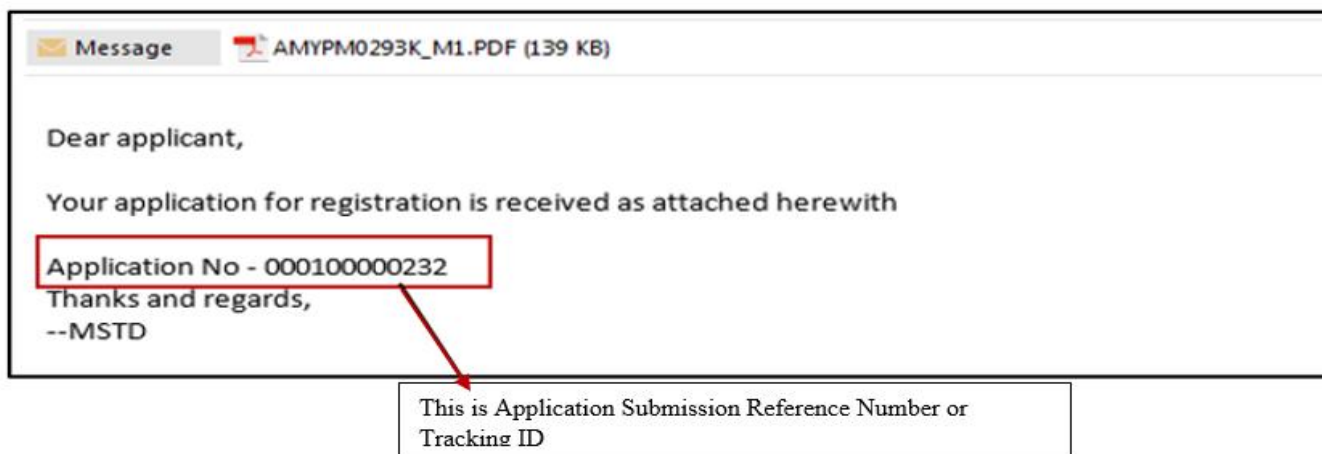
Place: Digital Signature of applicant (if any):

Date: Designation:

(Screen 3. 42a)

7. Submission:

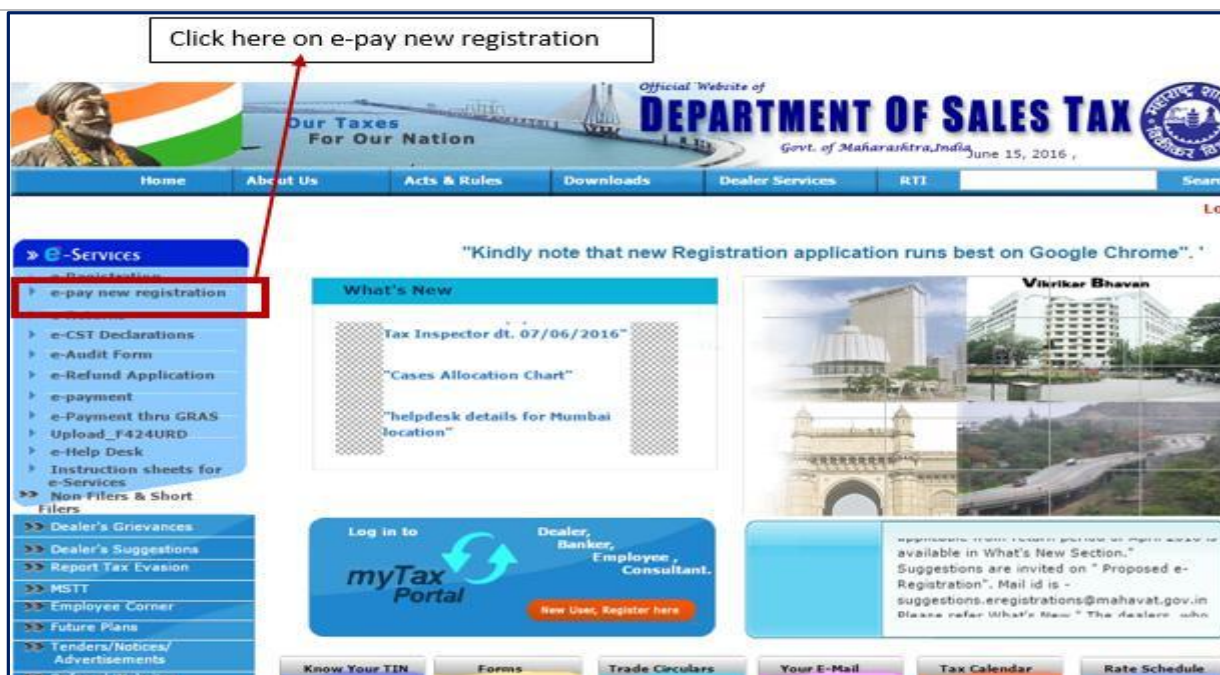
1. Form ends up with submission.
2. An email is sent to the applicant with downloadable PDF form & print option of the form (Screen 3.43)



(Screen 3.43)

8. E- Payment.

1. Applicant can make payment of fees through <http://www.mahavat.gov.in/> .
2. Click on the option - “e-pay new registration” under e-services (as shown below).



3. Dealer will get MTR Form number 6 as below.
4. Select the Registration type and location of sales tax office.
Fees for dealer type: -
Regular, casual, non-resident, voluntary – Rs. 25
5. Enter dealer name.
6. Select the Bank name and click on “Pay” option.
7. “Pay” option will navigate to banks payment gateway and dealer can make the payment online.

MTR FORM NUMBER 6 Revise version 2.1

Registration Type: VAT Regular
Select Registration Type

Department: VAT Regular

Type of Payment: VAT VRS
VAT Regular + CST
VAT VRS + CST
CST

Location of sales tax office: 05-Thane

Form Date: 15/06/2016

Location of sales tax office: 05-Thane

Form Date: 15/06/2016

To Date: 30/06/2016

Account Head details: 01-Mazgaon, 05-Thane, 06-Kalyan, 07-Palghar, 09-Pune, 10-Solapur, 11-Barshi, 12-Nashik

Amount of tax: 0

Amount of TDS: 0

Select the registration type

Name of the dealer registering for the Act

MTR FORM NUMBER 6 Revise version 2.1 Dt: 12 Aug, 2011

Registration Type: VAT Regular

Department: Department of Sales Tax

Type of Payment: VAT Regular

Location of sales tax office: 05-Thane

Form Date: 15/06/2016

To Date: 30/06/2016

Account Head details: Amount in Rs

Amount of tax: 0

Amount of TDS: 0

Interest: 0

Penalty: 0

Composition Money: 0

Fine: 0

Fee: 500

Advance payment: 0

Amount forfeited: 0

Deposit: 0

Total: 500

Form ID: Other Date: 15/06/2016

Account head: 00400192

Payee Details: TIN No: 27981120438

Name of the Dealer: Enter Dealer Name

Remarks if any: Fee of various reasons

Amount in words: Rupees Five Hundred Only

Bank name: Select Bank

GRN: Select Bank Name

Buttons: Validate, Reset, Pay

Click on the PAY option

MTR 6 acknowledgement will be generated and this acknowledgement should be uploaded in the registration application form in upload document.

YOU HAVE SUCCESSFULLY FILLED FORM A OF CST ACT

9. Forgot Password:

If the dealer forgets his password, he / she will be required to login to the website and follow as given below:

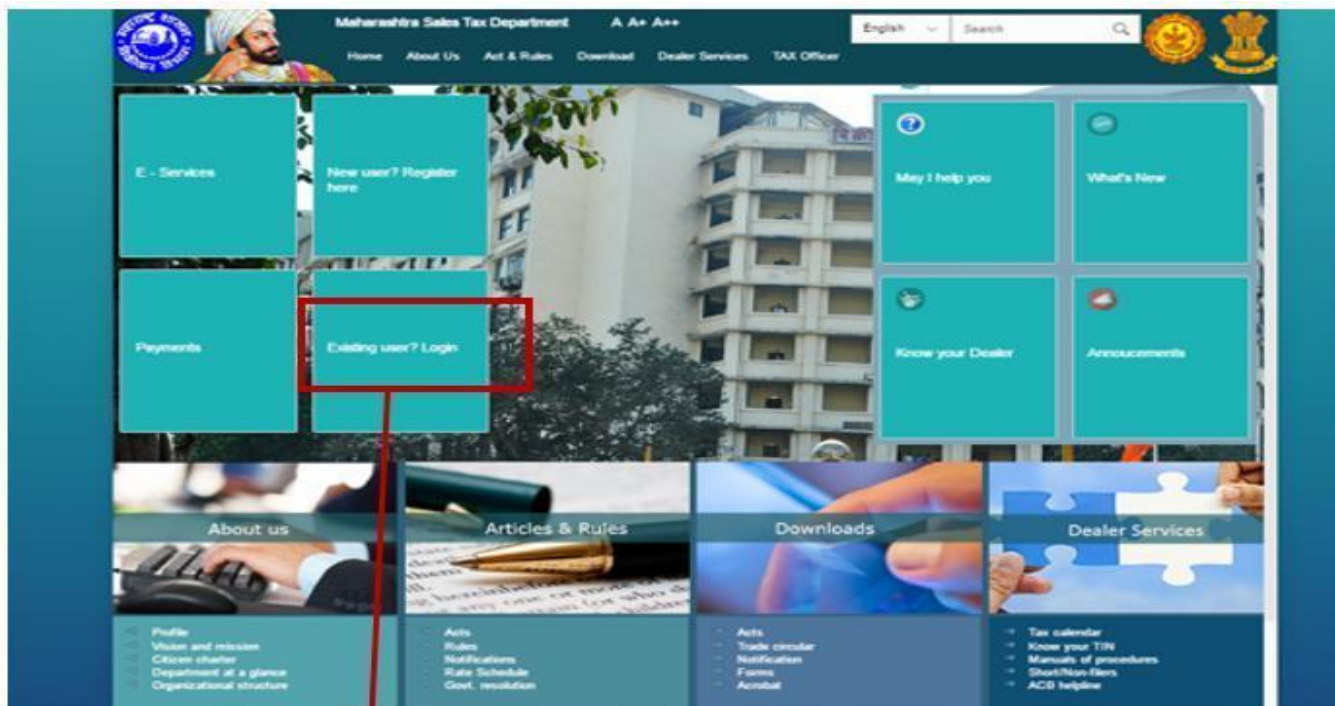
1. Visit MSTD website - www.mahavat.gov.in/Mahavat/index.jsp
2. Click on “e-Registration” on the portal as shown below.

Click on “e-registration” on e-services on left handside of the portal.

The screenshot shows the MSTD website interface. The 'e-Services' menu on the left is expanded, and the 'e-Registration' link is highlighted with a red box. A red arrow points from this box to a text box above. Another red box highlights the 'What's New' section, which contains links to 'Registration User Manual for Dealers - PVAT' and 'Registration User Manual for Dealers - CST'. A red arrow points from this box to a text box below.

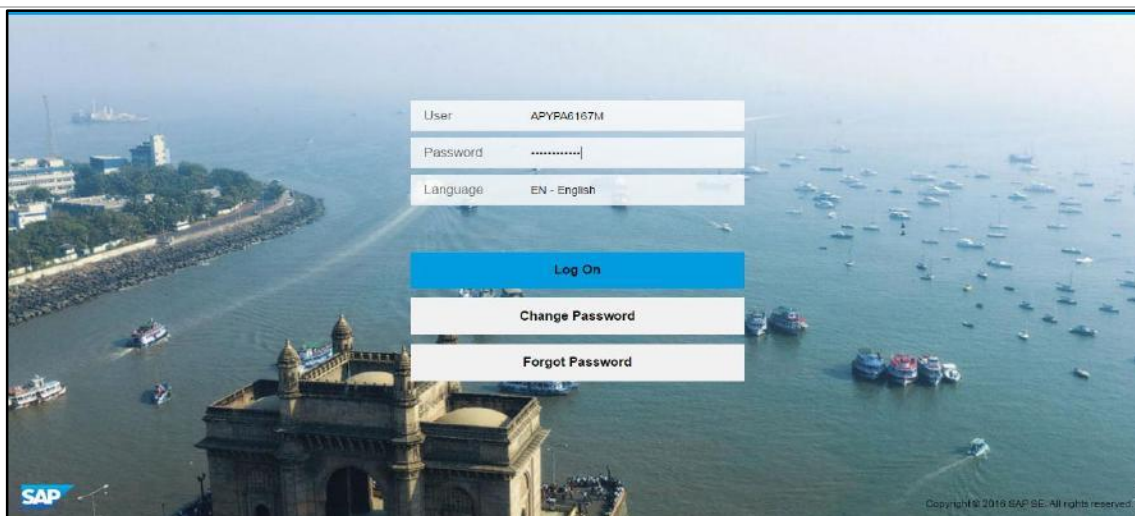
Here, you will find the manuals for particular Act.

3. 'e-Registration' will navigate to another website (as shown in Screen 2.1)
→ To login with temporary User id and password → Click on 'Existing user. Login'. (as shown in screen 2.1)



Click on existing dealer login to input temporary user id and password.

4. Click on "Forgot Password" tab in the login page.



5. User clicks on Forgot password and gets below output screen.

Department of Sales Tax
Government of Maharashtra

Forgot Password

User ID:

Security Question: What is the first name of your mother?

Answer:

Submit

6. User inputs his / her temporary PAN id and inputs the answer to the security question he/ she has given during profile creation.
7. Submit will send a new password to dealers email id inbox.

Department of Sales Tax
Government of Maharashtra

Forgot Password

User ID:

Security Question:

Answer:

Success
Password sent to your registered email id
Close

8. Applicant will receive the email as below. Also check the email in spam folder.



9. Applicant can give above password in the login page and can also change his password by clicking on "Change Password" option in the login page.



10. Re-submission.

Re-submission takes place when the tax officer verifies the application data and uploaded documents and sends rejection defect memo to the dealer, if the officer finds any fault in the data or documents. The dealer receives an email for rejection defect memo. (As shown below)

	MAHARASHTRA SALES TAX DEPARTMENT Government of Maharashtra	 00010000833				
Rejection Defect Memo		Date : 09-06-2016				
<p>To, Shri B 123 Tulip Park Military road</p>						
<p>Sub: Rejection defect memo for incomplete and/or inconsistent application for registration. Ref: Your application Reference no 00010000833 Dated :09-06-2016 Sir / Madam,</p>						
<p>With reference to the above mentioned subject, the application for registration submitted by you under the following Acts, is hereby rejected on account of being found incomplete and/or inconsistent upon scrutiny:</p>						
<ol style="list-style-type: none"> 1 The Maharashtra Value Added Tax Act, 2002 (MVAT) 2 The Central Sales Tax Act, 1956 (CST) 3 The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTEC) 						
SrNo.	Act Type	Field No	Field Name/Document	Document	Defect Reason	Remarks
001	MVAT	10	Reason for Registration(from Sale Bill/Purchase Bill (in cases where Purchase Tax is levied	Sale Bill/Purchase Bill (in cases where Purchase Tax is levied	Document submitted is other than the requisite document	
002	MVAT	12	Details of the Principal Plac		Incorrect/Invalid IGR details	IGR year is wrongly mentioned.
003	MVAT	12	Details of the Principal Plac POB-Latest electricity bill	POB-Latest electricity bill	Submitted document is not latest	
004	MVAT	16	Details of the Additional Pla		Incorrect/Invalid IGR details	IGR year is wrongly mentioned.

011	CST		Other Mandatory Documents Scanned copy of FORM V(B)*	Scanned copy of FORM V(B)*	Scanned copy of document is not legible/clear	
012	CST		Other Mandatory Documents Scanned copy of Paid MTR-6 Challan*	Scanned copy of Paid MTR-6 Challan*	Submitted incorrect/invalid document	
013	PTEC	16	Details of the Additional Pla		Incorrect/Invalid IGR details	IGR year is wrongly mentioned.
014	PTEC	3	Date of Birth (In case of an i		Date of birth wrongly mentioned	Date of birth wrongly mentioned
015	PTEC	6	Full address of the applicant		Incorrect/Invalid IGR details	IGR details year is wrongly mentioned

You are requested to rectify the above defects within 30 days from the date of receipt of this notice. Please note that your temporary profile will be de-activated within 90 days from the date of activation of temporary profile. Please revert within the prescribed time limits.



SEAL
Place : MUMBAI

Date : 09-06-2016

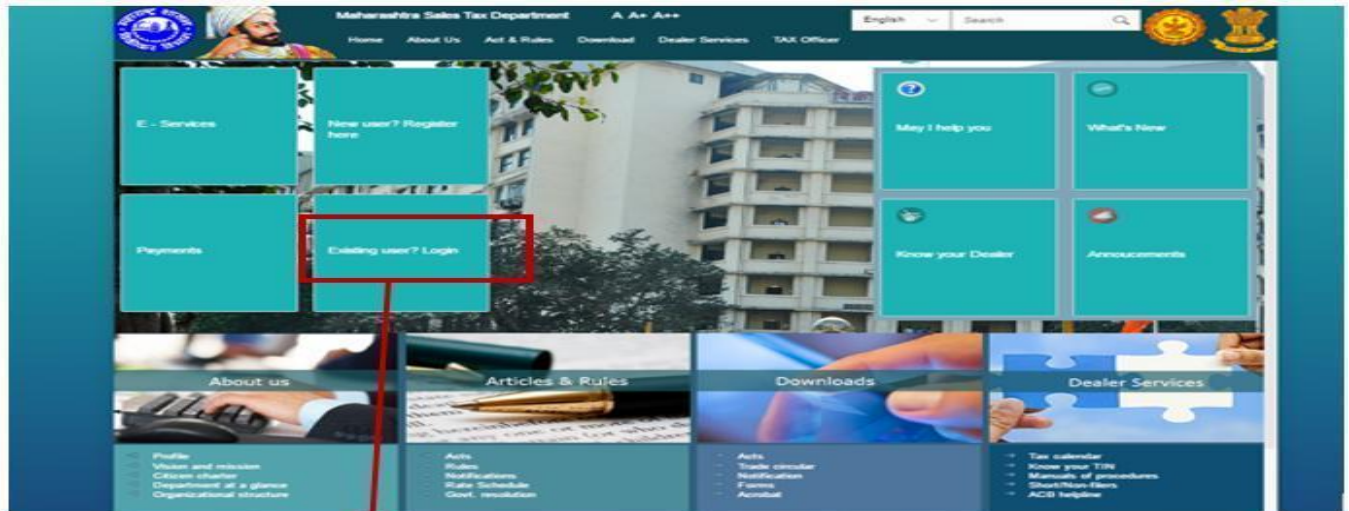
DESK ID : AHM-VAT-C-004

Signature

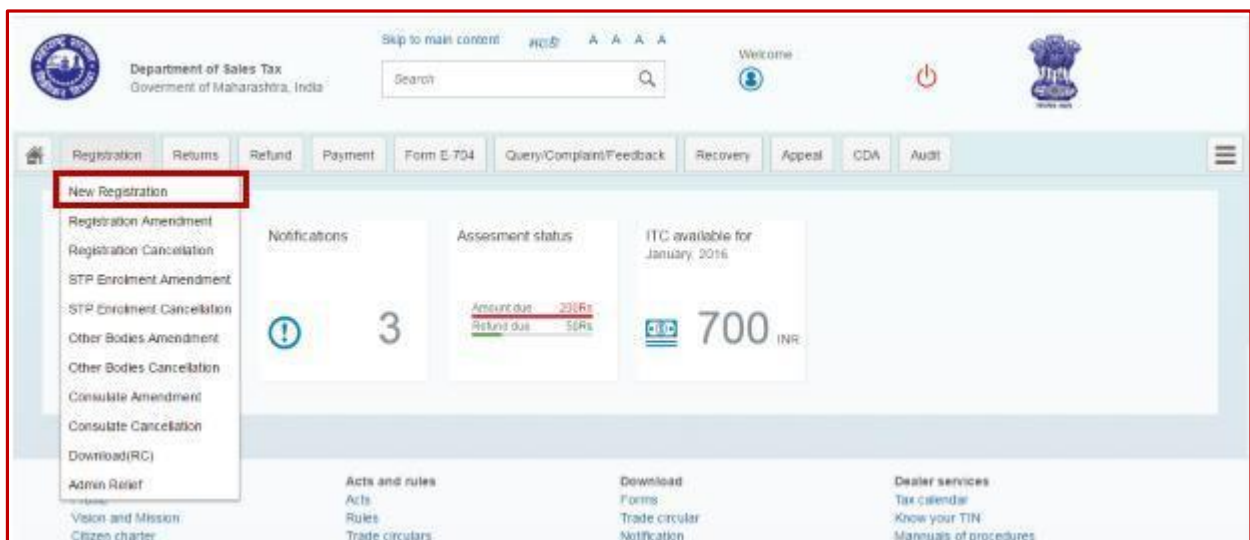
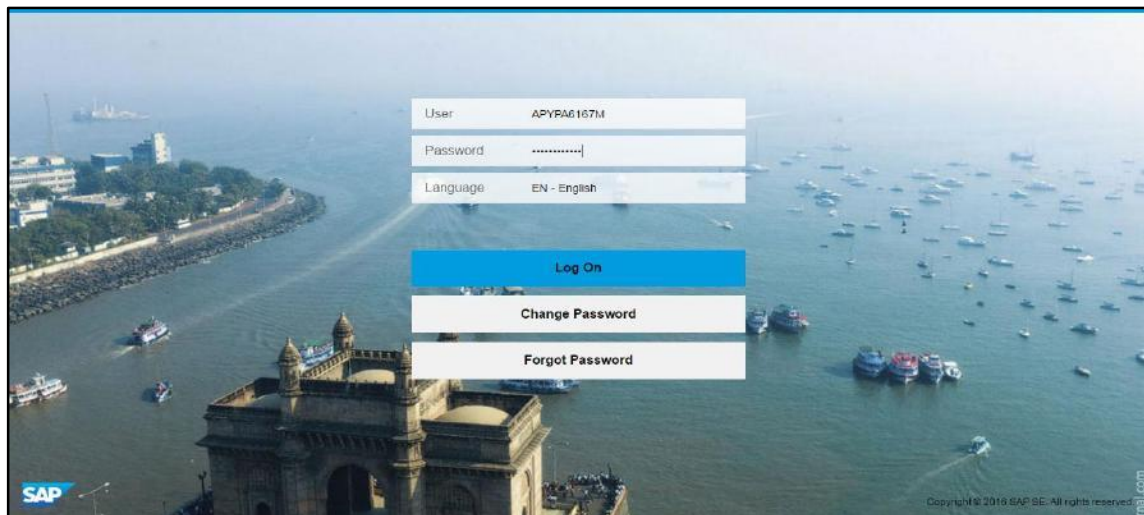


Now the dealer has to login to the website and follow as mentioned below:

11. Login with temporary login id and password.



Click on existing dealer login to input temporary user id and password.



12. Select the same acts as he had selected initially while applying for registration.

Note: - If he has selected VAT, CST, PTEC during first registration, then he will have to select the same acts while resubmission also, otherwise he will not get to see the forms.



The screenshot shows a web interface for selecting tax acts. At the top, there is a progress bar with 12 steps: 1. Select Act, 2. Registration Form, 3. Business Details, 4. Other Registration, 5. PCB Details, 6. Bank Accounts Details, 7. Commodities, 8. Additional PCB, 9. Details of Residential, 10. Signatory to the Application, 11. FORM 105, and 12. Other States PCB. The current step is 'Select Act Type'. Below the progress bar, there is a list of tax acts with checkboxes:

- 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)

At the bottom, there is a dropdown menu for 'Type of dealer' with 'Regular Dealer' selected.

13. Applicant has to make the required changes as mentioned in defect memo on the form and click on “NEXT” tab on every page to save the data.

14. Dealer has to submit the application within 30 days from the date of receipt of defect memo.

15. The applicant will receive Acknowledgement with same Application Reference Number but with different submission date.

16. This submission date will change to resubmission date (current date).

17. Dealer will receive an email for resubmission with same acknowledgement number with attached pdf form.

18. This resubmitted form will again be allocated to the same jurisdictional sales tax officer, who had reviewed it before.

19. If the officer finds that the documentary details or uploaded documents are not satisfactory, then the discretion will be on the officer, either to approve or reject the form.

20. If the officer rejects the form again, then the dealer will have to re-apply for fresh application.

11. Re-application and de-activation of temporary profile:

1. Reapplication after rejection of form should be fresh form and not the old application form.

2. Dealer's temporary login id (i.e. User id & password) will be the same as before.

3. This temporary id (PAN ID) will be active for 90 days, from the creation of last temporary id and after 90 days, this login id will be de-activated automatically by the system.

4. Dealer will have to re-apply for fresh application within the period of 90 days or else after 90 days, this login id will be at de-activated status and so the dealer will have to create a fresh temporary id using the same PAN id.

5. Dealer will have to start from the process of Creation of temporary profile id (refer step 4 of index – Create temporary profile) and make a fresh application again.