



# 1. Create Temporary Profile



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



(Screen 1)

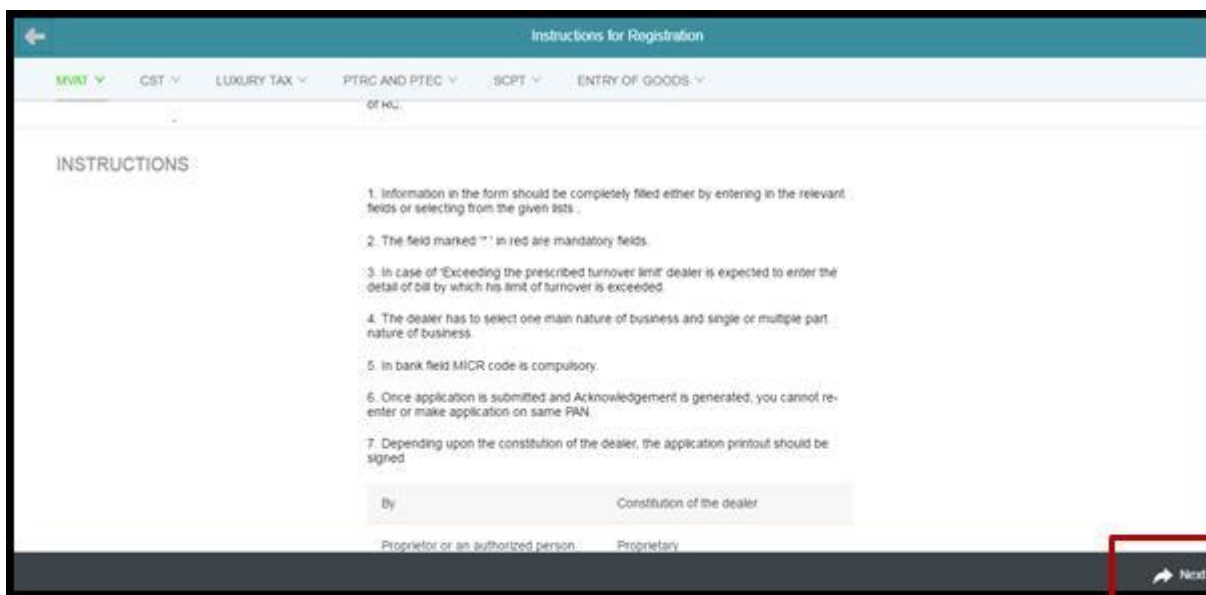
**1. Options for Registration**  
1. You are on "Options for Registration" screen. This screen gives list of options

**2. Click on “New Dealer Registration under various Acts” Option**



**2. Instructions for registration**

- 1. You will be navigated to instructions page. Instructions for registration under all the Acts are available on this screen. To get instructions related to PTEC click on PTEC tab**
- 2. To proceed after the instructions page, click on ‘NEXT’ option, at the end of the page**

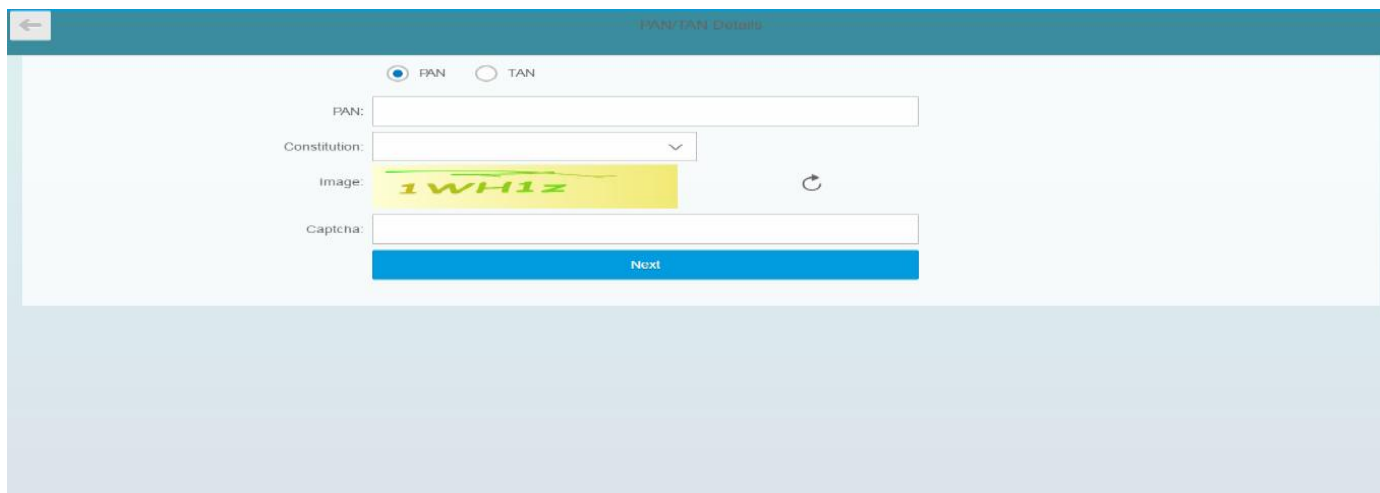


Click here to go to next page

**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 taken to MSTD main screen

**5. User details**

1. Your user ID and Full Name will be auto populated in user details screen. Enter following details on the screen:
  - Email Id
  - Re-enter Email Id
  - Mobile Number
2. Click on "Create profile" Option



**User Details**

Your user ID:	<input type="text"/>
*Full Name:	<input type="text"/>
*Email ID:	<input type="text"/>
*Re-enter Email ID:	<input type="text"/>
*Mobile Number:	<input type="text"/>
<input type="button" value="Create Profile"/>	



**Note:**

- In Re-enter Email Id field you are not allowed to copy paste the Email Id
- Mobile Number is 10 digit number. +91 or any other codes are not allowed
- You cannot use above PAN/TAN, Email id & mobile number for creating another temporary profile

**6. Confirmation message**

1. **You will get confirmation message as under containing activation link on your Email Id & One-time password on your Mobile Number**

Link has been sent to your registered email ID 'dumbre.pramod@gmail.com'. Please Follow below steps for creation of profile.

Step 1: Click the link contained in the email.

Step 2: On the User Details verification page, enter One Time Password(OTP) sent to you on your Registered Mobile Number.

Note: Please check your Junk/Spam folder in case you do not find the email into your Inbox.

If you have not received the email:

1. Check whether email ID 'dumbre.pramod@gmail.com' provided by you is correct ?

Back

2. [Click here](#) to resend the email activation link and OTP



**Note:**

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

**7. Confirmation mail**

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



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**

1. 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.
2. Email will be sent to your Email ID confirming successful Profile Creation along with Temporary Profile and Password.

The screenshot shows a web form titled "Profile Activation". It contains the following fields and elements:

- Name as per PAN/TAN:** A text input field with a light blue border.
- One Time Password:** A text input field with a light blue border and a "Resend OTP" link to its right.
- User ID:** A text input field with a light blue border.
- Security Question:** A dropdown menu with the selected option "What is the first name of your mother?".
- Answer:** A text input field with a light blue border.
- Submit:** A large blue button with white text.



Dear Applicant,

Congratulations! Your temporary Profile is successfully created.

Your profile details are as follows.

USER ID : DIFPS8181C  
PASSWORD: M2t4d234d4\$\$

Welcome to MSTD!

Assuring Best Services!!!



Note:

- *If you fail to receive OTP, then click on Resend OTP.*
- *Maximum three chances available for Resend OTP.*
- *In case you enter wrong OTP the system will ask you to re-enter the correct OTP.*
- *In case you enter wrong password re-enter the correct password.*

### Why Security question?

After getting registered in case you forget the Password, you can make use of Security question to successfully login to MSTD Web Portal.

**YOU HAVE SUCCESSFULLY CREATED YOUR TEMPORARY PROFILE**

## 2. FORM II for PTEC

### 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

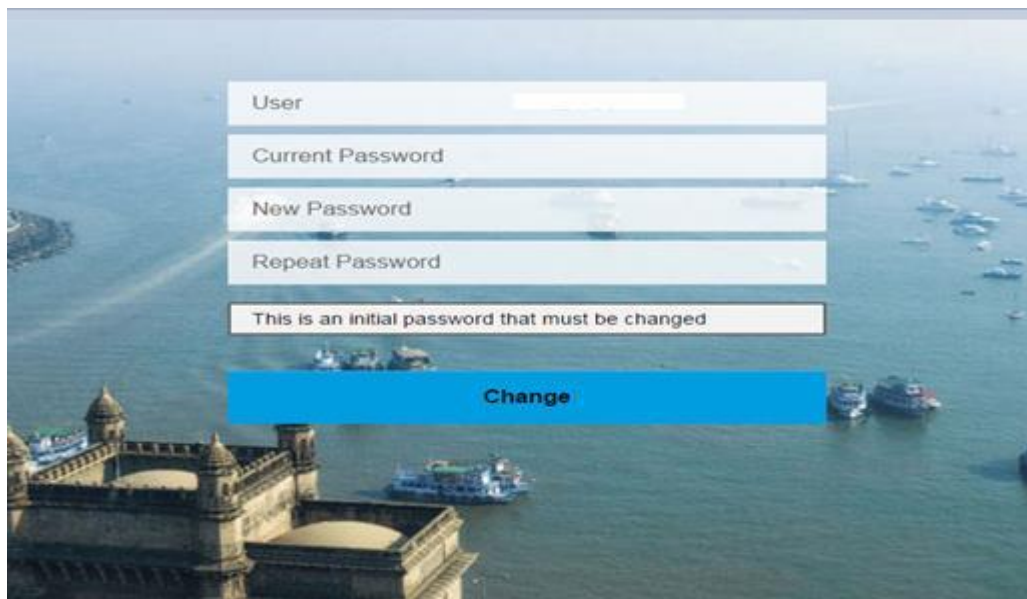
1. Enter your Temporary User id and Password sent by MSTD through email
2. Enter details in following fields
  - a. Enter User id (PAN)
  - b. Enter Password (Sent on Mail)
3. Click on **“LOGIN”** button





**Note:**

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



**2. Welcome Page**

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





The screenshot shows the top navigation bar with the Department of Sales Tax logo and name. Below it are tabs for Registration, Returns, Refund, Payment, Form E-704, Query/Complaint/Feedback, Recovery, Appeal, CDA, and Audit. The dashboard features four widgets: E-Audit report, Notifications (3), Assessment status (Amount due: 200Rs, Refund due: 50Rs), and ITC available for January, 2016 (700 INR).

### 3. Select Act

1. You are on Select Act screen. Select “The Maharashtra State Tax On professions, Calling & Employments Act, 1975 (PTEC)”.
2. Click on “NEXT” button.

The screenshot shows the 'Select Act Type' screen with a progress bar at the top indicating steps 1 through 10. Step 1, 'Select Act', is currently active. The list of acts includes: 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), and The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTEC), which is selected with a checkmark. 'Previous' and 'Next' buttons are at the bottom right.

### 4. Application Form II-page 1

1. Fill the Application form Page 1 as per the field descriptions and click on NEXT.
  - a. PAN/TAN (Auto populated).
  - b. Name as shown in PAN/TAN (Auto populated).
  - c. Select type of the Applicant (Firm/Company/Trust/Society/Institution or Individual).
  - d. Name of the Applicant.
    - i. Firm/Company/Trust/Society/Institution etc.  
or
    - ii. Name of individual person.
  - e. Date of Birth.
  - f. Entry No. under schedule I to the profession tax act, 1975.
  - g. Registration No. with Council/ Body /Association/Corporation/Government.
  - h. Month of Commencement of the Profession/Trade/Calling/Employment.



**Registration**

FORM – II  
[See rule 4(1)]  
Application for a certificate of Enrolment/Revision of certificate of Enrolment under Sub-section(2) or sub-section(2A) or sub-section(3) of section 5 of The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975.

To,  
The Registering Authority

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

\*1. (A) PAN/TAN:

\*Documents required for proof of PAN/TAN:  PAN of Company

\* (B) Name as shown in PAN/TAN:

\*2. (a) Type of the Applicant:

A  Firm  Company  Trust  
 Society  Institution

B  Individual

\*2. (b) Name of the Applicant (Based on above selected options):

\*i Firm/Company/Trust/Society/Institution etc. M/s:

\*4. Entry No. under Schedule I to the Profession Tax Act, 1975:

\*Entry:

\*Sub-Entry:

\*5 (A). Registration No. with Council/Body/Association/Corporation/Government:

\*5 (B). Month of Commencement of the Profession/Trade/Calling/Employment:

< Previous    Next >



**Note:**

- If you select type of applicant as Individual then the field "Date of Birth" will be visible
- All fields on this page except 5(A) are mandatory

**5. Application Form II-page 2**

**1. Fill the Full address of the applicant 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



**Registration**

6. Full address of the applicant (Residential)

**Address**

*Building No/Flat No/Door No:	<input type="text"/>	Floor No:	<input type="text"/>
*Name of the Premises/Building:	<input type="text"/>	*Road/Street/Lane:	<input type="text"/>
*District:	<input type="text"/>	*Taluka:	<input type="text"/>
*Locality/Area/Village:	<input type="text"/>	*PIN Code:	<input type="text"/>
Latitude (Optional):	<input type="text"/>	Longitude (Optional):	<input type="text"/>

**Contact Details:**

Telephone No.1 with STD Code:	<input type="text"/>	Mobile No. 2:	<input type="text"/>
Telephone No.2 with STD Code:	<input type="text"/>	*Email address 1:	<input type="text"/>
*Mobile No. 1:	<input type="text"/>	Website:	<input type="text"/>
FAX No:	<input type="text"/>		
Email address 2:	<input type="text"/>		

**Nature of possession of premises**

Owned    Rented    Rent free  
 Transit    Leased    Tenancy  
 Consent    Stall Booking

<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"/> Latest electricity bill
<input type="checkbox"/> Society maintenance receipt
<input type="checkbox"/> Latest copy of MNTL/BSNL landline bill
<input type="checkbox"/> Latest copy of bill of domestic gas agency
<input type="checkbox"/> Share certificate of Co-operative society in the name of applicant
<input type="checkbox"/> First page of passbook of saving Bank Account
<input type="checkbox"/> Certificate showing the address of the applicant issued by the manager of Nationalised Bank
<input type="checkbox"/> Agreement between main company (online platform) and applicant in case of the online sellers

**Electricity Bill Details:**

*Service Provider Name:	<input type="text" value="TATA Power"/>	*Consumer No:	<input type="text"/>
*Account No:	<input type="text"/>		

**IGR Details:**

District:	<input type="text"/>	Location of Sub-registrar:	<input type="text"/>
Year:	<input type="text" value="1970"/>	Document Number:	<input type="text"/>

< Previous   Next >



**Note:**

- In address & Contact Details, sub fields that is Floor no, Latitude, Longitude, Telephone no with STD Code, Fax no, Mobile no.2, Email Address 2 & Website are optional. Remaining sub fields are Mandatory
- Nature of possession of premises is a mandatory field

**6. Application Form II-page 3**

1. Fill the Name & address of place of work/business/activity in Maharashtra as per the field descriptions and click on 'NEXT'

- a. Address
- b. Contact Details
- c. Nature of possession of premises
- d. Electricity Bill Details
- e. IGR Details

**Registration**

7. Name and address of place of work/business/activity in Maharashtra State

**Address**

*Building No/Flat No/Door No:	<input type="text"/>	Floor No:	<input type="text"/>
*Name of the Premises/Building:	<input type="text"/>	*Road/Street/Lane:	<input type="text"/>
*District:	<input type="text"/>	*Taluka:	<input type="text"/>
*Locality/Area/Village:	<input type="text"/>	*PIN Code:	<input type="text"/>
Latitude (Optional):	<input type="text"/>	Longitude (Optional):	<input type="text"/>

**Contact Details:**

Telephone No.1 with STD Code:	<input type="text"/>	Mobile No. 2:	<input type="text"/>
Telephone No.2 with STD Code:	<input type="text"/>	*Email address 1:	<input type="text"/>
*Mobile No. 1:	<input type="text"/>	Website:	<input type="text"/>
FAX No:	<input type="text"/>		
Email address 2:	<input type="text"/>		

**Nature of possession of premises**

Owned    Rented    Rent free  
 Transit    Leased    Tenancy  
 Consent    Stall Booking

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 of Nationalised Bank  
 Agreement between main company (online platform) and applicant in case of the online sellers

**Electricity Bill Details:**

*Service Provider Name:	<input type="text" value="TATA Power"/>	*Consumer No:	<input type="text"/>
*Account No:	<input type="text"/>		

**IGR Details:**

District:	<input type="text"/>	Location of Sub-registrar:	<input type="text"/>
Year:	<input type="text" value="1970"/>	Document Number:	<input type="text"/>

< Previous   Next >

**Note:**

- In address & Contact Details, sub fields that is Floor no, Latitude, Longitude, Telephone no with STD Code, Fax no, Mobile no.2, Email Address 2 & Website are optional. Remaining sub fields are Mandatory.
- Nature of possession of premises selection is mandatory.

**8. Bank details**

1. Enter Bank Account details and click on NEXT button



10. Other information (if applicable)

1. Fill in the Following information:
  - a. TIN under MVAT Act, 2002(Date of effect)
  - b. TIN under CST Act, 1956(Date of effect)
  - c. R.C NO. under profession Tax Act, 1975(Date of effect)

**Registration**

+ Add Bank Details | - Delete Bank Details

Account Number	Account Type	Bank Code ...	Ifsc	MICR	Bank Name	Branch Bank	Pin	State
3123132121233	Savings	MICR		312121212	thane janta	thane	400605	mahara

< Previous    Next >



Note:

- You can add or remove multiple bank account details by clicking on ADD or DELETE button.
- Bank detail field is to be mandatorily filled by new dealer.

9. Particulars furnished with reference to schedule entry or entries

1. Select annexure I :-

On the basis of selection Entry No. , Sub-Entry No & Particulars details are populated

**Registration**

9. Particulars furnished with reference to Schedule entry or entries

Entry No.	Sub-Entry No.	Particulars	Annexure
			Annexure I
			Annexure I
			Annexure I
			Annexure I

< Previous    Next >



**Note:**

- *Particulars furnished with reference to schedule entry or entries fields are optional if any dealer want to submit then he can do so.*

## Registration

10. Other information (If applicable)

1	TIN under MVAT Act, 2002 Date of effect (DD/MM/YYYY)	<input type="text"/>	<input type="text" value="Choose Date"/>	V
2	TIN under CST Act, 1956 Date of effect (DD/MM/YYYY)	<input type="text"/>	<input type="text" value="Choose Date"/>	C
3	R.C No. under Profession Tax Act, 1975 Date of effect (DD/MM/YYYY)	<input type="text"/>	<input type="text" value="Choose Date"/>	P

< Previous Next >



**Note:**

- In case of New Registration this above field are not relevant.

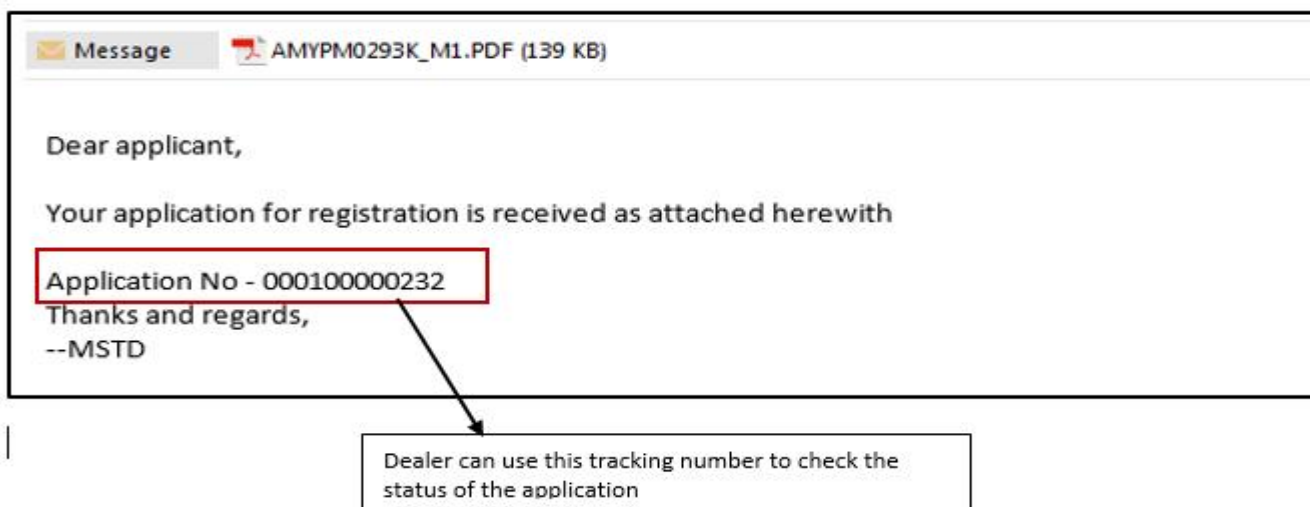


**Note:**

- *Check box of Declaration is mandatory for selection.*
- *Name of the signatory to the application, Place, Date fields are mandatory.*
- *If could not insert mandatory value in declaration page, system will not move forward to next page.*

## 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)



(Screen 3.41)

**YOU HAVE SUCCESSFULLY FILLED FORM II**