Maharashtra Sales Tax Department

USER MANUAL

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

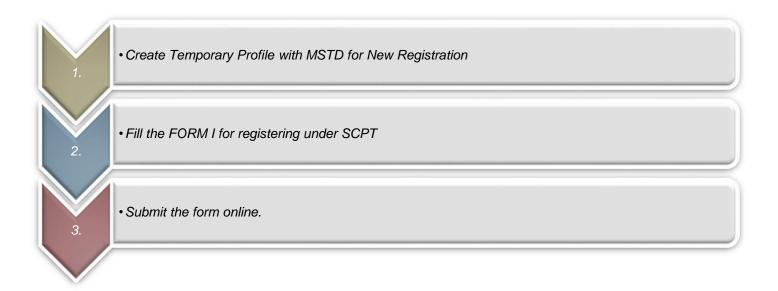
Below icon has be	een used in the document to indicate important note for the user.
Icon	Meaning
1	Important Note



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.



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



(Screen 1)



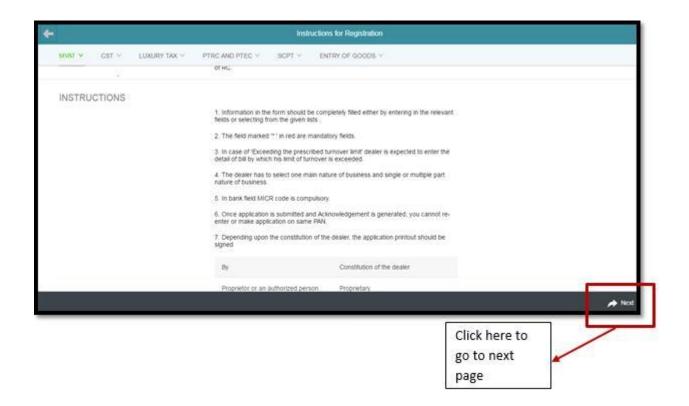
1. Options for Registration

- 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





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."

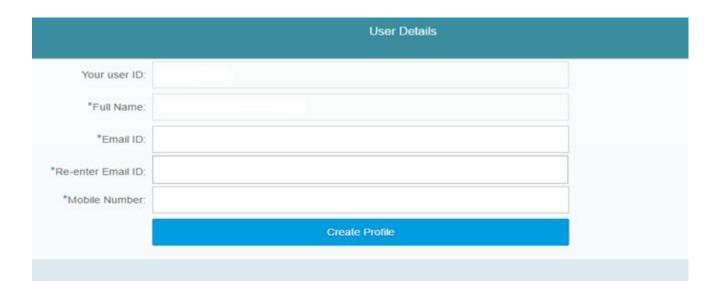
- Two attempts are allowed for filling PAN/ TAN field and after which current session will expire and you will be redirected to MSTD main screen
- After 5 unsuccessful attempts on the CAPTCHA field the session will expire and you will be redirected to MSTD main screen

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





- > 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

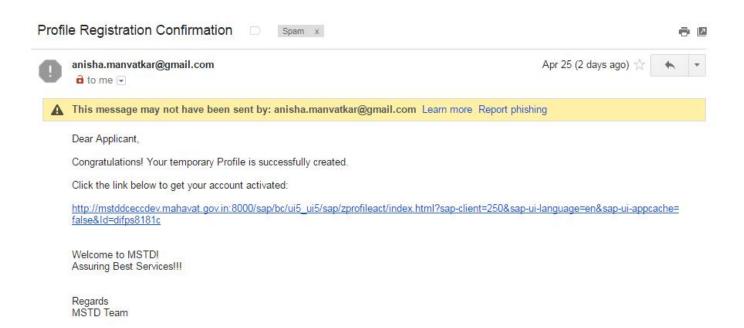




Make sure you have mentioned valid Email Id and Mobile Number so that you will receive activation link on your Email Id and One Time Password (OTP) in your Mobile

7. Confirmation mail

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

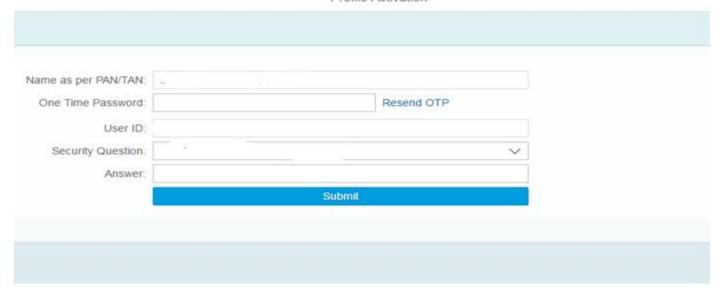


8. profile activation

- 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





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).

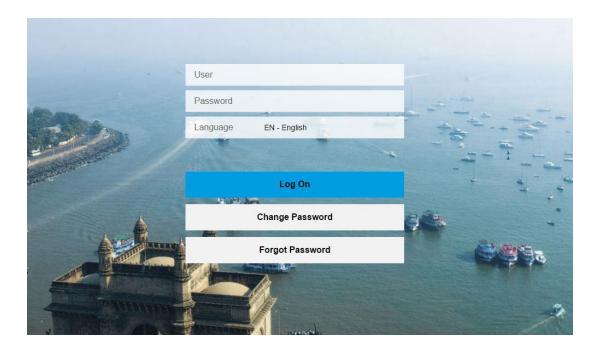


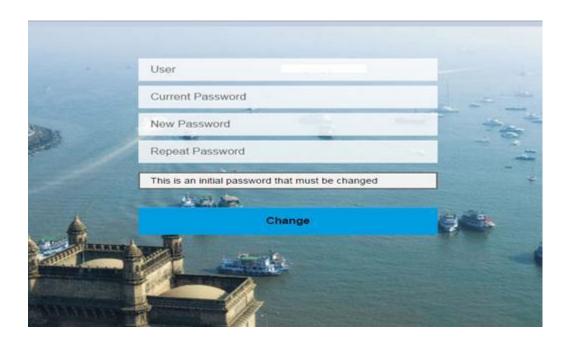
(Screen 2.1)

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







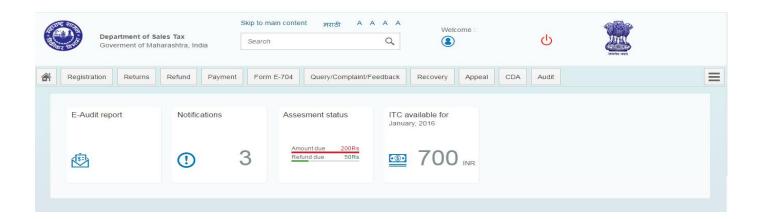


- You can take help from forgot password or forgot User-ID or Approach MSTD helpdesk through MSTD portal
- Once you logon you will get window to change password. Please change your password & remember it



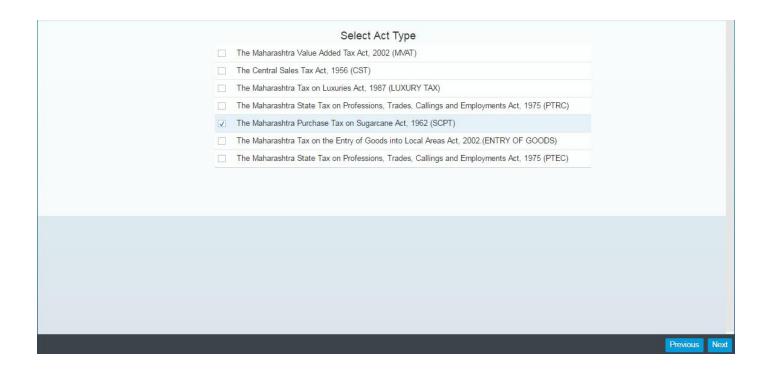
2. Welcome Page

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



3. Select Act

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



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.



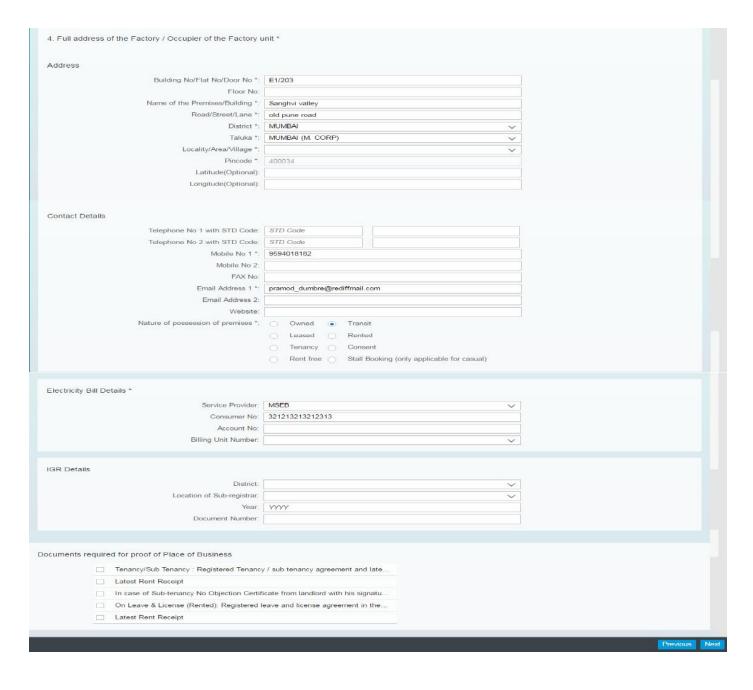


Fields which are marked with "*" are mandatory. If these fields are left blank, system will not be able process further

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





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



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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	OTD O-4-	
Telephone No 1 with STD Code:	STD Code	
Telephone No 2 with STD Code: Mobile No 1*:	STD Code	
Mobile No 1": Mobile No 2:		
FAX No:		
Email Address 1*:		
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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)
 - I. 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

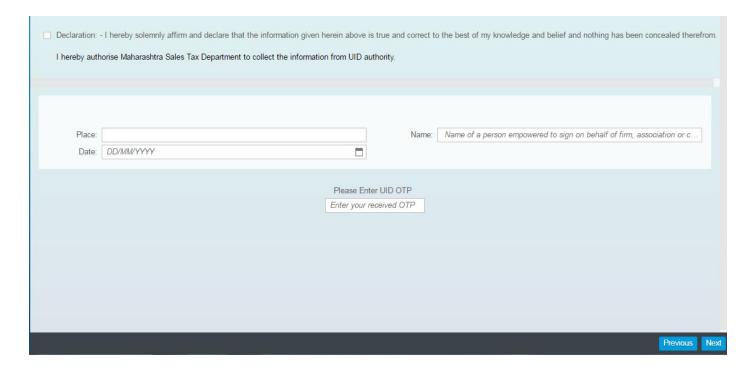


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9. Signatory of the Applicant

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





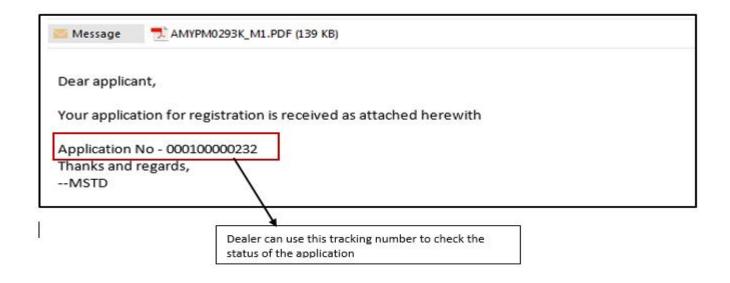


- > Check box of Declaration is mandatory for selection
- Place, Date & Name fields are mandatory
- If mandatory values in declaration page are left blank, system will not process further

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)





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