



Business Reform Action Plan 2016 Response by Government of Maharashtra

Area 8f: Registration for Professional Tax

224: Design and implement a system that allows online application, payment, tracking and monitoring without the need for a physical touch point for document submission and verification.

Response: Yes

Remarks:

The end to end process is shown in the screenshots below. The user has to register at www.mahavat.gov.in/Mahavat/index.jsp

Supporting Documents:

The applicant enters the URL: www.mahavat.gov.in/Mahavat/index.jsp and clicks on “e-Registration” on the left hand side of the portal.

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

The screenshot shows the Mahavat portal interface. On the left, there is a navigation menu under 'E-Services' with 'e-Registration' highlighted. In the main content area, under 'What's New', there are two links: 'Registration User Manual For Dealers - MVAT' and 'Registration User Manual For Dealers - CST'. A red box highlights these links. Below this, there is a 'myTax Portal' login section and a 'New User Register here' button. At the bottom, there are links for 'Know Your TIN', 'Forms', 'Trade Circulars', 'Your E-Mail', 'Tax Calendar', and 'Rate Schedule'. A red arrow points from the 'e-Registration' menu item to the 'What's New' section, and another red arrow points from the 'Registration User Manual' links to a text box below.

Here, you will find the manuals for particular Act.



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The applicant then enters the Login Credentials (User ID, Password). As seen in the screenshot, for E-Registration the user can login as a “New user” or if he/she has created a user ID, then he/she can click on “Existing User”



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

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

Once, a user clicks on “New User, Register Here”, the page will navigate to ‘Options for Registration’. Then select “New Dealer Registration under various Acts”



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Options for Registration

- New Dealer Registration under various Acts
- Existing Dealer Registration
- Other Bodies Registration(TDS Employer, TCS, Govt. and Other Bodies)
- Consulate Registration
- STP/Advocate/CA/CS Enrolment

Once “New Dealer Registration under various Acts” is selected, an instructions page with all 7 acts is displayed. Clicking on a particular act displays instructions pertaining to that act.

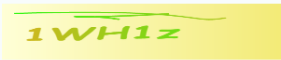
Enter the relevant details like PAN and proceed.

← PAN/TAN Details

PAN TAN

PAN:

Constitution:

Image: 

Captcha:



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Enter the User Details:

User Details

Your user ID:

*Full Name:

*Email ID:

*Re-enter Email ID:

*Mobile Number:

[Create Profile](#)

The user will receive the following confirmation message.

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



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Activate your profile using the OTP sent to the registered mail ID.

Profile Activation

Name as per PAN/TAN:

One Time Password: [Resend OTP](#)

User ID:

Security Question: ▼

Answer:

Once a temporary profile is created, the user has to “e-Register” on the website – www.mahavat.gov.in/Mahavat/index.jsp by clicking on the “e-Registration” link

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

The screenshot shows the official website of the Department of Sales Tax, Government of Maharashtra. The page features a navigation menu with 'e-Services' highlighted. Under 'e-Services', 'e-Registration' is selected. A red box highlights the 'e-Registration' link in the menu. Another red box highlights the 'Registration User Manual for Dealers - RVAT' and 'Registration User Manual for Dealers - CST' links under the 'What's New' section. A red arrow points from the 'e-Registration' link to the 'e-Registration' section, and another red arrow points from the manual links to the text below.

Here, you will find the manuals for particular Act.



Government Of Maharashtra

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Maharashtra Sales Tax Department

English Search

Home About Us Act & Rules Download Dealer Services TAX Officer

E - Services

New user? Register here

May I help you

What's New

Payments

Existing user? Login

Know your Dealer

Announcements

About us

Articles & Rules

Downloads

Dealer Services

Profile
Vision and mission
Citizen charter
Department at a glance
Organizational structure

Acts
Rules
Notifications
Rate Schedule
Govt. resolution

Acts
Trade circular
Notification
Forms
Acrobat

Tax calendar
Know your TIN
Manuals of procedures
Short/Non-filers
ACD helpline

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

महाराष्ट्र शासक
विक्रमकर विभारा

DEPARTMENT OF SALES TAX

GOVERNMENT OF MAHARASHTRA, INDIA

www.mahavat.gov.in

सत्यमेव जयते

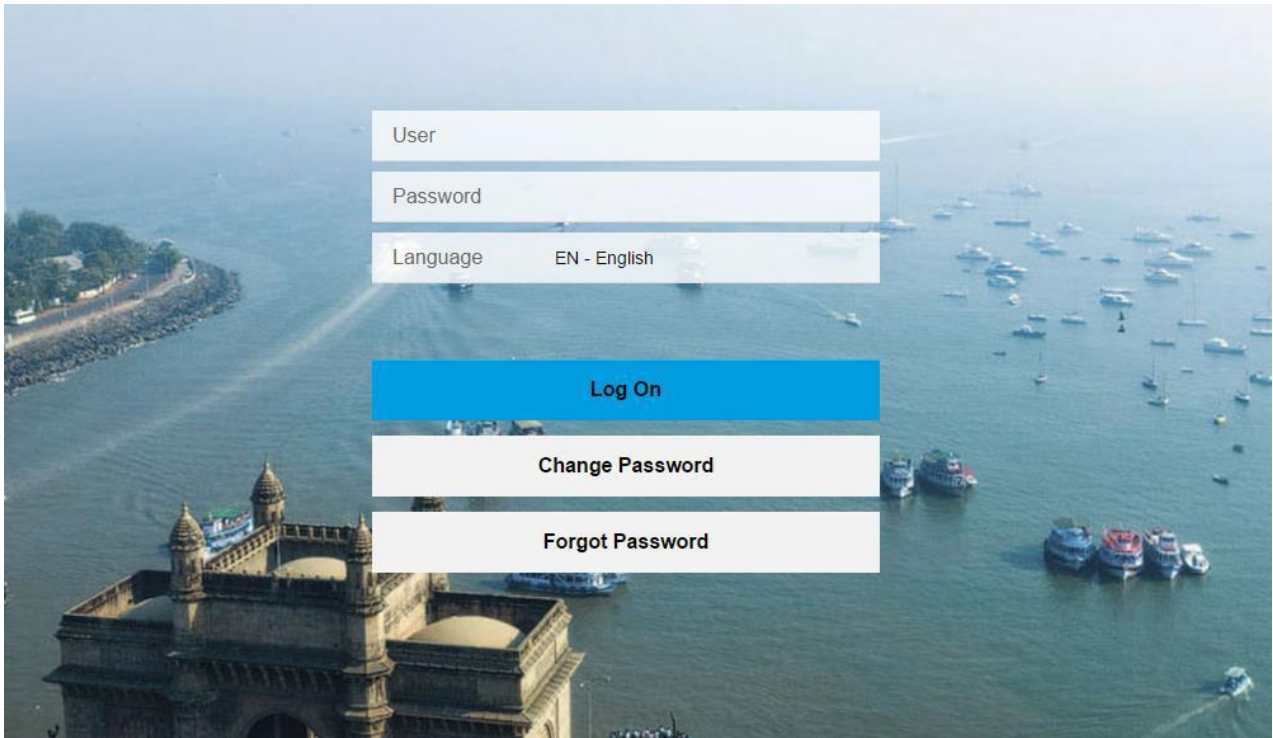
Temporary Profile Creation

Login to temporary profile(Acts Registration)

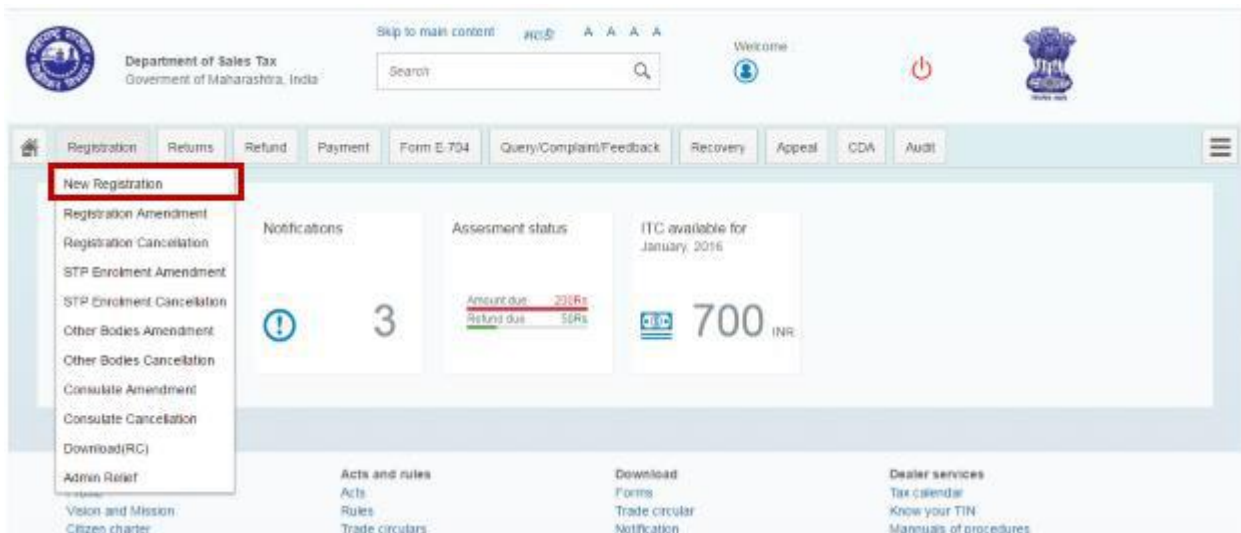
New dealer have to click on this link to login with temporary id and select the Acts.



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The user clicks on Registration and selects New Registration.





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The user selects the Maharashtra State Tax on Professions, Trades, Callings and Employment Act, 1975 as shown in the screenshot below.

Registration

1 Select Act 2 Registration form 3 POB 4 Bank Details 5 APOB 6 Other information 7 Details of individuals 8 Declaration 9 Upload Documents 10 Deposit Payment

Select Act Type

- The Maharashtra Value Added Tax Act, 2002 (MVAT)
- The Central Sales Tax Act, 1956 (CST)
- The Maharashtra Tax on Luxuries Act, 1987 (LUXURY TAX)
- The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTRC)
- The Maharashtra Purchase Tax on Sugarcane Act, 1962 (SCPT)
- The Maharashtra Tax on the Entry of Goods into Local Areas Act, 2002 (ENTRY OF GOODS)
- The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTEC)

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The user then fills in the application as shown in the screenshot below.

FORM - 1
(See rule 3(1))
EMPLOYERS REGISTRATION FORM
Application for Registration under sub-section (1) 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. PAN / TAN of Employer: []
*Documents required for proof of PAN/TAN: []

*2. Name of the Employer (as mentioned in PAN/TAN): []
*3. Constitution: []
*Document(s) required for Constitution of Business: [] No data

*4. Nature of Work/Business/Activity (Mention appropriate Sr. No. from Annexure- II): []
Annexure- II
i) Serial No.: []
ii) In case of Serial Number -44: []

*5. Status of the Signatory to the application: Proprietor
5(A). Name of the signatory to the application: [] Middle name: [] Last name: []
UID/Aadhar No.: []

*6. Date of commencement of activity of Employer: DD/MM/YYYY []

*7. Commencement of liability, Month from which the liability to pay tax commences:
Mention the date on which liability to pay tax commences: DD/MM/YYYY []

*8. No. of employees on the date of application to whom salary or wages paid per month are:

Salary/Wages	No of employees
a) Do not exceed rupees 7,500/-	[]
b) Exceed rupees 7500/- but do not exceed rupees 10,000/- (For Male)	[]
b) Exceed rupees 7500/- but do not exceed rupees 10,000/- (For Female)	[]
c) Exceed rupees 10,000/-	[]
Total	[]

Next



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9. Full Address of the Principal Place of Employer

Details of Principal Place of Business

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):

UT:

Contact Details

Telephone No 1 with STD Code: STD Code:

Telephone No 2 with STD Code: STD Code:

*Mobile No 1:

Mobile No 2:

FAX No:

*Email Address 1:

Email Address 2:

Website:

Nature of possession of premises *

Owned Rented Rent free

Transit Leased Tenancy

Consent Staff Booking (only applicable for casual)

Property Card

Registered ownership deed

Registered agreement (including index II) with the b...

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 nam...

First page of passbook of saving Bank Account

Certificate showing the address of the applicant issu...

Agreement between main company (online platform...

Tenancy/Sub Tenancy : Registered Tenancy / sub te...

Electricity Bill Details

*Service Provider:

*Consumer No:

Account No:

IGR Details

District:

Location of Sub-registrar:

Year:

Document Number:



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Details of bank account(s)*

Add bank accounts

Delete bank accounts

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



Select Entry*: MICR Code IFSC Code

*Account number:

Type of Account:

*MICR Code:

Name of the Bank:

*Branch and Address of the Bank and Branch:

*Pin Code:

State:



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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: Add Premises Delete Premises

← →

Address(1)

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):

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 of ...
- Agreement between main company (online platform) and applicant in case...
- Tenancy/Sub Tenancy : Registered Tenancy / sub tenancy agreement and ...

Electricity Bill Details

Service Provider:

Consumer No:

Account No:

IGR Details

District:

Location of Sub-registrar:

Year:

Document Number:

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*Employer Member ID or PF Account Number

*Other information (If applicable)

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

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14*. Details of Proprietor/ all Partners/Karta/Managing Directors and whole time Director/Members of Managing Committee of Associations /Board of Trustees / all persons having any interest in the business.

Total Number of Persons

Note: Please provide details in the table below. In case you need more tables, click on add button

- ◆ In case of Proprietorship: Details of Owner/Proprietor.
- ◆ In case of Partnership: Details of all Managing/ Authorized Partners (personal details of all partners but photos of only ten partners including that of Managing Partner is to be submitted)
- ◆ In case of Companies registered under Companies Act: Managing Director and whole time directors.
- ◆ In case of HUF: Details of Karta of HUF.
- ◆ In case of Trust: Details of Managing Trustee.
- ◆ In case of Association of Persons: Details of Members of Managing Committee(personal details of all members but photos of only ten members including that of Chairman is to be submitted)
- ◆ In case of Local Authority: Details of CEO or equivalent.
- ◆ In case of Statutory Body: Details of CEO or equivalent.
- ◆ In case of others: Details of person responsible for day to day affairs of the business.
- ◆ In case of LLP, If Partners Registered then TIN, otherwise as above of all partners.
- ◆ Any other documents on which the address is available.

← →

Details(1)

Name of the Person:

Name of Father/Husband:

Designation/Status:

Date of birth:

PAN:

POI (Person of Indian Origin):

OCI (Overseas Citizenship of India):

PTEC:

TIN:

PTRC:

Passport No(in case of foreigners):

UID No:

DIN No. (if any):

Mobile Number:

E-mail address:

Telephone No:

Gender:

FAX No:

Residential Address(1)

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(1)

Telephone No 2 with STD Code:

Mobile No 2:

Email Address 2:

FAX No:

Documents required for status: Documents of POI
 Documents of OCI
 Documents of UID
 Documents of Passport (in case of foreigners)
 Any other documents on which the address is available

Documents required for proof

Copy of Passport
 Other National ID attested by Indian Embassy/Consulate/High
 Bank account statement in country of residence duly attested
 NRE (Non Resident External) bank account statement
 Person of Indian Origin (PIO) card issued by Government of I
 Person of Indian Origin (PIO) card issued by Government of I
 Ration Card having the name of the applicant
 Valid Indian Passport
 Driving License
 Aadhaar Card
 Latest paid electricity bill in the name of the applicant

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Declaration: -
I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom. I hereby authorise Maharashtra Sales Tax Department to collect the information from UID authority.

Place
Date

Name of the signatory to the application
UID No [Get OTP](#)
OTP [Validate OTP](#)

[< Previous](#) [Submit](#)

After completing the registration, the user receives a message as shown below. The application ID can be used for tracking the status of the application.



Dealer can use this tracking number to check the status of the application

For downloading the certificate, the end to end screenshots are shown below. First, the user has to register as a dealer as shown below:



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Official Website of
DEPARTMENT OF SALES TAX
Govt. of Maharashtra, India

Our Taxes For Our Nation

May 07, 2015 , 12 : 27 PM

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Login

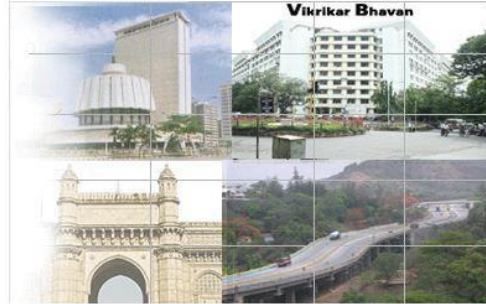
- » **E-Services**
- ▶ e-Registration
- ▶ e>Returns
- ▶ e-CST Declarations
- ▶ e-Audit Form
- ▶ e-Refund Application
- ▶ Acknowledgements
- ▶ e-payment
- ▶ PT-Info-Form-Upload
- ▶ e-Payment thru GRAS
- ▶ Upload_F424URD
- ▶ e-Help Desk
- ▶ Instruction sheets for e-Services
- » Non Filers & Short Filers
- » Dealer's Grievances
- » Driver Recruitment2014
- » Report Tax Evasion
- » MSTT
- » Employee Corner
- » Tenders/Notices/Advertisements
- » Referral Websites

The facility to upload form 4A to opt in for composition scheme for Retailers has been mat

What's New

"Nonfilers of 704 for All periods "

"ONLINE APPLICATION FOR PT INCOMPLETE REQUEST IDS"



Milestones

- ▶ The Sales Tax Department bags "CXO AWARD 2010-The IT Chapter" for " IT innovatives in the Government"
- ▶ The Sales Tax Department bags prestigious "CSI-NIHILENT E-GOVERNANCE

Log in to **myTax Portal** Dealer, Banker, Employee, Consultant.

New User, Register here

- Know Your TIN Forms Trade Circulars Your E-Mail Tax Calendar Rate Schedule

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Click on the Dealer Enrolment tab.

Official Website of
DEPARTMENT OF SALES TAX
Govt. of Maharashtra, India

Our Taxes For Our Nation

November 04, 2015

Home About Us Acts & Rules Downloads Dealer Services RTI Search

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ENROLLMENT FOR E-SERVICES

Enrollment Section

1. **Dealer Enrollment**
2. Banker Enrollment



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Enter the TIN No. and fill in the relevant details:

Official Website of
DEPARTMENT OF SALES TAX
Govt. of Maharashtra, India
December 04, 2015

Our Taxes For Our Nation

Home About Us Acts & Rules Downloads Dealer Services RTI Search

Login

ENTER TIN NUMBER:

DEALER INFO

Dealer Name :

*PAN Number

*Mobile Number:

*Email Id :

*Address

*Town /City :

Taluka :

*District

*PinCode:

CREATE PASSWORD

*Password:

Confirm Password:

PASSWORD RECALL

*Select password recall question :

Answer for



Government Of Maharashtra

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After the registration, the user logs in as a dealer as shown in the screenshot below.



- » e-Registration
- » e-pay new registration
- » e>Returns
- » e-CST Declarations
- » e-Audit Form
- » e-Refund Application
- » e-payment
- » PT-Info-Form-Upload
- » e-Payment thru GRAS
- » Upload_F424URD
- » e-Help Desk
- » Instruction sheets for e-Services
- » Non Filers & Short Filers
- » Dealer's Grievances
- » Driver Recruitment2014
- » Report Tax Evasion
- » MSTI
- » Employee Corner
- » Tenders/Notices/Advertisements
- » Referral Websites

User Login

Login Id :

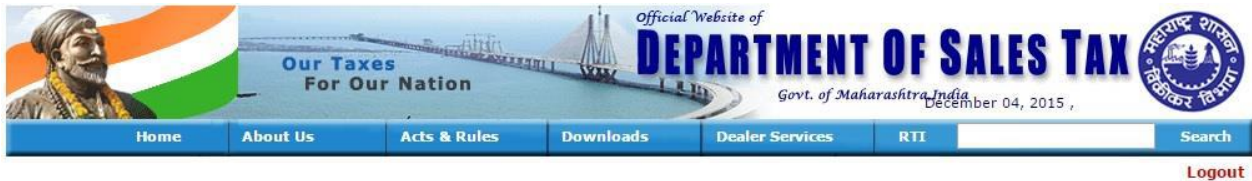
Password :

Type :

[New User](#) [Forgot Password](#)

For getting Login ID and password for Employees, kindly mail on employee.corner@mahavat.gov.in

The user clicks on Registration Certificates as shown below:



Now you can access e-Services for

- ➔ [e>Returns](#)
- ➔ [e-CST Declarations](#)
- ➔ [e-Audit Form](#)
- ➔ [e-Refund Application](#)
- ➔ [Acknowledgments](#)
- ➔ [e-Payment](#)
- ➔ [Dealer Profile edit](#)
- ➔ [Annextures J1/J2](#)
- ➔ [Annual Return Annexures](#)
- ➔ [Regular Return Annexures](#)
- ➔ [Computerized Desk Audit](#)
- ➔ [Form4A and B composition Option](#)
- ➔ [Dealer Information System](#)
- ➔ [Know Your Tin](#)
- ➔ [Registration Certificates](#)



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As shown in the screenshot below, the Registration Certificates that are available for the User will be displayed. Select the PT – RC as shown.

Official Website of
DEPARTMENT OF SALES TAX
Govt. of Maharashtra, India

December 04, 2015 , 06 : 24 PM

Home About Us Acts & Rules Downloads Dealer Services RTI Search

Registration Certificates available For Printing Click

Application No	Tin Number	Act	Dealer Name	Location
5240		VAT		RAIGAD
5240		CST		RAIGAD
5259		PT-RC		RAIGAD

A sample Registration Certificate is shown below:

- (a) in the state of Maharashtra
(b) in other states

Maharashtra Sales Tax Department

The dealer keeps warehouses at the following places within the State of Maharashtra.
This certificate is valid from 09-Mar-2015 until cancelled.

Place : RAIGAD

Date : 04-12-2015



Signature valid

Digitally signed by
DEPARTMENT OF SALES
TAX GOM
Date: 2015.12.04 16:12:43
IST

Desk ID : ALI-VAT-C-001