

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 <u>www.mahavat.gov.in/Mahavat/index.jsp</u>

Supporting Documents:

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





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"



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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| 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/TA | N Details |
|---------------|--------------|-----------|
| | PAN TAN | |
| PAN: | | |
| Constitution: | ~ | |
| Image: | 1WH1z | Ç |
| Captcha: | | |
| | Next | |
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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 be | en sent to your registered email ID 'dumbre.pramod@gmail.com'. Please Follow below steps for creation of profile. |
|---------------------------|---|
| Step 1. Clic | |
| step 2: On | the User Details verification page, enter One Time Password(OTP) sent to you on your Registered Mobile Number. |
| Note: Ple | ease check your Junk/Spam folder in case you do not find the email into your Inbox. |
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| lf you have | not received the email: |
| lf you have 1. Check w | not received the email: hether email ID 'dumbre.pramod@gmail.com' provided by you is correct ? |
| lf you have 1. Check w | not received the email: hether email ID 'dumbre.pramod@gmail.com' provided by you is correct ? Back |



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

| | Profile Activation | |
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| | | |
| Name as per PAN/TAN: | × | |
| One Time Password: | Resend OTP | |
| User ID: | | |
| Security Question: | · · · · · · · · · · · · · · · · · · · | |
| Answer: | | |
| | Submit | |
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Once a temporary profile is created, the user has to "e-Register" on the website – <u>www.mahavat.gov.in/Mahavat/index.jsp</u> by clicking on the "e-Registration" link





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





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The user clicks on Registration and selects New Registration.

| 6 | | | Skip to main contr | m HOS A A A A | We | come | | | - | |
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| đ | Registration Returns | Refund Payme | ent Form E 704 | Query/Complaint/Feedback | Recovery | Appeal | CDA | Audit | | Ξ |
| | New Registration | | | | | | | | | |
| | Registration Amendment Registration Cancellation STP Enrolment Amendment STP Enrolment Cancellation Other Bodies Amendment Other Bodies Cancellation Consulate Amendment | Notifications | 3 | esment status (110 Jan seunt due <u>2016s</u> <u>tunt due 56Rs</u> | available for wary 2016 |) _{INR} | | | | |
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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 | 3 POB | 4 5 Bank Details AP | 0B Other | 7 Details of | 8 Declaration | 9 Upload | 10 Deposit Payment | | | |
| | form | | | information | individuals | | Documents | | | | |
| | | | | Sele | ect Act Type |) | | | | | |
| | | | The Maharas | ntra Value Added Tax A | Act, 2002 (MVAT |) | | | | | |
| | | | The Central S | ales Tax Act, 1956 (CS | ST) | | | | | | |
| | | | The Maharasi | ntra Tax on Luxuries Ad | et, 1987 (LUXUF | RY TAX) | | | _ | | |
| | | | The Maharasi | ntra State Tax on Profe | essions, Trades, | Callings and Er | mployments Ac | t, 1975 (PTRC) | | | |
| | | | The Maharas | ntra Purchase Tax on S | Sugarcane Act, 1 | 962 (SCPT) | | | | | |
| | | | The Maharas | ntra Tax on the Entry o | f Goods into Lo | cal Areas Act, 2 | 002.(ENTRY C |)F GOODS) | | | |
| | | | The Maharas | ntra State Tax on Profe | essions, Trades, | Callings and Er | mployments Ac | t, 1975 (PTEC) | | | |
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The user then fills in the application as shown in the screenshot below.

| ار (See EMPLOYERS R Application for Registration under sub-section (1) of section 5 of The Maha | RM – I rule 3(1)) IGISTRATION FORM irashtra State Tax on Profe | ssions. Trades. Callings and Err | ployments Act, 1975 |
|--|---|----------------------------------|---------------------|
| Registering Authority reby apply for grant of registration certificate under section 5 of The Maharashtra State Tax or | Professions, Trades, Call | ngs and Employments Act, 197 | |
| *1. PAN / TAN of Employe | r: | | |
| "Documents required for proof of PAN/TA | N D | | |
| *2. Name of the Empli , in (as mentioned in PAN/TAN | 0 | | |
| *3. Constitutio | n. | | |
| *Document(s) required for Constitution of Busines | 5 | No data | |
| *4. Nature of Work/Business/Activity (Mention appropriate Sr. No. from Annexule - 0) Serial No. |) Annexare- 0 | | |
| ii) In case of Serial Number-4 | 4 | | |
| *6. Status of the Signatory to the application | n. Proprietor | | |
| 5(A). Name of the signatory to the application | n. + | Middle name | Last name |
| UID/Aadhar N | 0: | | |
| "II. Date of commencement of activity of Employe | DDAMMAYYYY | | |
| "7. Commencement of liability, Month from which the liability to pay tax commences | £2 | | |
| Mention the date on which liability to pay tax commence | DOMMAYYYY | | |
| *8. No: of employees on the date of application to whom salary or wages paid per month are | 6 | | |
| Satary/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 ninees 10,000/- | | | |
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| Add bank accounts Delete bank accounts Total number of Bank Accounts maintained by the applicant for conducting business: | 1 | \rightarrow |
|---|-------------------------|---------------|
| Select Entry*: | MICR Code IFSC Code | 7 |
| *Account number: | | - |
| Type of Account: | CONTENT | |
| *Name of the Bank*: | Select | • |
| *Branch and Address of the Bank and Branch: | | |
| *Pin Code: | | |
| State: | | |
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| 14*. Details of Proprietor/ all Partners/Karta/Managing Directors the business. | and whole time Director/Members of Managing Committee of Associations /Board of Trustees / all persons having any interest in | | | | | |
|--|---|--|--|--|--|--|
| Total Number of Persons 1 | | | | | | |
| 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/F In case of Partnership: Details of all Managing In case of Partnership: Details of all Managing | In case of Proprietorship: Details of Owner/Proprietor. | | | | | |
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| In case of Trust: Details of Managing Trustee | a. | | | | | |
| In case of Association of Persons: Details of to be submitted) | Members of Managing Committee(personal details of all members but photos of only ten members including that of Chairman is | | | | | |
| 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 responsi In case of LLP, If Partners Registered then T | ole for day to day affairs of the business. 'IN, otherwise as above of all partners. | | | | | |
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| Details(1) | | | | | | |
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| Name of Father/Husband: First Name | Middle Name Sur Name | | | | | |
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| PTRC: | | | | | | |
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| Gender: FAX No: | Male | | | | | |
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| Floor No: | | | | | | |
| Name of the Premises/Building: Road/Street/Lane: | | | | | | |
| District: | × | | | | | |
| Taluka: Locality/Area/Village: | · · · · · · · · · · · · · · · · · · · | | | | | |
| Pincode: | | | | | | |
| Latitude(Optional): | | | | | | |
| Contact Details(1) | | | | | | |
| Telephone No 2 with STD Code: | 022 | | | | | |
| Mobile No 2: | | | | | | |
| Email Address 2: | | | | | | |
| FAX No: Documents required for status: | Documents of POI | | | | | |
| bottmana required for alleda. | Documents of OCI | | | | | |
| | Documents of UID | | | | | |
| | Documents of Passport (in case of foreigners) | | | | | |
| Documents required for proof | Any other documents on which the address is available | | | | | |
| | Copy of Passport | | | | | |
| | Other National ID attested by Indian Embassy/Consulate/High | | | | | |
| | Bank account statement in country of residence duly attested | | | | | |
| | IVRE (IVOn 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 | | | | | |
| | Aadhaar Card | | | | | |
| | Latest paid electricity bill in the name of the applicant | | | | | |
| | | | | | | |
| | < Previous Next > | | | | | |
| | Previous Next | | | | | |



Business Reform Action Plan 2016 Response by Government of Maharashtra

| therefrom. I h | ereby authorise I | lectare that the information give Maharashtra Sales Tax Departn | n nerein above is ient to collect the | information from UID at | uthority. | edge and belier and nothir | ig has been concealed |
|---------------------------|-------------------|--|--|-------------------------|-----------|----------------------------|-----------------------|
| Place | | | | | | | |
| Date | DD/MM/YYY | Y 🛅 | | | | | |
| | | | | | | | |
| e of the signatory to the | application | First Name | | Middle Name | | Sur Name | |
| UID No | | UID No | | | Get OT | Р | |
| OTP | | Enter OTP | | | Validate | e OTP | |
| | | | | | | | |
| | | | | | | | < Previous |

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.

| 🔤 Message 📑 AMYPMO | 0293K_M1.PDF (139 KB) |
|---|---|
| Dear applicant, Your application for regi Application No - 0001000 Thanks and regards, MSTD | stration is received as attached herewith |
| | |
| l | 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:



27 Subolo 2 Ar On 10

Click on the Dealer Enrolment tab.

| | Hon | ne | About Us | Acts & Rules | Downloads | Dealer Services | RTI | |
|---|-----|-------------------------|-----------------|--------------|-----------|-----------------|-----|--|
| | - | | | | | | | |
| | | | | | | | | |
| | | MENT FOR E CERVICES | WICES | | | | | |
| | 9 | ENROLL | LMENT FOR E-SEP | RVICES | | | | |
| ENT FOR E-SERVICES | | | | | | | | |
| ENT FOR E-SERVICES | | | | | | | | |
| ENT FOR E-SERVICES | Er | rollmen | t Section | | | | | |
| IENT FOR E-SERVICES | | | | | | | | |
| Section | Г | 1 Dec | | | | | | |
| Section | _ | I. Ded | aler chroiment | • | | | | |
| IENT FOR E-SERVICES Section <u>r Enrollment</u> | | 76 RI - 3 1140 4 | | | | | | |
| ENT FOR E-SERVICES Section <u>r Enrollment</u> | 1 | | | | | | | |



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

| | | Our Ta For C | xes our Nation | III WIX D | Govt. of Ma | I OF SALES | TAX 🛞 |
|---------|--|-----------------|-------------------|-----------|-----------------|------------|--------|
| | Home | About Us | Acts & Rules | Downloads | Dealer Services | RTI | Search |
| | | | | | | | Logi |
| | | | ENTER TIN NUN | /IBER: | set | | |
| • DEALE | R INFO | | | | | | |
| | Dealer N | ame : SUMITRA | ELECTRICALS | | | | |
| | *PAN Nu | imber | | | | | |
| | *Mobile Nu | mber: | | | | | |
| | *Ema | il Id : | | 1 | | | |
| | *Ad | dress | Ç | | | | |
| | *Town / | City : | | | | | |
| | Та | luka : | | | | | |
| | *D | istrict | | | | | |
| | *Pin | Code: | | | | | |
| | E PASSWORD | | | | | | |
| | *Pass | word: | | | | | |
| | Confirm Pass | word: | | | | | |
| | ORD RECALL | | | | | | |
| *Select | password reca questior Answer fo | SELECT | | ~ | | | |



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

| | Our Ta For (| xes Dur Nation | | Govt. of | NT OF S Maharashtra, Ind | SALES dia | TAX 🛞 |
|--|-----------------|-------------------|---|--------------------|---|---------------|-----------------------------|
| Home | About Us | Acts & Rules | Downloads | Dealer Services | RTI | | Search |
| C-Services e-Registration e-pay new registration e-Returns e-CST Declarations e-Audit Form e-Audit Form e-Refund Application e-payment PT-Info-Form-Upload e-Payment thru GRAS Upload_F424URD e-Help Desk Unstruction sheets for e-Services Non Filers & Short Filers Dealer's Grievances Driver Recruitment2014 Report Tax Evasion MSTI Employee Corner Tenders/Notices/ Advertisements | | For getting Log | Login Id : Password : Type : New User gin ID and password | User Log DEALER | in Forgot Pass Login Re kindly mail on | sword eset | <u>orner@mahavat.gov.in</u> |

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 |



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

| | Our Taxes For Our Nation | and the second second | Ficial Website of | IT OF SALES Maharashtra,India | | er 04, 2015 , 06 : 24 PM | |
|------------------------|-----------------------------|-----------------------|------------------------------|----------------------------------|-----|--------------------------|------|
| Ноте | About Us | Acts & Rules | Downloads | Dealer Services | RTI | | Sean |
| | | | | | | | |
| Application No | Tin Number | Registration Co | ertificates available Act | For Printing Click Dealer N | ame | Location | |
| Application No 5240 | Tin Number | Registration Co | ertificates available Act | For Printing Click Dealer N | ame | Location | |
| Application No 5240 | Tin Number | Registration Co | ertificates available Act | For Printing Click Dealer N | ame | Location RAIGAD | |

A sample Registration Certificate is shown below:



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. 204 16:12:43 IST

Desk ID : ALI-VAT-C-001