

Maharashtra Sales Tax Department

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# USER MANUAL

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New Registration under MVAT



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## 1. Introduction

*Under Maharashtra Value Added Tax Act, 2002, there are two modes of registration viz.*

- (a) when the dealer crosses the threshold limit and;*
- (b) When the dealer makes an application under voluntary scheme of registration*

*Every dealer falling under above categories and having businesses in Maharashtra, have to register their business online under Maharashtra Sales Tax Act.*

*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)*

*Now 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*

### **Dealer going for New Registration:**

*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 Registration for Additional Acts :**


*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**

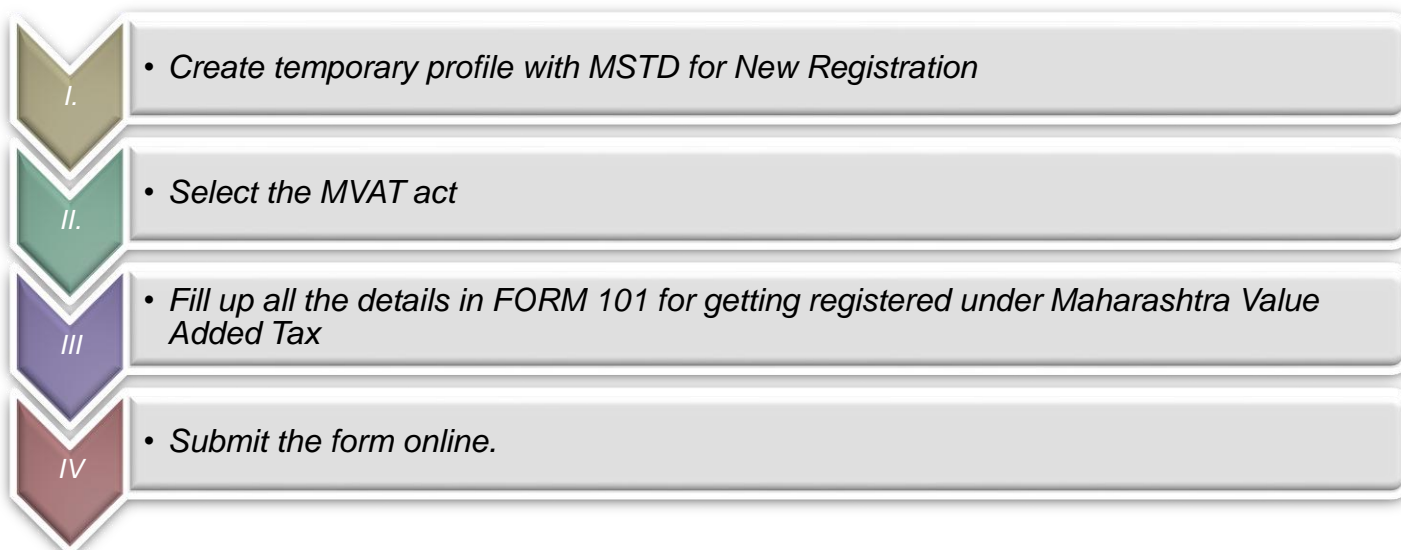
- *Make sure you are filling correct and valid details in the input fields as per the description. Read carefully before entering details*
- *Mobile Number fields will contain only 10 digit number. (Use of +91 is not allowed)*
- *Do not use any initial prefixes (name or professional) before any names 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 101, 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

The Dealer has to complete the following steps for Registration under Maharashtra Value Added Tax (MVAT)



 chrome	Use Google chrome for better browser form clarity.	<a href="https://www.google.co.in/chrome/browser/desktop/">https://www.google.co.in/chrome/browser/desktop/</a>
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## 4. Create Temporary Profile

1. Visit MSTD website - [www.mahavat.gov.in/Mahavat/index.jsp](http://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.

The screenshot shows the MSTD website interface. On the left, there is a navigation menu with 'e-Services' expanded, and 'e-Registration' is highlighted with a red box. A red arrow points from this box to a text box above. In the main content area, there is a 'What's New' section with a red box around it containing two links: 'Registration User Manual for Dealers - MVAT' and 'Registration User Manual for Dealers - CST'. Another red arrow points from this box to a text box below.

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

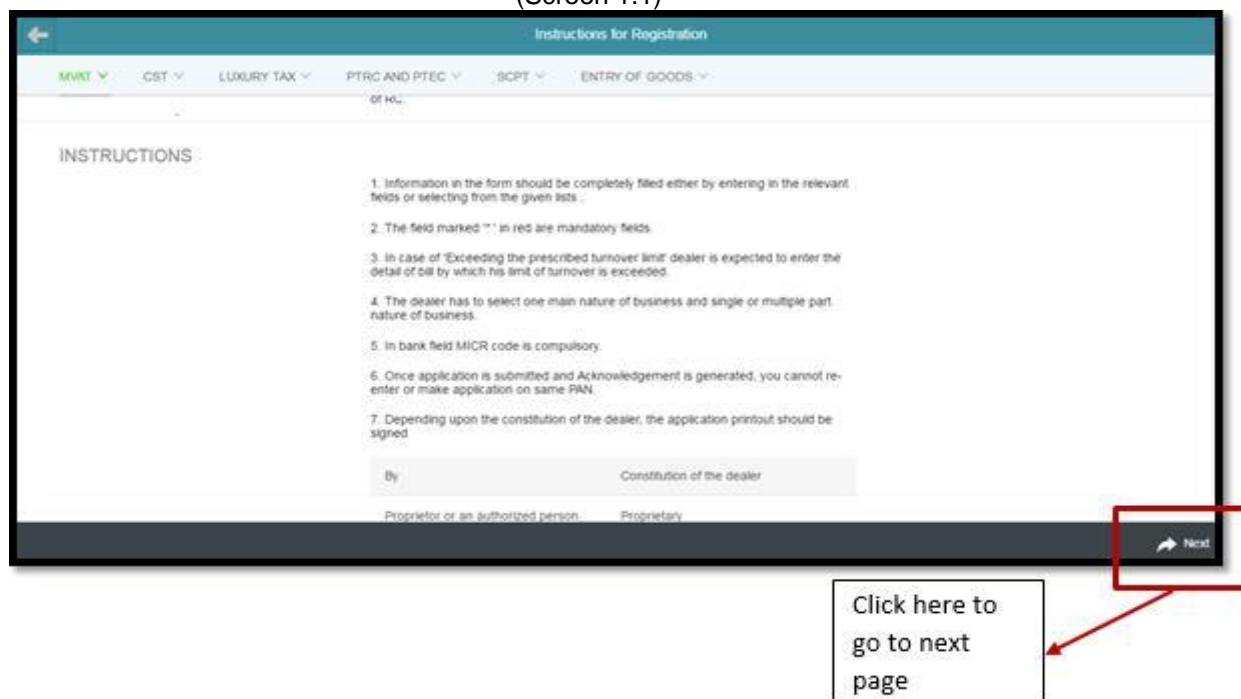
1. Click on **"New User. Register here "** on home page (Screen 1b), it will navigate to **"Options for Registration"** page  
(This page will show various tax paying categories, availing services from sales tax department)
2. Select **"New Dealer Registration under various Acts"** ( Screen 1.1)
3. Instructions 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

The screenshot shows the 'PAN/TAN Details' form. At the top, there are radio buttons for 'PAN' (selected) and 'TAN'. Below this, the PAN field contains 'AAGPP8463L'. The 'Constitution' dropdown is set to 'Person' and the 'Sub-Constitution' dropdown is set to 'Proprietor'. An image field shows a CAPTCHA 'D5d2' with a refresh button. The 'Captcha' input field contains 'D5d2'. A blue 'Next' button is at the bottom.

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 screenshot shows the 'PAN/TAN Details' form. At the top, there are radio buttons for 'PAN' (selected) and 'TAN'. Below this, the PAN field contains 'BKYCM7920C'. The 'Constitution' dropdown is set to 'Company' and the 'Sub-Constitution' dropdown is set to 'Public Ltd. Co.'. An image field shows a CAPTCHA 'cRCSY' with a refresh button. The 'Captcha' input field is empty. A blue 'Next' button is at the bottom.

The screenshot shows the 'PAN/TAN Details' form. At the top, there are radio buttons for 'PAN' (selected) and 'TAN'. Below this, the PAN field contains 'BKYCM7920C'. The 'Constitution' dropdown is set to 'Company' and the 'Sub-Constitution' dropdown is open, showing options: 'Public Ltd. Co.', 'Private Ltd. Co.', 'Unlimited Company', and 'Corporation'. An image field shows a CAPTCHA 'cRCSY' with a refresh button. The 'Captcha' input field is empty. A blue 'Next' button is at the bottom.

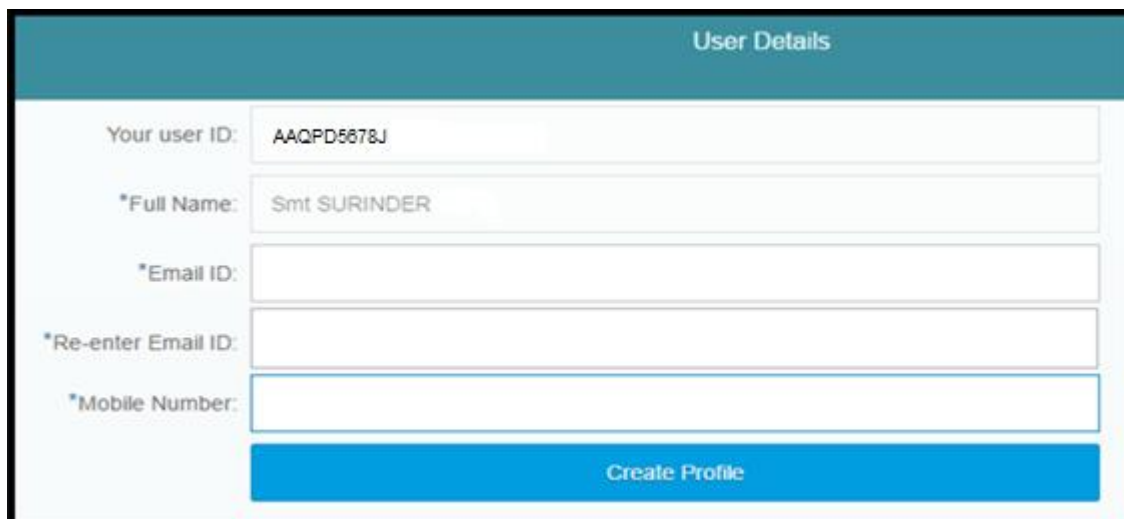
(Screen 1.3)

**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 "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 after which current session will expire and you will be taken to MSTD main screen
- After 5 unsuccessful attempts to fill the CAPTCHA field, the session will expire and you will be redirected 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"



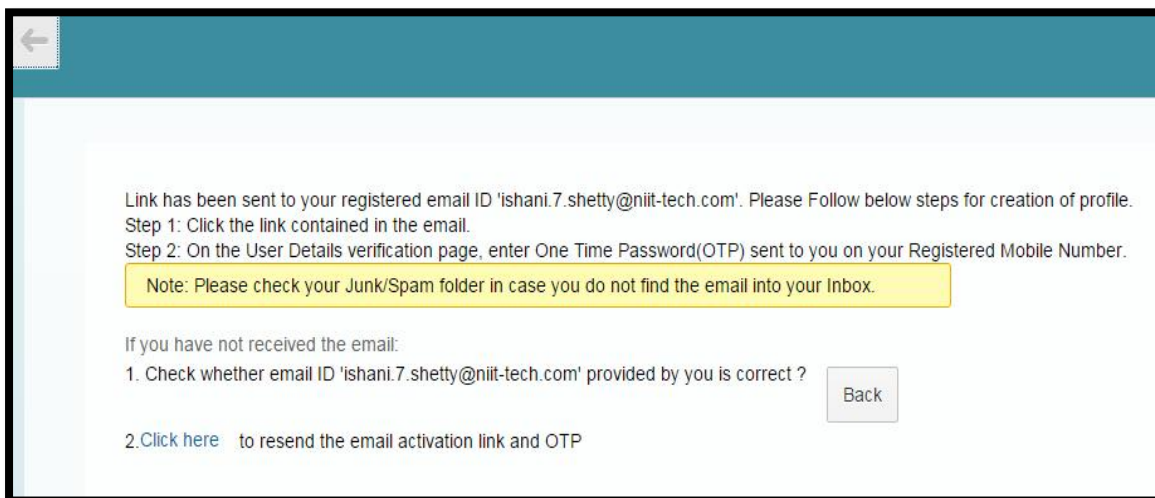
(Screen 1. 4)

**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)

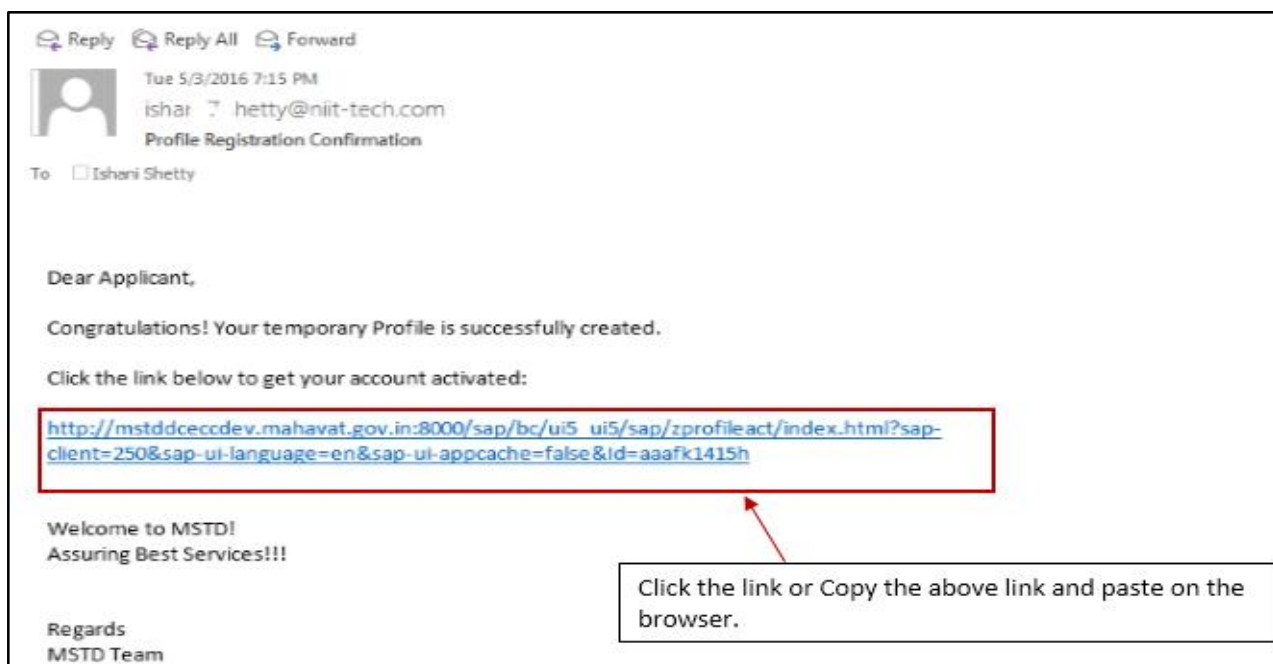
**Note:**

- 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) sent 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



Profile Activation

Name as per PAN/TAN: JAGDISH NANALAL SANGHRAJKA (HUF)

One Time Password: 809148 Resend OTP

User ID: AABHJ6477M

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

Answer: stiya

Submit

Enter OTP here

(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 sent to your email inbox

## 4.7 Successful Submission of Profile

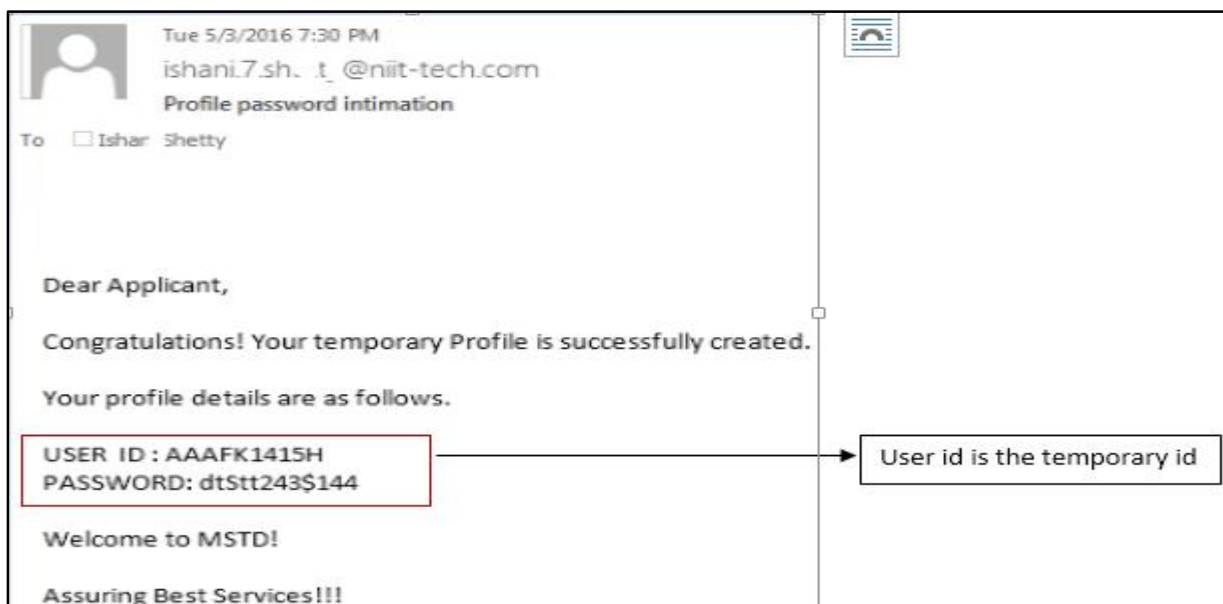
1. Successful submission will give out a welcome message from MSTD ( Screen 1.8)
2. Email is generated on successful profile activation and is sent to the applicants email id with temporary id and password (Screen 1.9)

**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](mailto:support@mahavat.gov.in)

An E-Mail containing Username and Password has been sent to your registered Email-ID  
**Please Login**  
Please check your spam folder, if mail is not delivered

(Screen 1.8)



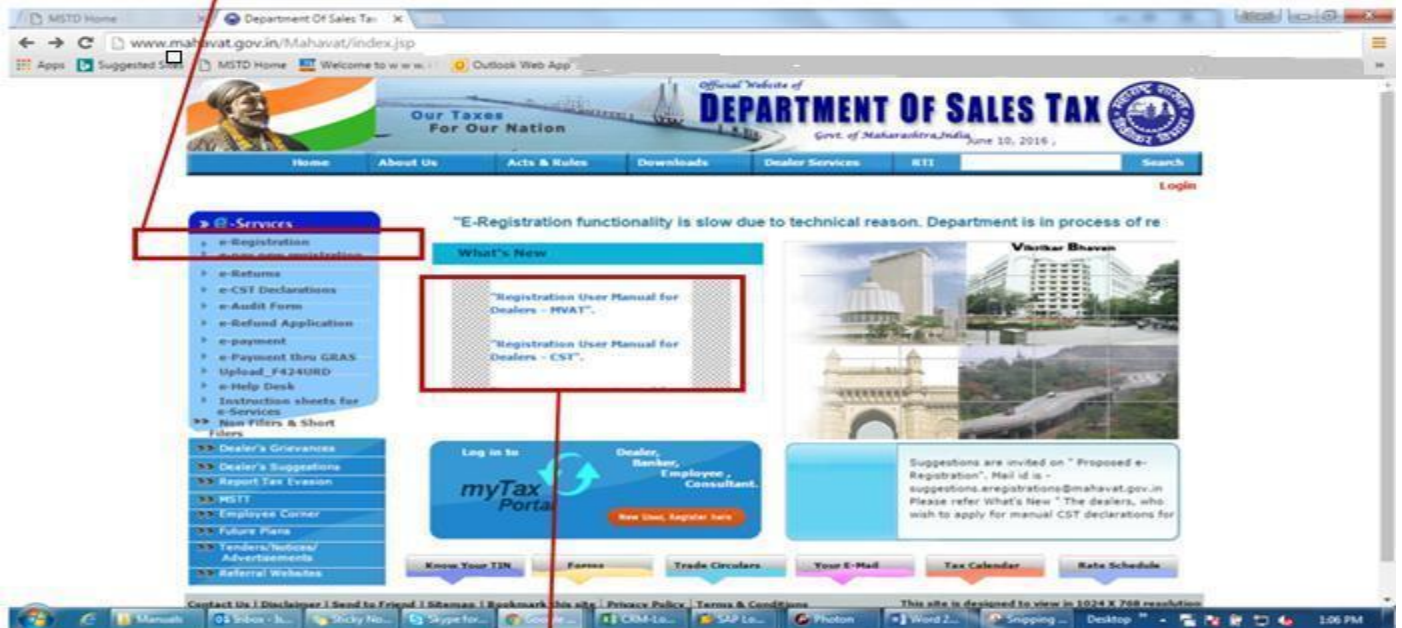
(Screen 1.9)

**YOU HAVE SUCCESSFULLY CREATED YOUR TEMPORARY PROFILE**

## 5. Login as Temporary User

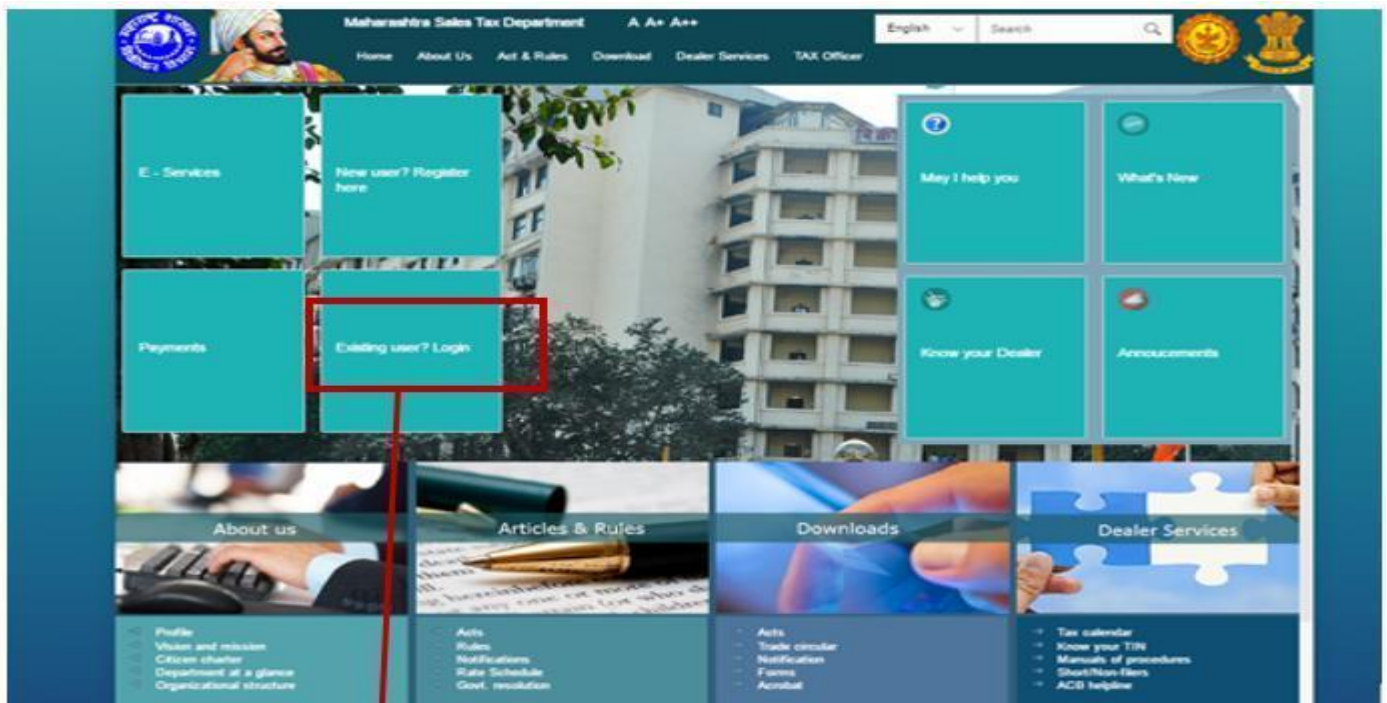
1. Visit MSTD website - [www.mahavat.gov.in/Mahavat/index.jsp](http://www.mahavat.gov.in/Mahavat/index.jsp)
2. Click on 'e- Registration' as shown below. ( Screen 2)
3. 'e-Registration' will navigate to another website ( as shown in Screen 2.1 )  
→ To login with temporary User id and password → Click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



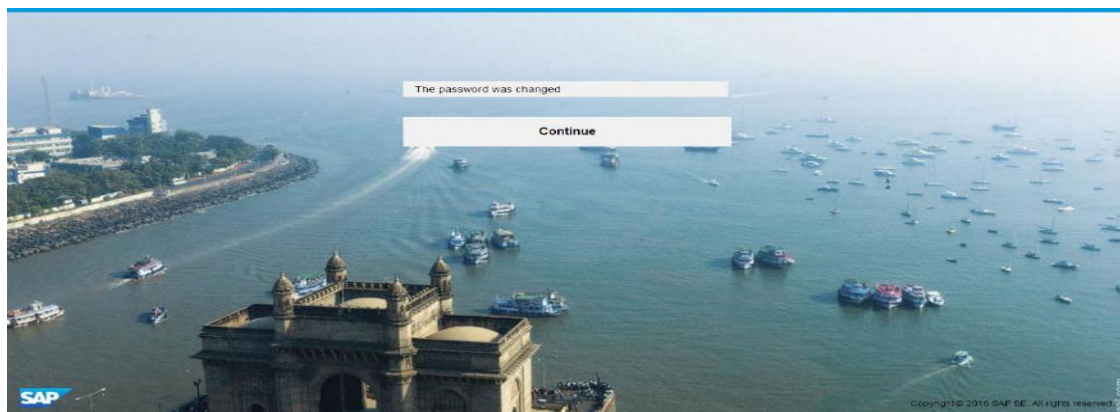
(Screen 2.2)

4. Again new Login page will open up for applicant to change the password ( screen 2.3)
  - a. User ID – ( PAN id)
  - b. Current Password – ( same password entered above sent by MSTD)
  - c. New Password – ( dealer can change with his own password)
  - d. Repeat Password – ( repeat with the same password entered by dealer)
5. Click on ‘Change’



(Screen 2.3)

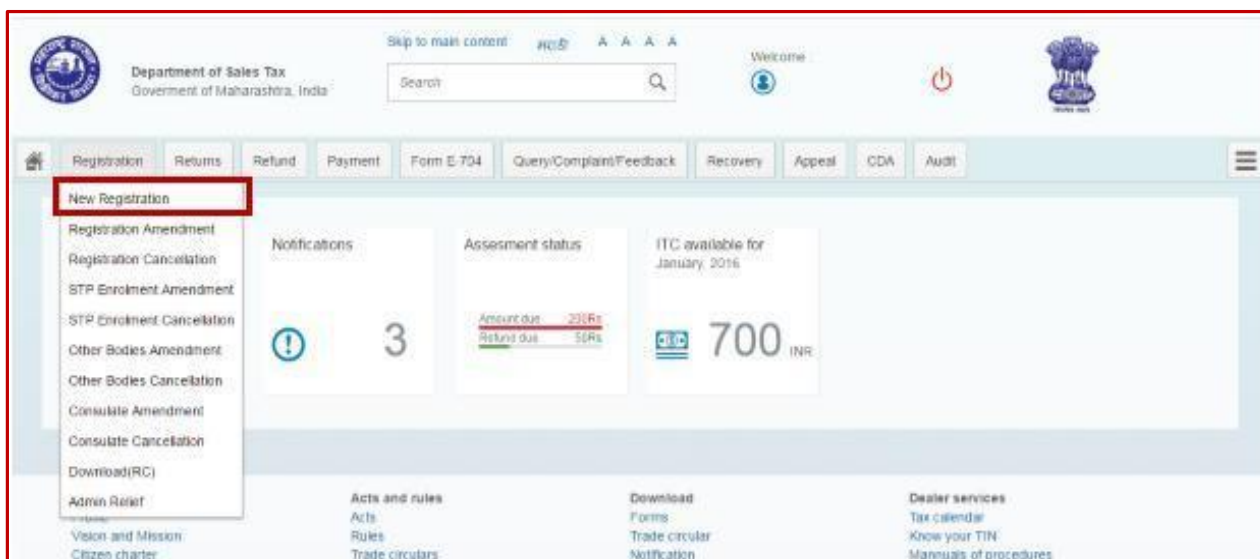




(Screen 2.4)

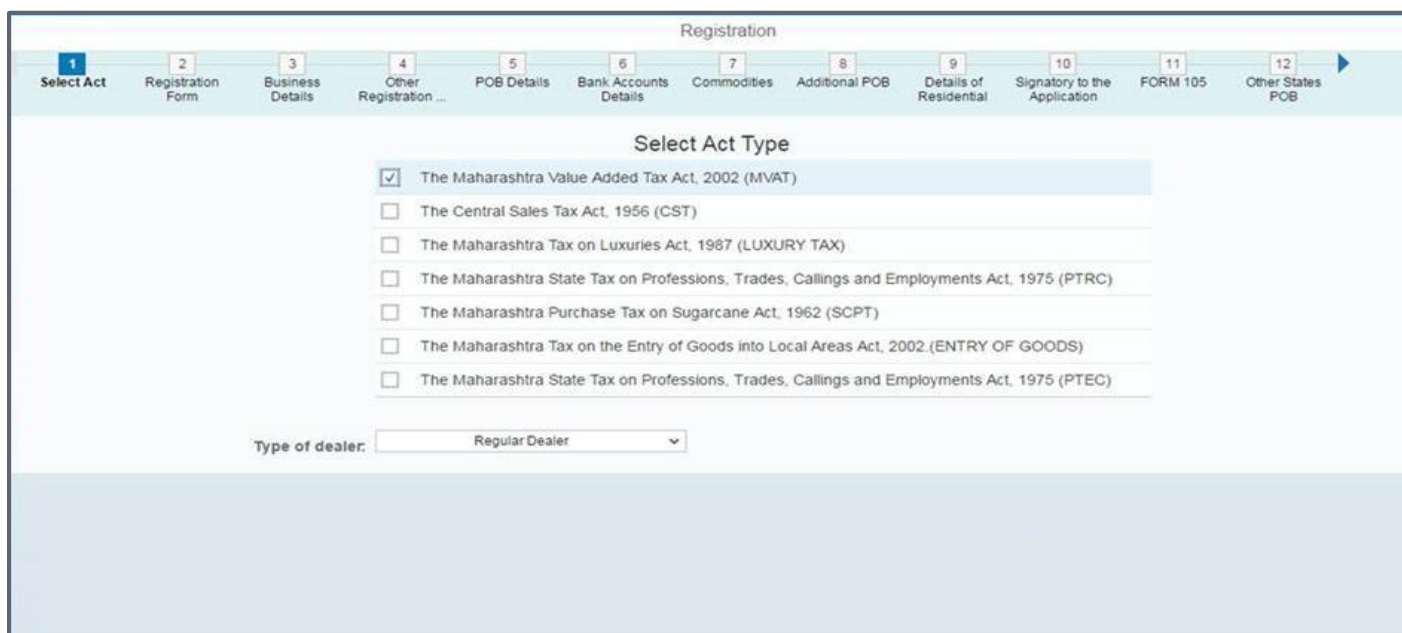
## 5.2. Dealers home page

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



(Screen 2.5)

## 5.3. Registration Dashboard



Registration

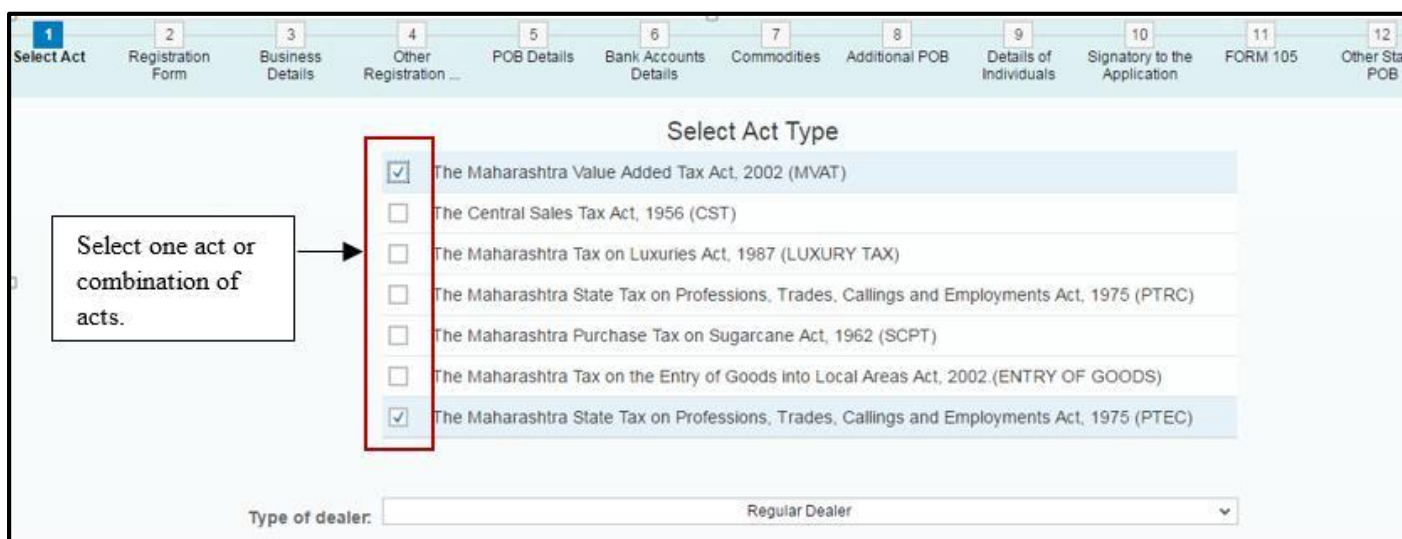
1 Select Act 2 Registration Form 3 Business Details 4 Other Registration ... 5 POB Details 6 Bank Accounts Details 7 Commodities 8 Additional POB 9 Details of Residential 10 Signatory to the Application 11 FORM 105 12 Other States POB

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

Registration dashboard (Screen 3.1)



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

1. Now select 'The Maharashtra Value Added Tax Act, 2002 (MVAT)' (screen 3.1)
2. System will ask you "Do you want to apply registration for PTEC? (screen 3.1a)  
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 3.1)
  - a. Regular Dealer
  - b. Casual Dealer
  - c. Non-Resident Dealer



d. Voluntary Dealer

4. Click on NEXT

Registration

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 Residential 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

Registration dashboard (Screen 3.1)

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)

of dealer: Regular Dealer

Confirm

Do you want to apply registration for PTEC ?

Yes No

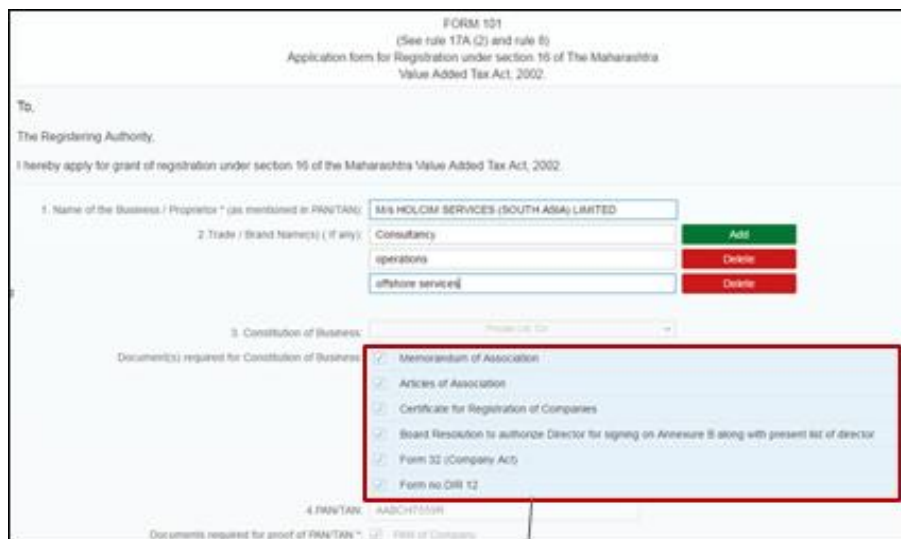
(Screen 3.1a)

## 5.4. Application Form

### 5.4.1. Dealer details

1. Fill the Application form as per the field descriptions and click on NEXT
2. Check if below fields are auto populated and freezed(greyed out) based on the selection of Act(s) :
  1. Name of the Business/ Proprietor
  2. Constitution of business
  3. PAN/TAN
  4. Corresponding documents to be uploaded, wherever necessary

3. Location of Sales tax office jurisdiction to be selected from dropdown menu (based on dealers place of business)
4. Composition scheme to be selected, if the dealer is already doing business as given in listed checkboxes



FORM 101  
(See rule 17A (2) and rule 8)  
Application form for Registration under section 16 of The Maharashtra Value Added Tax Act, 2002.

To,  
The Registering Authority,  
I hereby apply for grant of registration under section 16 of the Maharashtra Value Added Tax Act, 2002.

1. Name of the Business / Proprietor \* (as mentioned in PAN/TAN): MIS HOLCIM SERVICES (SOUTH ASIA) LIMITED

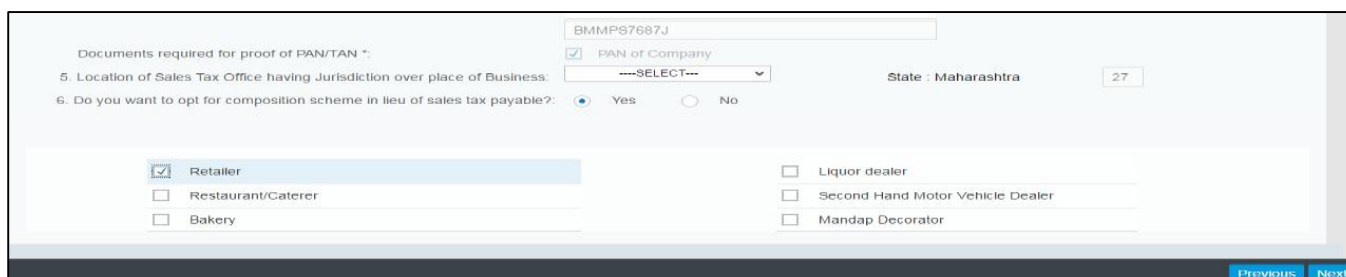
2. Trade / Brand Name(s) (if any):  
Consultancy [Add]  
operations [Delete]  
offshore services [Delete]

3. Constitution of Business: Private Ltd. Co.  
Document(s) required for Constitution of Business:  
 Memorandum of Association  
 Articles of Association  
 Certificate for Registration of Companies  
 Board Resolution to authorize Director for signing an Annexure B along with present list of director  
 Form 32 (Company Act)  
 Form no GRI 12

4. PAN/TAN: AAACHT1234E  
Document(s) required for proof of PAN/TAN \* [Add] [Delete]

(Screen 3.2)

Document lists are provided wherever necessary with a checkbox and new applicant have to tick on the checkbox to confirm the inclusion of document at



BMMP87687J

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

5. Location of Sales Tax Office having Jurisdiction over place of Business: ---SELECT--- State : Maharashtra 27

6. Do you want to opt for composition scheme in lieu of sales tax payable?:  Yes  No

Retailer  
 Restaurant/Caterer  
 Bakery  
 Liquor dealer  
 Second Hand Motor Vehicle Dealer  
 Mandap Decorator

Previous Next

(Screen 3.3)

## 5.4.2. Commencement dates

1. Fill in all the dates :
  - a. Date of commencement and Period of Liability should be in the past and not future dates
  - b. Field 9 - Casual period will be active only when the type of dealer selection is casual dealer
  - c. Reasons for registration is mandatory and documents need to be uploaded accordingly
  - d. If the type of dealer is voluntary, reason for registration will be non-active



7. Date of commencement of business\*: 01/01/2016

8. Date on which liability to pay tax arises: 01/04/2016

9. Period for which registration is required ( For Causal Dealer only):  
From Date: DD/MM/YYYY  
To Date: DD/MM/YYYY

10. Reason for Registration\*: Exceeding the prescribed turnover limit

Date on which turnover limits exceeded: 03/04/2016

(Screen 3.4)

### 5.4.3. Reasons of Registration

1. Reasons of Registration to be selected from the dropdown list
2. Dealer have to select anyone option from the below list. There are 7 reasons:
  1. Exceeding the prescribed turnover limit
  2. Change in constitution
  3. Part transfer of business
  4. Merger/ Amalgamation
  5. Demerger
  6. Full transfer of business due to death of Proprietor
  7. Full transfer of business
3. Every reason selected, requires dealer to fill in the required details and upload documents as mentioned accordingly below. ( screen 3.6 to screen 3.12)

10. Reason for Registration\*: Exceeding the prescribed turnover limit

in which turnover limits exceeded:

ver limit

---Select Reason for Registration---

- Exceeding the prescribed turnover limit
- Change in constitution
- Part transfer of business
- Merger/Amalgamation
- Full transfer of business
- Full Transfer of business due to death of Proprietor
- Demerger

(Screen 3.5)

#### 1. Exceeding the prescribed turnover limit

10. Reason for Registration\*: Exceeding the prescribed turnover limit

Date on which turnover limits exceeded: 12/05/2015



Documents required for Exceeding the prescribed turnover limit

- Month wise Purchase Summary
- Month wise Sales Summary
- Bill wise Sales Statement
- Bill wise Purchase Statement
- Sale Bill on which threshold limit exceeded
- Purchase Bill (in cases where Purchase Tax is leviable)
- Lorry/transport receipt of purchase

(Screen 3.6)

### 2. Change in constitution

10. Reason for Registration\*: Change in constitution

**Change in Constitution**  
Mention the previous and the new constitution:

TIN (Previous):

Change in Constitution from: Proprietorship

To: Partnership

With effect from: Feb 25, 2016

Documents required for proof

Change in Constitution from Partnership to any other constitution

RC Cancellation Order of old firm  Dissolution deed

From any constitution (other than partnership firm) to any other constitution

RC Cancellation Order of old firm

(Screen 3.7)

### 3. Part transfer of business

10. Reason for Registration\*: Part transfer of business

**Part transfer of business**  
Mention the name of the transferor and date of transfer:

TIN:

Business transferred from (Name):

With effect from: DD/MM/YYYY

Documents required for Part Transfer

Transfer Agreement

(Screen 3.8)



#### 4. Merger/ Amalgamation

To Date: DD/MM/YYYY

10. Reason for Registration\*: Merger/Amalgamation

Merger/Amalgamation Add

TIN	Business(es) to be Merged or Amalgamated	With effect From		
<input type="text"/>	<input type="text"/>	DD/MM/YYYY	<input type="text"/>	<input type="button" value="Delete"/>
<input type="text"/>	<input type="text"/>	DD/MM/YYYY	<input type="text"/>	<input type="button" value="Delete"/>

Documents required for Merger

Transfer Agreement  Merger Order from court  RC Cancellation Order

(Screen 3.9)

#### 5. Demerger

10. Reason for Registration\*: Demerger

Demerger

TIN:

Business to be Demerged (Name):

With effect from: DD/MM/YYYY

Documents required for Demerger

Transfer Agreement  De-Merger Order from court  RC Cancellation Order

(Screen 3.10)

#### 6. Full transfer of business due to death of Proprietor

10. Reason for Registration\*: Full transfer of business

Full transfer of business

Mention the Tin, name of transferor and date of transfer:

TIN (Transferor):

Business transferred from (Name):

With effect from: DD/MM/YYYY

Documents required for Full Transfer

Transfer Agreement  RC Cancellation order

(Screen 3.11)



### 7. Full transfer of business

10. Reason for Registration\*: Full Transfer of business due to death of Proprietor

Full transfer of business due to death of Proprietor

Mention the name of the transferor and date of transfer:

TIN:

Business transferred from (Name):

With effect from:

Documents required for Full Transfer in case of death of Proprietor

Death Certificate       No Objection Certificate from Legal heirs       RC Cancellation order

(Screen 3.12)

### 5.4.4. Indicate Existing Registration

1. Fill all relevant details for any existing registration in force (Screen 3.13)
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

11. Indicate Existing Registration

Central Excise:	<input type="text" value="Yes"/>	<input type="text" value="CE123"/>
IEC No.(input importer exporter code number):	<input type="text" value="Yes"/>	<input type="text" value="IEC123"/>
CST Registration No:	<input type="text" value="No"/>	
State Excise No:	<input type="text" value="No"/>	
Service Tax:	<input type="text" value="Yes"/>	<input type="text" value="ST123"/>
Corporate Identity Number (CIN):	<input type="text" value="No"/>	
PTRC:	<input type="text" value="No"/>	
PTEC:	<input type="text" value="No"/>	

(Screen 3.13)

### 5.4.5. 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. Pincode is autopopulated , based on the selection of district, taluka and post.

12. Details of Principal Place of Business

Address

Building No/Flat No/Door No:	2313
Floor No:	4
Name of the Premises/Building:	hariniwas apt
Road/Street/Lane:	hariniwas apt road
District:	MUMBAI
Taluka/Area:	MUMBAI (M. CORP)
Post:	Nariman Point
Pincode:	400021
Latitude(Optional):	
Longitude(Optional):	

(Screen 3.14)

Contact Details

Telephone No 1 with STD Code:	022__	28508734__
Telephone No 2 with STD Code:	STD Code	
Mobile No 1*:	8082410128	Registered mobile number and email auto populated.
Mobile No 2:		
FAX No:	43001756__	
Email Address 1*:	anisha.marvatkar@gmail.com	
Email Address 2:		
Website:	www.tech1-tech2.com	

(Screen 3.15)

### 5.4.6. 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



<b>Electricity Bill Details</b>	
Service Provider:	MSEB
Consumer No:	
Billing Unit:	0043 VIRAR EAST SIDN.
<b>IGR Details</b>	
District:	AMRAVATI
Location of Sub-registrar:	
Year:	1999
Document Number:	

(Screen 3.16)



**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 verified from respective electricity board and registrar offices respectively.

### 5.4.7. Principal Place of Business (Premises)

Fill in the details 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 available for selection for upload
2. Select at least two type of documents 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 \*:  Owned  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)

<input checked="" type="checkbox"/>	Latest electricity bill *
<input type="checkbox"/>	In case of transit Agreement/ Letter of allotment.
<input type="checkbox"/>	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)

<input checked="" type="checkbox"/>	Latest electricity bill *
<input type="checkbox"/>	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)

<input type="checkbox"/>	Latest electricity bill *
<input type="checkbox"/>	Registered leave and license agreement in the name of applicant alo...
<input type="checkbox"/>	Ownership proof of Licensor
<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

(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)

<input checked="" type="checkbox"/>	Latest electricity bill *
<input checked="" type="checkbox"/>	Registered Tenancy/Sub-tenancy agreement
<input checked="" type="checkbox"/>	Latest Rent Receipt
<input checked="" type="checkbox"/>	Incase of Sub-tenant No Objection Certificate from landlord with his s...

(Screen 3.22)

### 6. Consent 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)

<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 \*:  Owned  Transit  
 Leased  Rented  
 Tenancy  Consent  
 Rent free  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)

### 5.4.8. Principal Place of Business (Nature of Business)

1. Select one 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: <input type="text" value="Financial Institutions"/>	Part Nature: <table border="1"><tr><td><input type="checkbox"/> Bonded Warehouse</td></tr><tr><td><input type="checkbox"/> EOU/STP/EHTP</td></tr><tr><td><input type="checkbox"/> Cable &amp; DTH Services</td></tr><tr><td><input type="checkbox"/> Printing</td></tr><tr><td><input type="checkbox"/> Office/Sales Office</td></tr></table>	<input type="checkbox"/> Bonded Warehouse	<input type="checkbox"/> EOU/STP/EHTP	<input type="checkbox"/> Cable & DTH Services	<input type="checkbox"/> Printing	<input type="checkbox"/> Office/Sales Office
<input type="checkbox"/> Bonded Warehouse						
<input type="checkbox"/> EOU/STP/EHTP						
<input type="checkbox"/> Cable & DTH Services						
<input type="checkbox"/> Printing						
<input type="checkbox"/> Office/Sales Office						

### 5.4.9. 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, pincode 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, pincode and State.
2. Click on NEXT

13. Details of bank account(s)*
<input type="button" value="Add bank accounts"/> <input type="button" value="Delete bank accounts"/>
Total number of Bank Accounts maintained by the applicant for conducting business: <input type="text" value="1"/>
<input type="button" value="←"/>



**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

Select Entry\*:  MICR Code  IFSC Code

Account number\*: 1245546546544

Type of Account: SAVING

MICR Code: 454648587

Name of the Bank\*: ANDHRA PRAGATHI GRAMEENA BANK

Branch and Address of the Bank and Branch: malad

Pin Code: 754567

State: maharashtra

(Screen 3.25)

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

Select Entry\*:  MICR Code  IFSC Code

Account number\*: 345678909787669

Type of Account: CURRENT

IFSC: ALLA0210078

Name of the Bank\*: ALLAHABAD BANK

Branch and Address of the Bank and Branch: MAHOBA

Pin Code: 243444

State: Maharashtra

**Get details**

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

(Screen 3.26)

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

### 5.4.10. Commodities



1. Here you have to enter your Main Commodities and Other commodities which is sold and purchased in your business
2. Click on NEXT

**Note:**

- Select Schedule and then click on Select entry LINK from which Entry No and Sub-Entry No. will be auto populated. Similarly click on HSN link from which Heading no, Tariff No & description will be auto populated

**14. Major Commodities to be Sold**

Name of Commodity	Schedule	Please select entry	Select Entry and Sub-Entry		Please select HSN	HSN Code of Commodity		
			Entry No	Sub-Entry No		Heading No	Tariff No	Description
steel	A	Please select entry	01	2	Please select HSN	01	010110	Pure-bred breeding hc
gold	C	Please select entry	02		Please select HSN	01	010190	Live horses, asses, mi

(Screen 3.27)

**Other Commodities to be Sold**

Name of Commodity	Schedule	Please select entry	Select Entry and Sub-Entry		Please select HSN	HSN Code of Commodity		
			Entry No	Sub-Entry No		Heading No	Tariff No	Description
silver	B	Please select entry	02		Please select HSN	01	010210	Pure-bred breeding bc

(Screen 3.27)

**15. Major Commodities to be Purchased**

Name of Commodity	Schedule	Please select entry	Select Entry and Sub-Entry		Please select HSN	HSN Code of Commodity		
			Entry No	Sub-Entry No		Heading No	Tariff No	Description
diamond	D	Please select entry	05	all	Please select HSN	01	010290	Live bovine animals (e

(Screen 3.28)

**Other Commodities to be Purchased**

Name of Commodity	Schedule	Please select entry	Select Entry and Sub-Entry		Please select HSN	HSN Code of Commodity		
			Entry No	Sub-Entry No		Heading No	Tariff No	Description
animals	D	Please select entry	10	b	Please select HSN	01	010639	Live birds (excl. birds c

(Screen 3.29)

**5.4.11. 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...

(Screen 3.30)

## 5.4.12. Details of Proprietor

1. Fill Details of Proprietor
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 has 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.

(Screen 3.31)

Details(1)

Name of the person:	<input type="text" value="nirmal"/>	<input type="text" value="mahek"/>	<input type="text" value="singh"/>
Name of Father/Husband:	<input type="text" value="anup"/>	<input type="text" value="mahek"/>	<input type="text" value="singh"/>

Designation/Status:	<input type="text"/>
Date of birth:	<input type="text"/>
PAN:	<input type="text"/>
POI (Person of Indian Origin):	<input type="text"/>
OCI (Overseas Citizenship of India):	<input type="text"/>
PTEC:	<input type="text"/>
TIN(IF LLP):	<input type="text"/>
PTRC(IF LLP):	<input type="text"/>
Passport No.(in case of forelegners):	<input type="text"/>
UID No:	<input type="text"/>
DIN No. (if any):	<input type="text"/>
Mobile Number:	<input type="text"/>
E-mail address:	<input type="text"/>
Telephone No:	<input type="text"/>
Gender:	<input type="text" value="Male"/>
FAX No:	<input type="text"/>

(Screen 3.32)

Residential Address :

Building No/Fat No/Door No:	<input type="text" value="454"/>
Floor No:	<input type="text" value="45"/>
Name of the Premises/Building:	<input type="text" value="nelmanzil"/>
Road/Street/Lane:	<input type="text" value="nelmanzil road"/>
State:	<input type="text" value="MAHARASHTRA"/>
District:	<input type="text" value="Mumbai (Suburban) *"/>
Taluka/Area:	<input type="text" value="MUMBAI (M. CORP)"/>
Post:	<input type="text" value="Andheri"/>
Pincode:	<input type="text" value="400043"/>
Latitude(Optional):	<input type="text"/>
Longitude(Optional):	<input type="text"/>



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:

(Screen 3.32)

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

(Screen 3.33)

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)

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

- Latest paid electricity bill in the name of the applicant
- Ration Card having the name of the applicant
- Valid Indian Passport
- Driving License
- Election Photo Identity Card
- Property Card
- Latest copy of MNTL/BSNL landline bill
- Latest copy of bill of domestic gas agency
- First page of passbook of saving Bank Account
- Certificate showing the address of the applicant issued by the manager of Nati...
- Consent letter from family member/s in the name of applicant (owner/co-owner...
- Ownership proof of Consenter/s
- 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. 33b)



### 5.4.13. Manager/ Authorized Signatory (Form 105)

1. If you have authorized signatory for the application, then you have to fill Form 105 and mention the details of the signatory.  
If you do not have authorized signatory or proprietor then, there is no need of filling Form 105.
2. Fill Signatory of the Application.
3. Click on NEXT

18. Details of Manager / Authorized Signatory\*  
Click next to fill Form 105

(Screen 3.34)

FORM-105 Declaration / Revised declaration under Section 19 of the Maharashtra Value Added Tax Act, 2002

I/We the undersigned engaged in the business and liable to pay the tax under the Maharashtra Value Added Tax Act, 2002, 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  / at all places of business within the State of Maharashtra for the purpose of the said Act, and he / they 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	<input type="text" value="Shiny ballal"/>
2. Name and Style of Business	<input type="text" value="retail"/>
3. Registration Certificate Number under the MVAT Act, 2002( not applicable if declaration is filed along with application for registration)	<input type="text"/>
4. Details of the person deemed to be the Manager/ Authorized Signatory of the said business	

Number of Manager / Authorized Signatory

(Screen 3.35)

Details(1)

Name of the Person:	<input type="text" value="sheetal"/>	<input type="text" value="Middle Name"/>	<input type="text" value="malhar"/>
PAN:	<input type="text" value="asghjggkj"/>		
UID No:	<input type="text" value="y8657559"/>		
Mobile Number:	<input type="text" value="7878707097"/>		
Email Address:	<input type="text" value="797909709"/>		
Telephone No:	<input type="text" value="34454454"/>		
FAX No:	<input type="text" value="45567657657"/>		
Gender:	<input type="text" value="Female"/>		



**Residential Address**

Building No/Flat No/Door No:	234234
Floor No:	444654
Name of the Premises/Building:	malhar apt
Road/Street/Lane:	malhar apt road
District:	AURANGABAD
Taluka/Area:	PAITHAN
Post:	Bokud Jalgaon
Pincode:	243252
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:	mumbai
Date:	13/04/2016
Name of Authorized Signatory:	Sheetal
Designation:	MD

(Screen 3.35)

### 5.4.14. Authorized Representative

- 1. Dealer can take the help of authorized representative to work on behalf of the dealer for any activities of sales tax
- 2. Authorized representative are STP, Advocate, CA, CS and Cost Accountant.

18. Details of Manager / Authorized Signatory\*

Click here to fill Form 105

19. Details of Authorized Representative (STP/Advocate/CA/CS/Cost Accountants etc.)

Name of the Person:	First Name	Middle Name	Sur Name
Status:	▼		
Mobile Number:			
Email Address 1*:			
Telephone No.:			
FAX No.:			

(Screen 3.36)



### 5.4.15. Addresses in Other States

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

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: 68896

Floor No: 78787

Name of the Premises/Building: gazal

Road/Street/Lane: gazal

State: ASSAM

District/Town/City: Chirang

Taluka/Area: Bijni (Pt)

Post: Amtaka F.V.

Pincode: 241115

Corresponding CST RC No. / TIN:

Contact Details

Telephone No with STD Code\*: 09796 8886755779

Mobile No\*: 8756455678

Email Address\*: ishahi@hh.com

FAX No: 09876757899

(Screen 3.37)

### 5.4.16. State specific information

1. Fill status of the signatory to the application
2. Name of the signatory
3. Enter your Aadhar UID number and click on Get OTP .This is optional requirement
4. Enter OTP received on your registered mobile number. Here, the registered mobile number is the number you have mentioned / registered for aadhar card
5. Click on NEXT



20(B) Status of the signatory to the application: Proprietor

Name of the signatory to the application: sheetal Middle Name: maihar

UID No: 123124212525 Get OTP OTP: Enter OTP Validate OTP

(Screen 3.38)

## 6. Upload document

1. After entering, all the details in form 101, you will be taken to the last page to upload the documents
2. Here whichever relevant and mandatory documents, you have check marked during the procedure of filing the form, is displayed and needs to be uploaded
3. When document is uploaded successfully, the upload button will turn green. (Screen 3.39)
4. You can also view the preview of the document. (Screen 3.39)
5. After uploading each and every document, click on declaration and fill the details. (Screen 3.40)
6. Applicant can go back by clicking on “Previous” and check again all the details of the form that have been filled up. (Screen 3.41)
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. 41)
8. Click on “Previous” to make any changes to the form or “Submit” at the end to get acknowledgement. (Screen 3. 41a)



PAN of Proprietor	PANProfileexport1.XLSX	<input type="button" value="Upload"/>	<input type="button" value="Preview"/>
Month wise Purchase Summary	Form101 changes.docx	<input type="button" value="Upload"/>	<input type="button" value="Preview"/>
Month wise Sales Summary		<input type="button" value="Upload"/>	<input type="button" value="Preview"/>
Bill wise Sales Statement		<input type="button" value="Upload"/>	<input type="button" value="Preview"/>
Bill wise Purchase Statement		<input type="button" value="Upload"/>	<input type="button" value="Preview"/>
Sale Bill on which threshold limit exceeded		<input type="button" value="Upload"/>	<input type="button" value="Preview"/>
Purchase Bill (in cases where Purchase Tax is leviable)		<input type="button" value="Upload"/>	<input type="button" value="Preview"/>
Lorry/transport receipt of purchase		<input type="button" value="Upload"/>	<input type="button" value="Preview"/>
000000-Photograph		<input type="button" value="Upload"/>	<input type="button" value="Preview"/>
000000-Signature		<input type="button" value="Upload"/>	<input type="button" value="Preview"/>
PRIN-Latest electricity bill		<input type="button" value="Upload"/>	<input type="button" value="Preview"/>
PRIN-Lease Agreement registered with IGR		<input type="button" value="Upload"/>	<input type="button" value="Preview"/>
BANK-000001-Cancelled cheque		<input type="button" value="Upload"/>	<input type="button" value="Preview"/>
BANK-000002-Cancelled cheque		<input type="button" value="Upload"/>	<input type="button" value="Preview"/>

(Screen 3.39)

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 3.40)

(Screen 3.41)

Place:  Digital Signature of applicant (if any):

Date:  Designation:

(Screen 3.41a)

### 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 3.42)



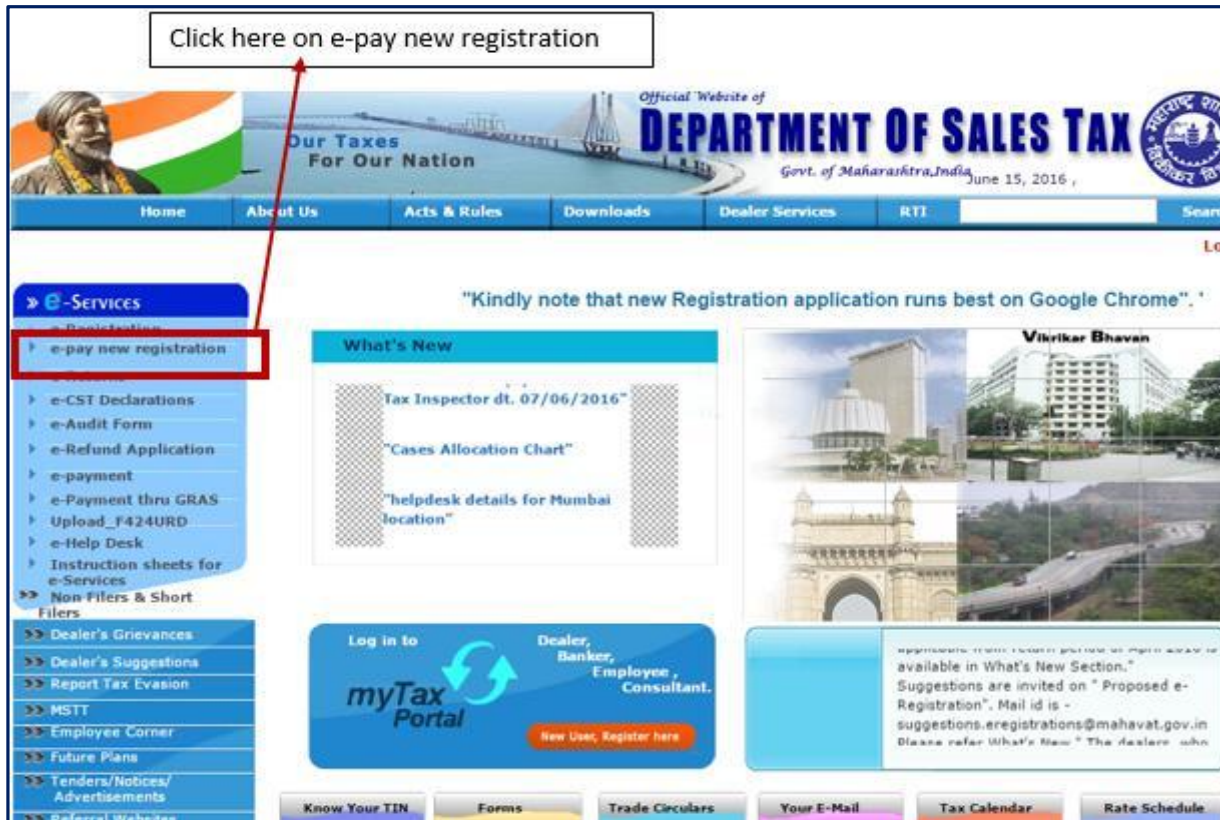


This is Application Submission Reference Number or Tracking ID

(Screen 3.42)

### 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 – Rs. 500.  
Voluntary dealer – Rs. 5000 + Rs.25000.
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
Department	VAT Regular
Type of Payment	VAT VRS
Location of sales tax office	VAT VRS + CST
Form Date:	15/06/2016

Location of sales tax office: 05-Thane

Form Date: Select Location

To Date: 01-Mazgaon

Account Head details: 05-Thane

Amount of tax: 06-Kalyan

Amount of TDS: 07-Palghar

09-Pune

10-Solapur

11-Barshi

12-Nashik

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

Compostion 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: [Redacted]

Remarks if any: Fee of various reasons

Amount in words: Rupees Five Hundred Only

Bank name: Select Bank

GRN: [Redacted]

Buttons: Validate, Reset, Pay

Contact our Helpdesk at 022-23735601

Department of Sales Tax Maharashtra

Department of Sales Tax Maharashtra

Click here to know more about e>Returns

Select the registration type

Name of the dealer registering for the Act

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 101 OF MVAT

### 9. Forgot Password:

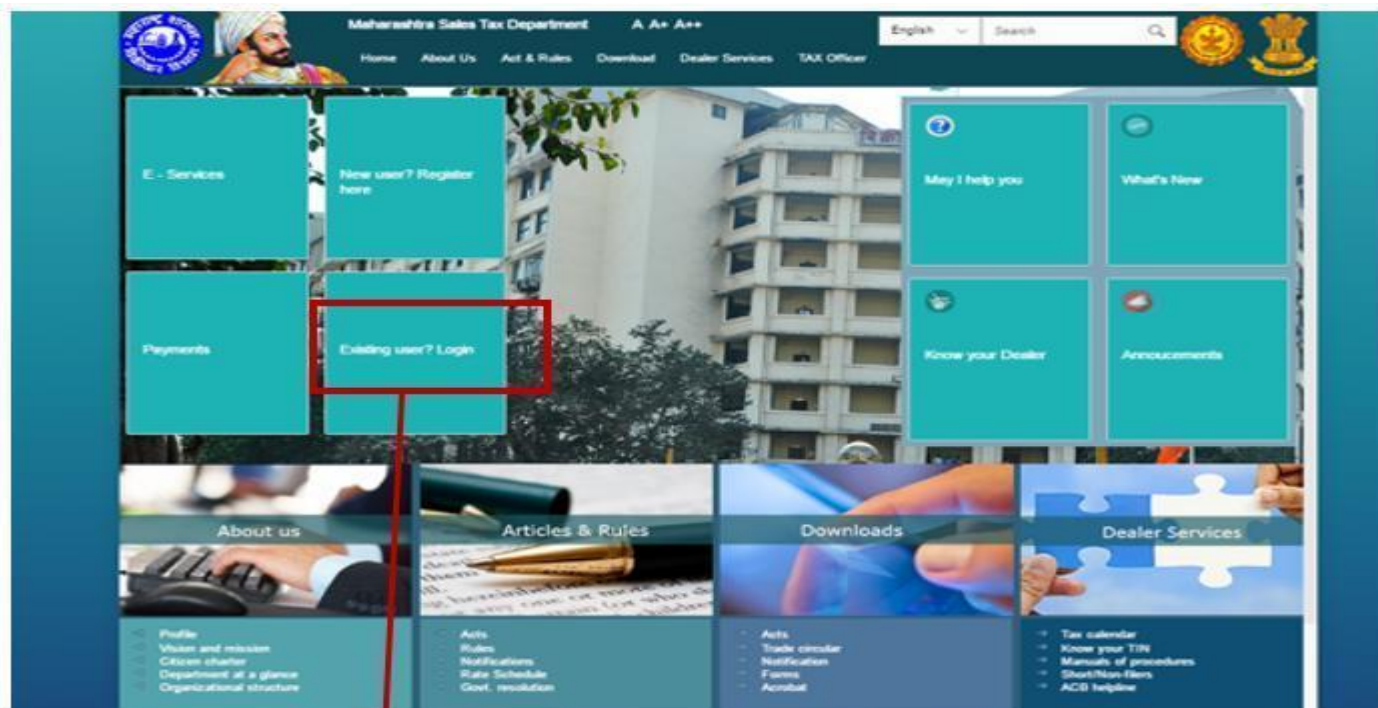
If the dealer forgets his password, he / she will be required to login to the website and follow as given below:

1. Visit MSTD website - [www.mahavat.gov.in/Mahavat/index.jsp](http://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.

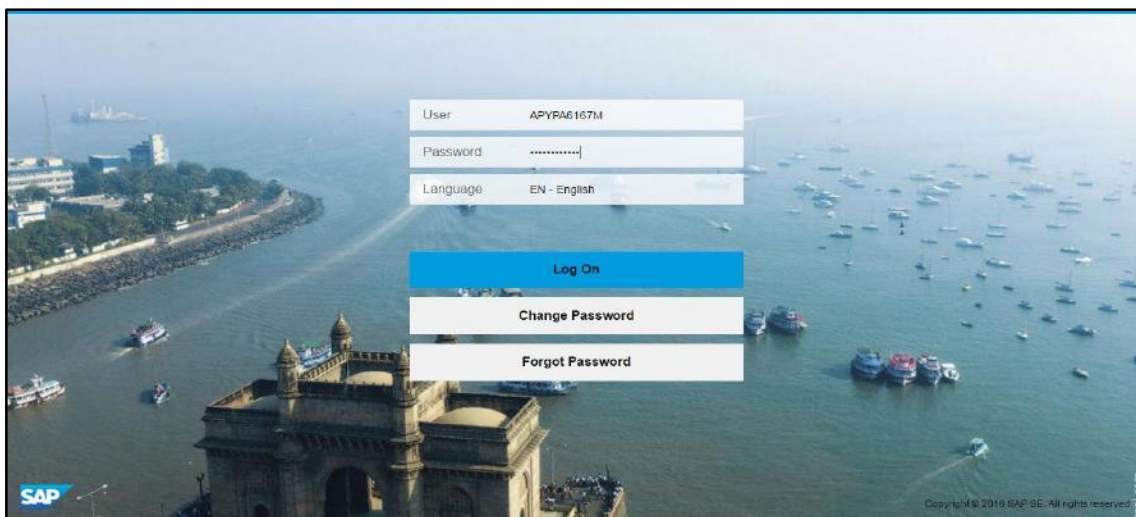
Here, you will find the manuals for particular Act.

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

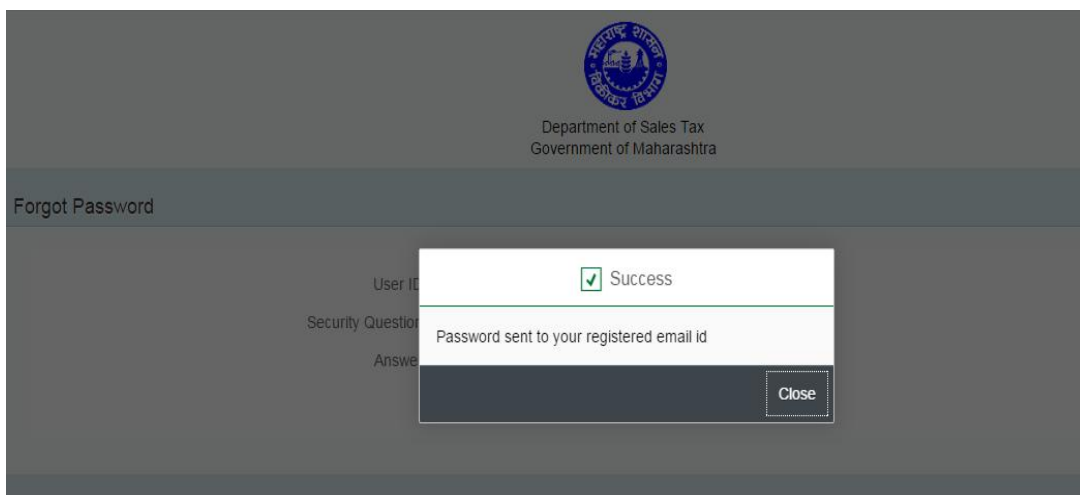
User ID:

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.



- 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)

	<b>MAHARASHTRA SALES TAX DEPARTMENT</b> Government of Maharashtra		 000100000833			
	<b>Rejection Defect Memo</b>		Date : 09-06-2016			
To, Shri B 123 Tulip Park Military road						
Sub: Rejection defect memo for incomplete and/or inconsistent application for registration. Ref: Your application Reference no 000100000833 Dated :09-06-2016 Sir / Madam,						
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:						
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.



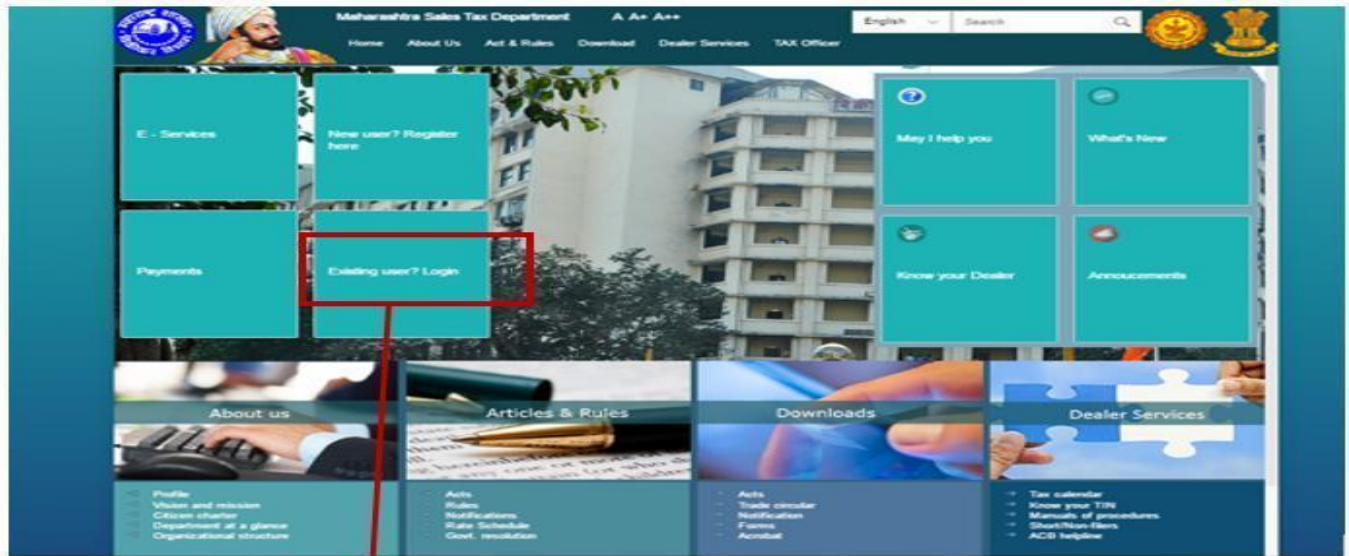
SEAL  
Place : MUMBAI  
Date : 09-06-2016

DESK ID : AHM-VAT-C-004

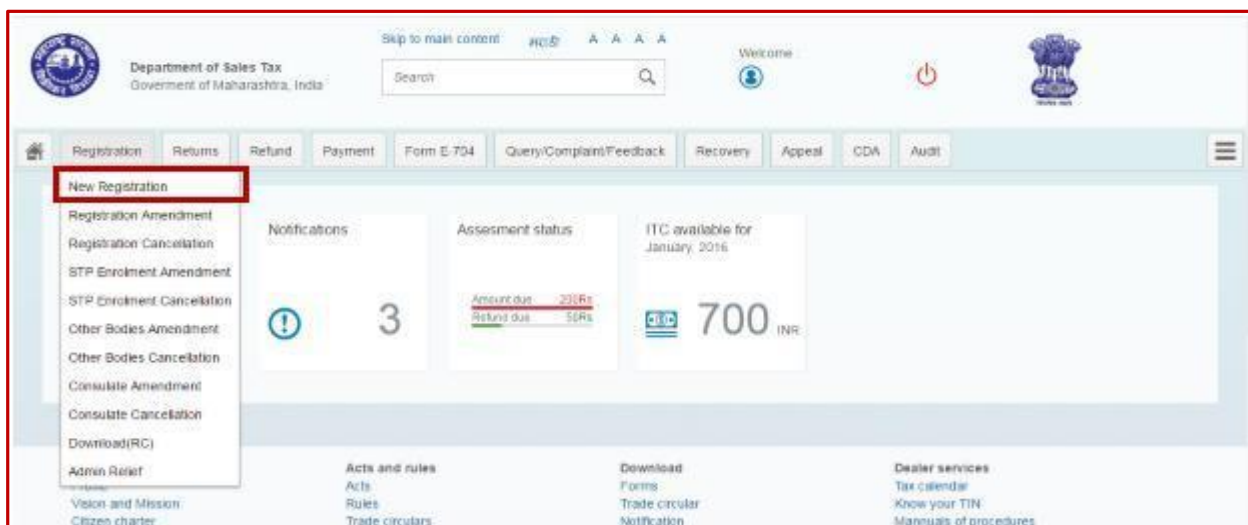
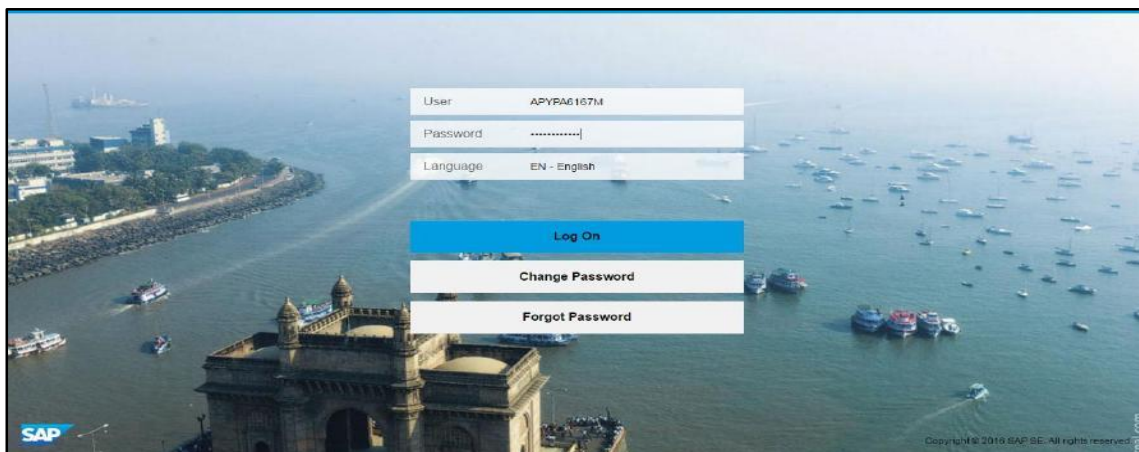
Signature

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

1. Login with temporary login id and password.



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



2. 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 navigation bar with 12 steps: 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 Residential, 10. Signatory to the Application, 11. FORM 105, and 12. Other States POB. The current step is 'Select Act Type'. Below the navigation bar, there is a list of tax acts with checkboxes. The selected acts are: The Maharashtra Value Added Tax Act, 2002 (MVAT), The Central Sales Tax Act, 1956 (CST), The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTRC), and The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTEC). The 'Type of dealer' dropdown is set to 'Regular Dealer'.

3. 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.
4. Dealer has to submit the application within 30 days from the date of receipt of defect memo.
5. The applicant will receive Acknowledgement with same Application Reference Number but with different submission date.
6. This submission date will change to resubmission date (current date).
7. Dealer will receive an email for resubmission with same acknowledgement number with attached pdf form.
8. This resubmitted form will again be allocated to the same jurisdictional sales tax officer, who had reviewed it before.
9. 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.
10. 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.