

Maharashtra Sales Tax Department

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# USER MANUAL

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New Registration under SCPT



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## 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 available, 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 I 'NEXT' button will save the data you have entered*
- *PREVIOUS button will take you to previous page*
- *Fields marked as "\*" are Mandatory. If you leave them blank the you will not be able to process further*

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

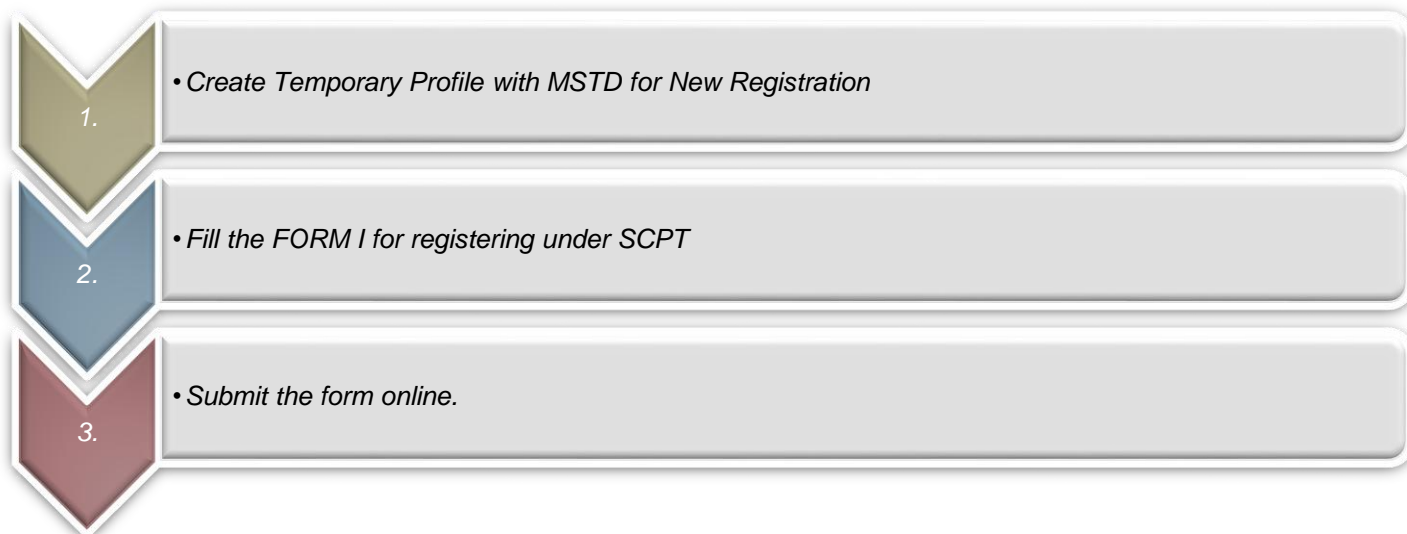
<b>Icon</b>	<b>Meaning</b>
	<b>Important Note</b>



# New Registration under SCPT

## Road map of Registration Process

Steps involved in the grant of Registration Certificate under section 5 of the Maharashtra Purchase Tax on Sugarcane Act, 1962



## 1. Create Temporary Profile

1. Click on “ e-Registration ” link under e-Service menu.



The screenshot shows the header of the Department of Sales Tax website. On the left is the Maharashtra State Emblem with the text 'महाराष्ट्र शासन' and 'विकीकर विभाग'. In the center, it says '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 around the 'Temporary Profile Creation' link. A red arrow points from this box to a white text box at the bottom of the page that contains the text: 'New dealer have to click on this link to create temporary profile'.

(Screen 1)

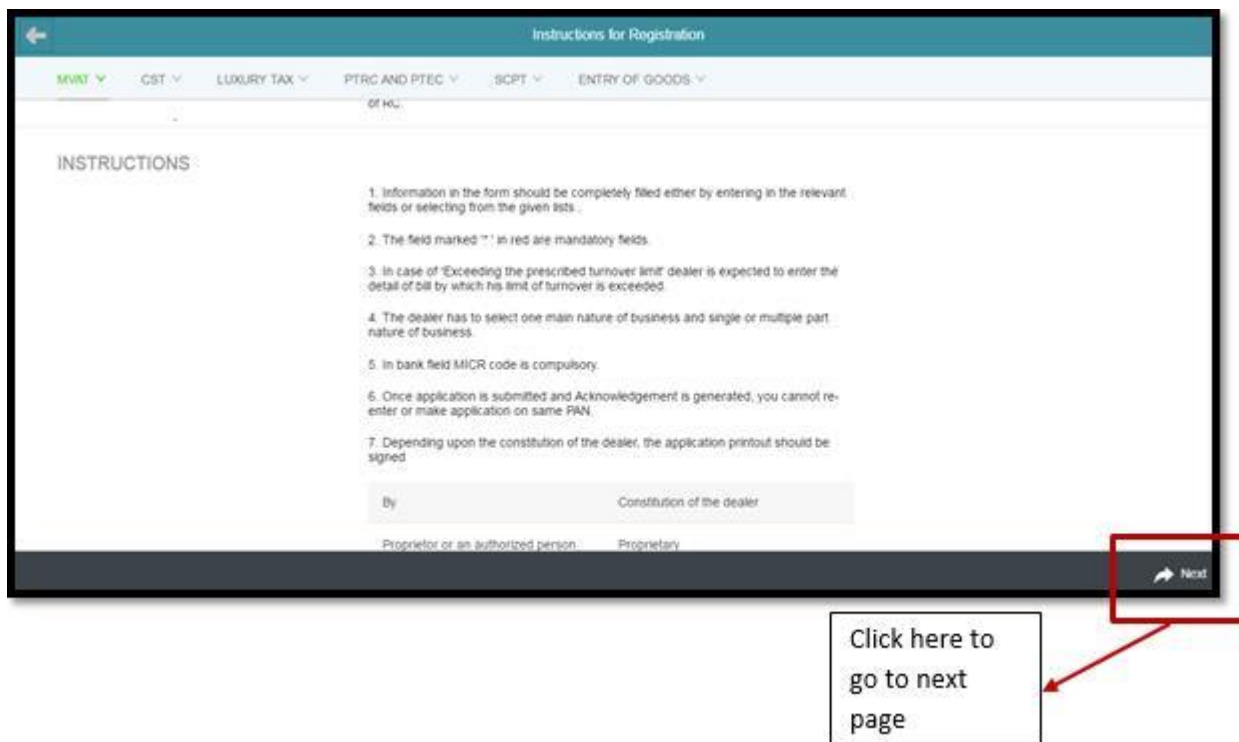
### 1. Options for Registration

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



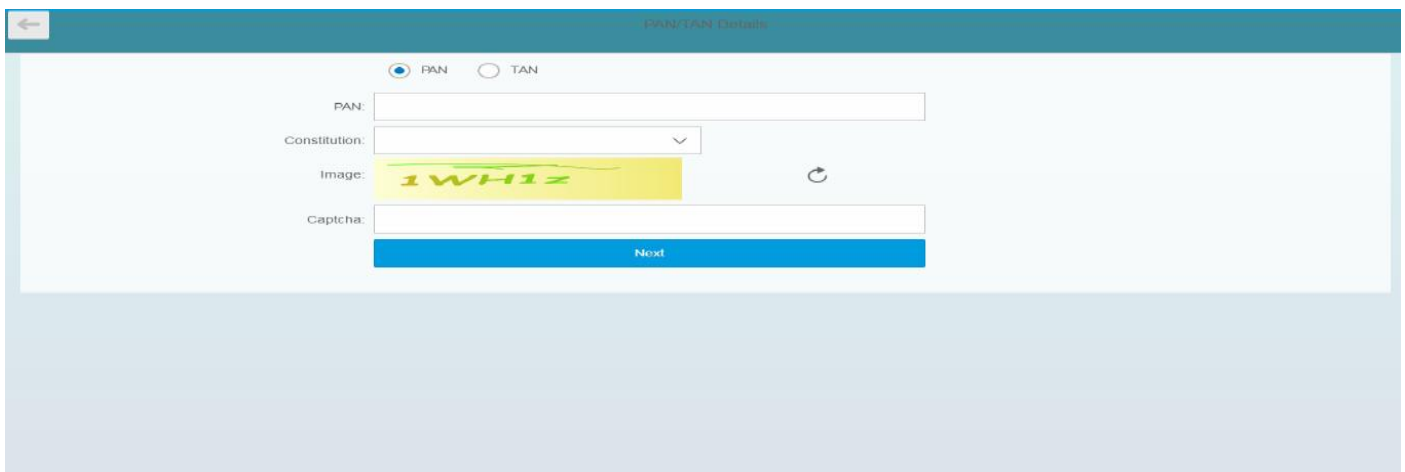
### 2. Instruction for registration

1. You will be navigated to instruction page. Instruction for registration under all the Acts is available on this screen. To get instructions related to SCPT click on SCPT 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



The screenshot shows a web form titled "PAN/TAN Details". At the top, there are two radio buttons: "PAN" (selected) and "TAN". Below this are four input fields: "PAN:" (text), "Constitution:" (dropdown), "Image:" (with a yellow background showing "1WH1Z" and a refresh icon), and "Captcha:" (text). A blue "Next" button is positioned below the Captcha field.



#### 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 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
  - Re-enter Email Id



▪ **Mobile Number**

**2. Click on "Create profile" Option**

**User Details**

Your user ID:

\*Full Name:

\*Email ID:

\*Re-enter Email ID:

\*Mobile Number:

**Create Profile**



**Note:**

- On Re-enter Email Id field you are not allowed to copy paste the Email Id
- Mobile Number is 10 digit number. +91 or any other codes are not allowed
- You cannot use a PAN/TAN, Email id & mobile number more than once 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

- a. 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://mstddeccdev.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](http://mstddeccdev.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

- a. You are on Profile activation screen. Name and User ID will be auto populated on the screen
  1. Enter One Time Password (OTP)
  2. Select any Security Question from the dropdown list
  3. Enter the Answer for the security question you have selected
  4. Click on "SUBMIT" Option
- b. 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:



**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.

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!!!

**YOU HAVE SUCCESSFULLY CREATED YOUR TEMPORARY PROFILE**

## 2. FORM I for SCPT

### 1. Maharashtra Sales Tax Department Landing page

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

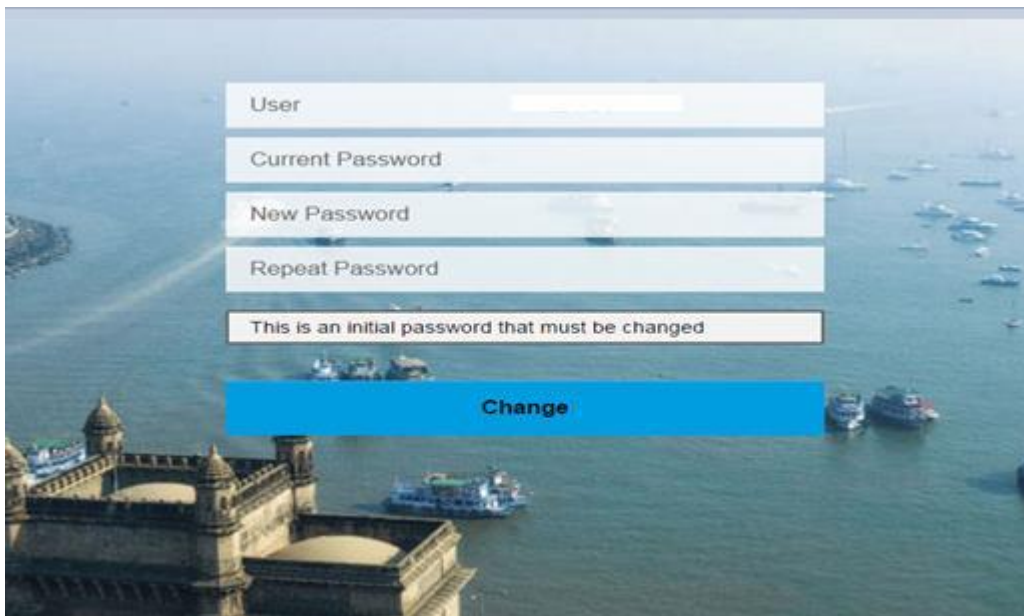
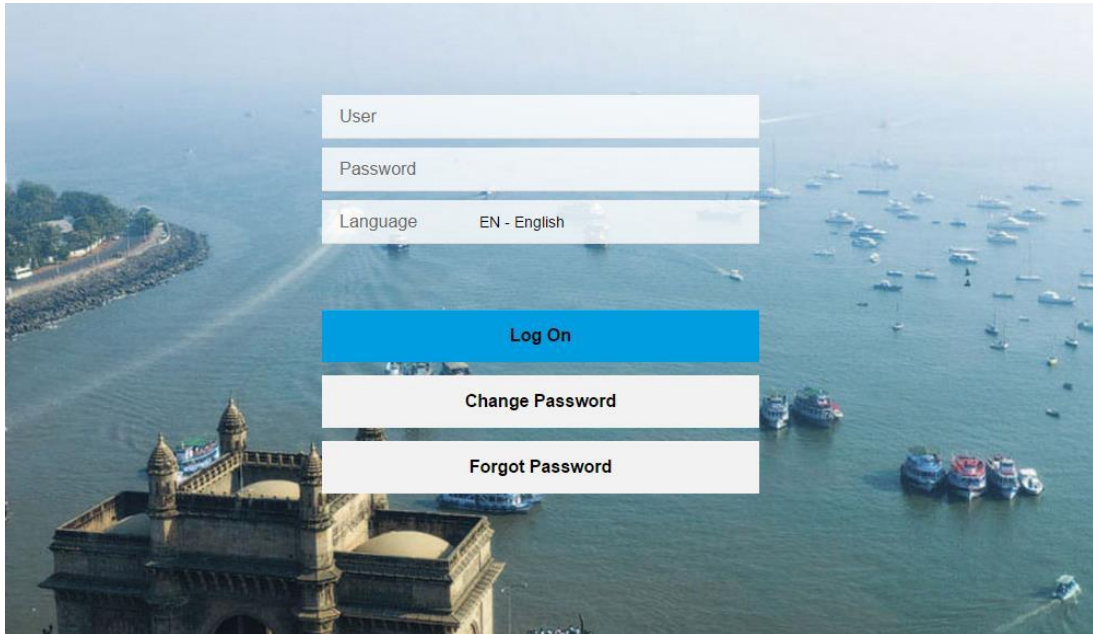
Click on “**Login to Temporary Profile (Acts registration)**” (screen 2.1), it will navigate to Login page (Screen 2.2).



(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”

Department of Sales Tax  
Government of Maharashtra, India

Skip to main content मराठी A A A A Welcome : Search

Registration Returns Refund Payment Form E-704 Query/Complaint/Feedback Recovery Appeal CDA Audit

E-Audit report Notifications 3 Assessment status ITC available for January, 2016

Amount due 200Rs Refund due 50Rs 700 INR

## 3. Select Act

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

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)

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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 4]  
Application for the licence under section 5 of the Maharashtra Purchase Tax on Sugarcane Act, 1962.

To,  
The Commissioner of Purchase Tax (Sugarcane),  
Maharashtra State.

I hereby apply for a license under section 5 of The Maharashtra Purchase Tax on Sugarcane Act, 1962, for the purpose of the use thereof in the manufacture of sugar in the said factory.

1(a). PAN/TAN #:

Documents required for proof of PAN/TAN #:  PAN Document

(b). Name as shown in PAN/TAN Card #:

2. Name of the Factory/Occupier of the Facto...:

3. Status of the signatory to the application #:

Name of the signatory to the application #:

UID/Aadhaar No:

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**Note:**

- Fields which are marked with "\*" are mandatory. If these fields are left blank, system will not be able process further

**5. Application FORM I-page 2**

1. Fill the Full address of the factory / Occupier of the factory unit 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



4. Full address of the Factory / Occupier of the Factory unit \*

Address

Building No/Flat No/Door No \*: E1/203  
Floor No:   
Name of the Premises/Building \*: Sanghvi valley  
Road/Street/Lane \*: old pune road  
District \*: MUMBAI  
Taluka \*: MUMBAI (M. CORP)  
Locality/Area/Village \*:   
Pincode \*: 400034  
Latitude(Optional):   
Longitude(Optional):

Contact Details

Telephone No 1 with STD Code: STD Code  
Telephone No 2 with STD Code: STD Code  
Mobile No 1 \*: 9594018182  
Mobile No 2:   
FAX No:   
Email Address 1 \*: pramod\_dumbre@rediffmail.com  
Email Address 2:   
Website:   
Nature of possession of premises \*:   
 Owned  Transit  
 Leased  Rented  
 Tenancy  Consent  
 Rent free  Stall Booking (only applicable for casual)

Electricity Bill Details \*

Service Provider: MSEB  
Consumer No: 321213213212313  
Account No:   
Billing Unit Number:

IGR Details

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

Documents required for proof of Place of Business

Tenancy/Sub Tenancy : Registered Tenancy / sub tenancy agreement and late...  
 Latest Rent Receipt  
 In case of Sub-tenancy No Objection Certificate from landlord with his signatu...  
 On Leave & License (Rented): Registered leave and license agreement in the...  
 Latest Rent Receipt

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### 6. Application FORM I (Page 3)

1. Fill the Name & Complete address of the Occupier 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





5. Name and Complete address of the Occupier \*

Address

Building No/Flat No/Door No \*: E1/203  
Floor No:   
Name of the Premises/Building \*: Sanghvi valley  
Road/Street/Lane \*: old pune road  
District \*: MUMBAI   
Taluka \*: MUMBAI (M. CORP)   
Locality/Area/Village \*: 525754   
Pincode \*: 400034  
Latitude(Optional):   
Longitude(Optional):

Contact Details

Telephone No 1 with STD Code: STD Code   
Telephone No 2 with STD Code: STD Code   
Mobile No 1\*: 9594018182  
Mobile No 2:   
FAX No:   
Email Address 1\*: pramod\_dumbre@rediffmail.com  
Email Address 2:   
Website:   
Nature of possession of premises \*:   
 Owned  Transit  
 Leased  Rented  
 Tenancy  Consent  
 Rent free  Stall Booking (only applicable for casual)

Electricity Bill Details

Service Provider: MSEB   
Consumer No: 313212132132123  
Billing Unit Number:

IGR Details

District:   
Location of Sub-registrar: 000  
Year: YYYY  
Document Number:

Documents required for proof of Place of Business

- Tenancy/Sub Tenancy : Registered Tenancy / sub tenancy agreement and late...
- Latest Rent Receipt
- In case of Sub-tenancy No Objection Certificate from landlord with his signatu...
- On Leave & License (Rented): Registered leave and license agreement in the...
- Latest Rent Receipt





### 7. Application FORM I (Page 4)

1. Fill the Full Address of the Registration Office as per the field descriptions and click on 'NEXT'

- f. Address
- g. Contact Details
- h. Nature of possession of premises
- i. Electricity Bill Details
- j. IGR Details

6. Full Address of the Registered Office \*

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):

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)

Electricity Bill Details

Service Provider:

Consumer No:

Account No:

IGR Details

District:

Location of Sub-registrar:

Year:

Document Number:

Documents required for proof of Place of Business

- Tenancy/Sub Tenancy : Registered Tenancy / sub tenancy agreement and late...
- Latest Rent Receipt
- In case of Sub-tenancy No Objection Certificate from landlord with his signatu...
- On Leave & License (Rented): Registered leave and license agreement in the...
- Latest Rent Receipt



### 8. Application FORM I (Page 5)

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



7. 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:   
Floor No:   
Name of the Premises/Building:   
Road/Street/Lane:   
District:   
Taluka:   
Locality/Area/Village:   
Pincode:   
Latitude(Optional):   
Longitude(Optional):

Contact Details

Telephone No 2 with STD Code:    
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

- NRE (Non Resident External) bank account statement
- Person of Indian Origin (PIO) card issued by Government of I

### 9. Signatory of the Applicant

1. Select Declaration
2. Place, Date & Name filed is mandatory
3. Click on "Submit" Option



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:

Please Enter UID OTP

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



**Note:**

- Check box of Declaration is mandatory for selection
- Place, Date & Name fields are mandatory
- If mandatory values in declaration page are left blank, 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**