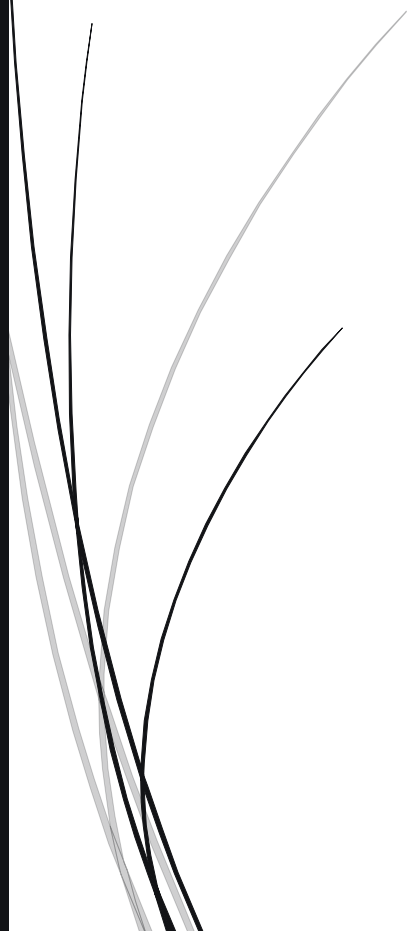


Maharashtra Sales Tax Department

USER MANUAL

New Registration under Luxury Tax





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1. Introduction

Luxury tax can mostly be seen in the usage bills of hotels, spas and specific resorts. It is chargeable on the room rented or the overall stay charges of the hotel, resort or spa, but not on the food and beverages served. Not even on any special facilities provided at the place. In short, just the accommodation is taxed thus. Luxury tax varies from state to state and is not normally under the control of the central government.

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).

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.

New dealer going for new registration:

New 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 going for new registration : (No need of creating a temporary profile)

Existing dealer can use his / her permanent user id (TIN id) to get new registration for all the other acts which he is not registered. (Refer from point 5.1 Login Page for detailed instructions on how to register for unregistered 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*
- *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 A, NEXT button will save all the data you have entered before clicking on NEXT*
- *PREVIOUS button will take you to previous page*
- *Tip tool help feature has been incorporated for many field inputs, which when pointed with cursor, gives out information about that particular field entry*

Below icon has been used in the document to indicate important note for the user.

Icon

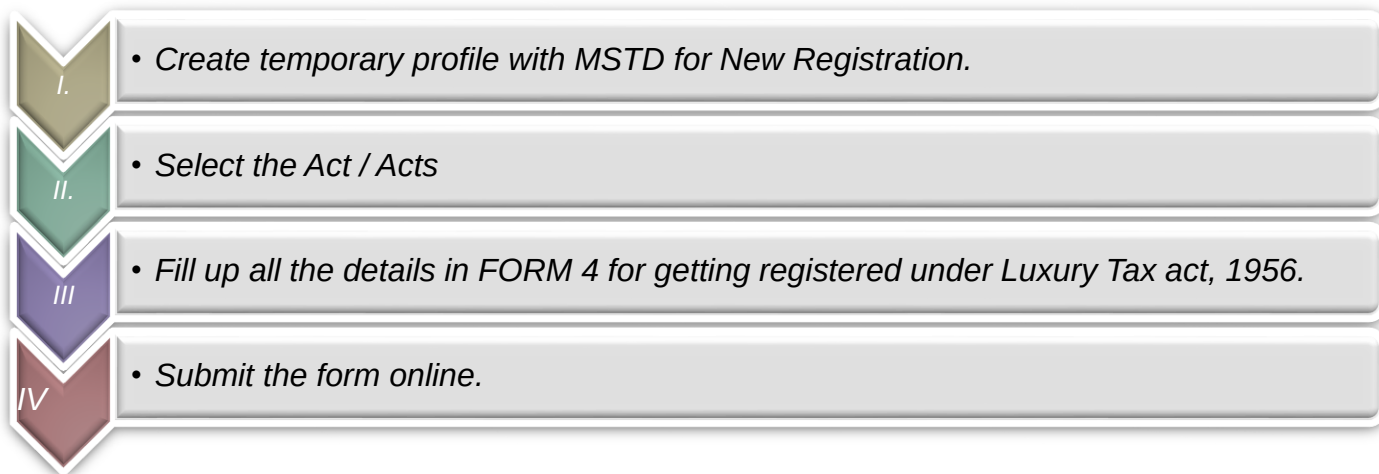
Meaning



Notes

3. Steps of Registration Process

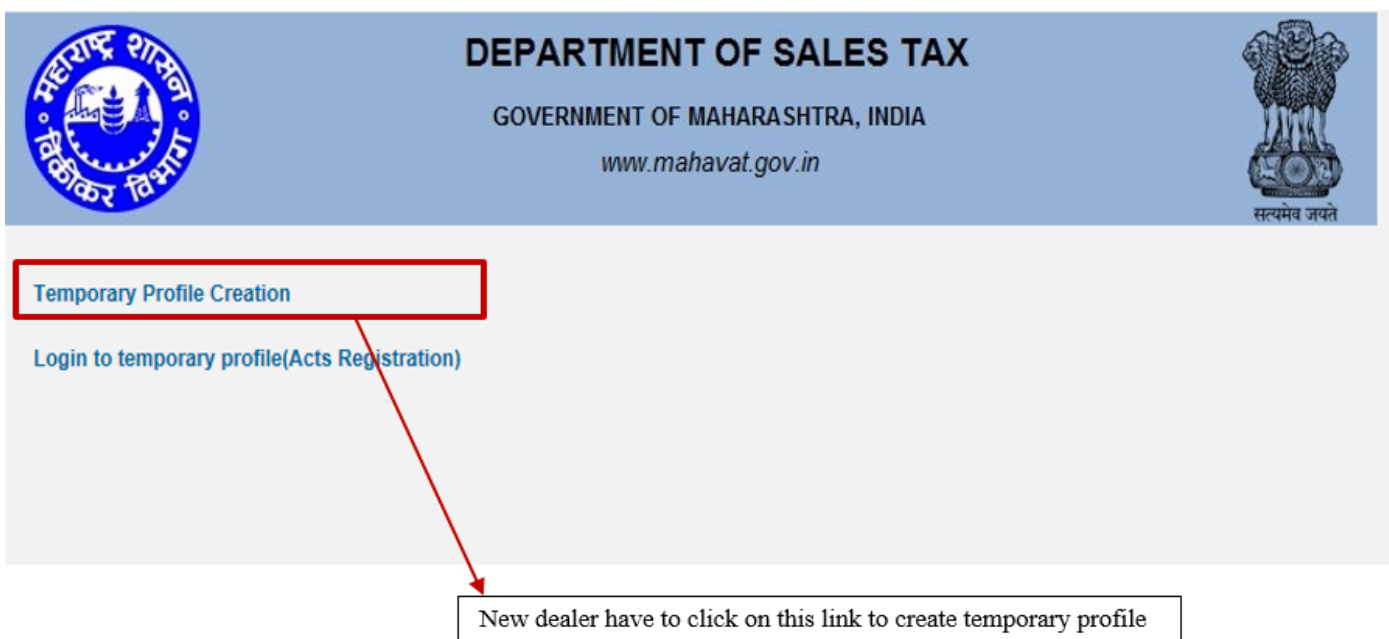
The Dealer has to cover the following steps for Registration under Luxury Tax Act (LT)



4. Create Temporary Profile



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



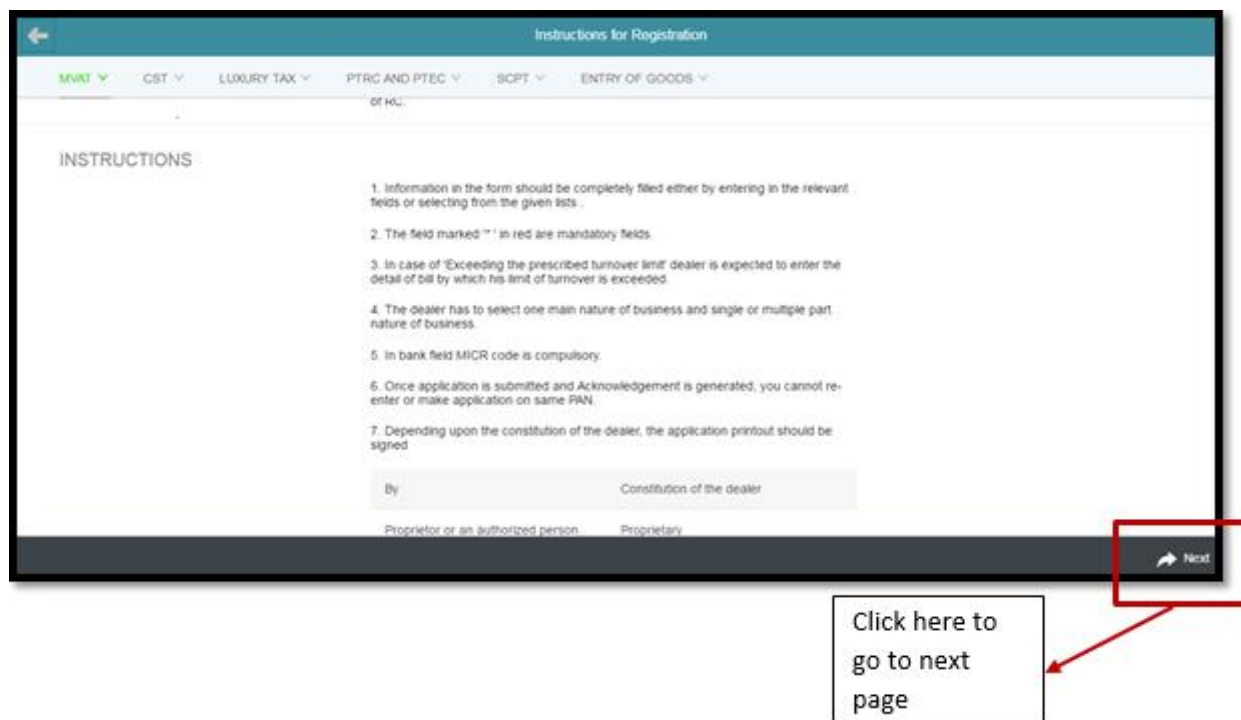
(Screen 1)

4.1 Login as a New User

1. Click **"Temporary Profile Creation"** on home page (Screen 1.1), 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)



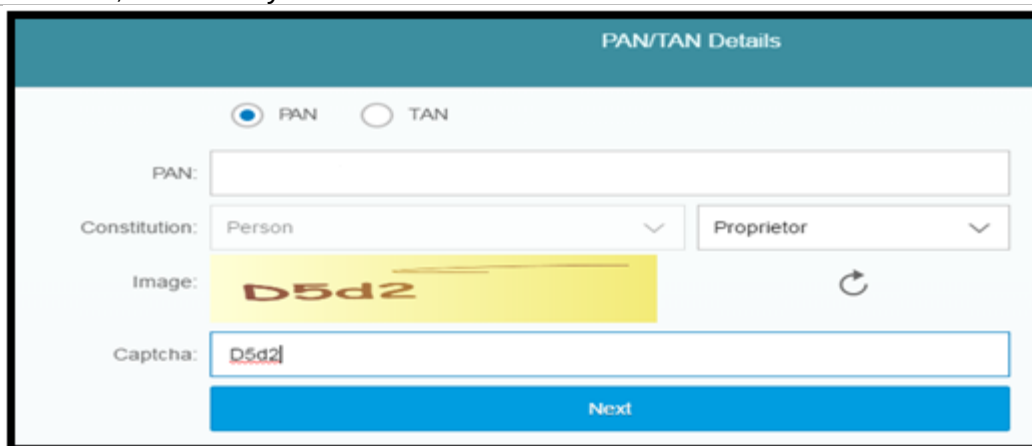
(Screen 1.1)



(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 will take you to User details Screen

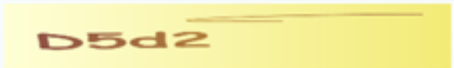


PAN/TAN Details

☒ PAN ☐ TAN

PAN: _____

Constitution: Person _____ Proprietor _____

Image:  

Captcha:

Next

(Screen 1.3)

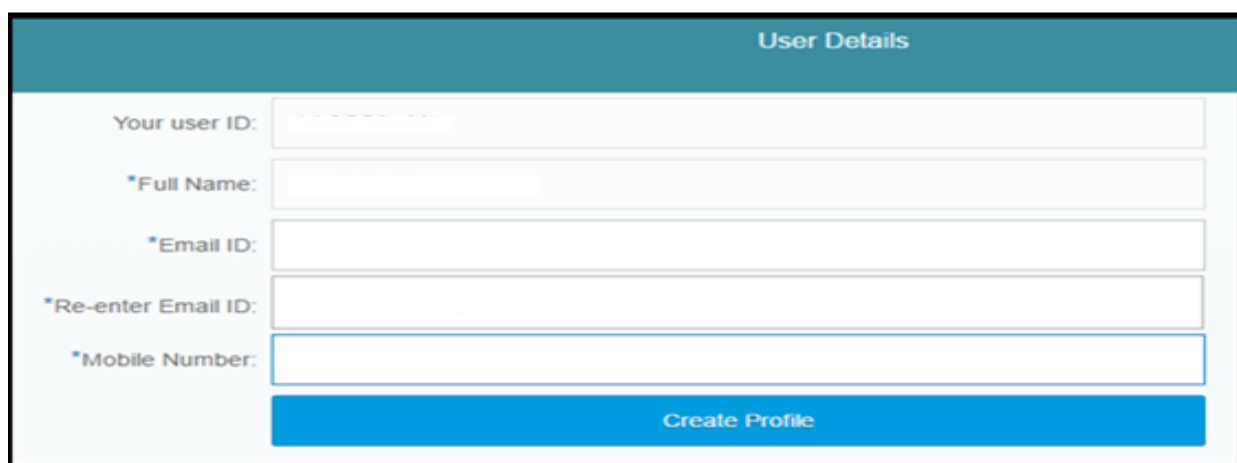


Note:

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



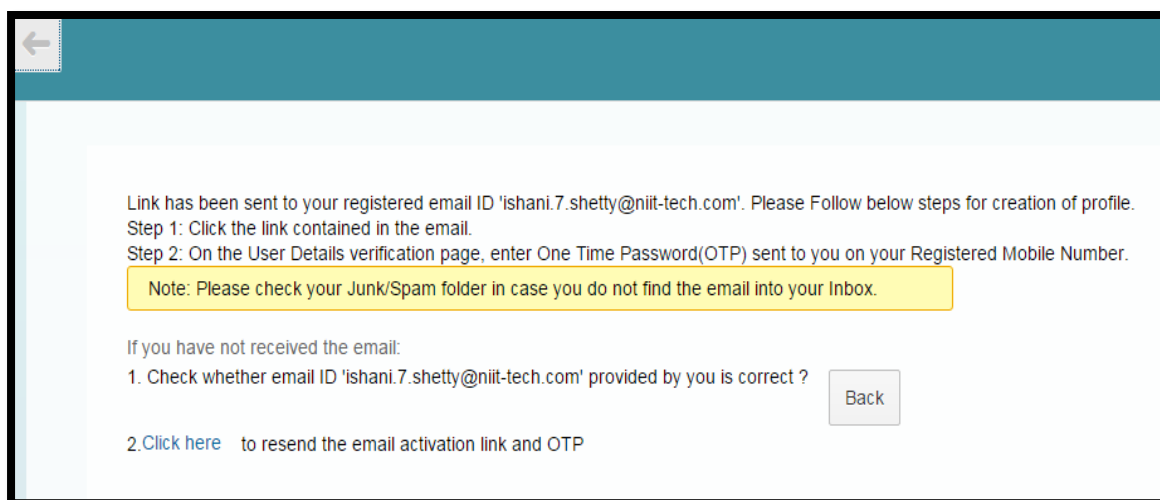
(Screen 1. 4)

**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



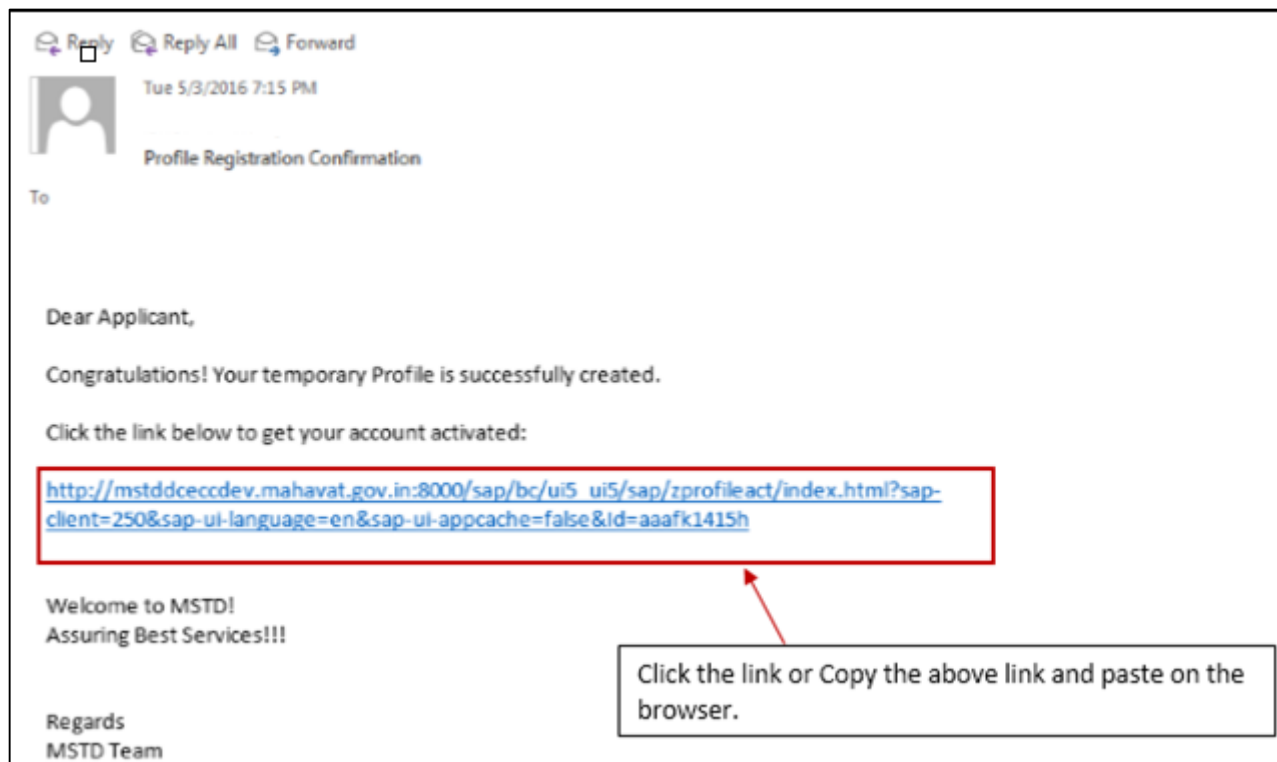
(Screen1.5)

**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

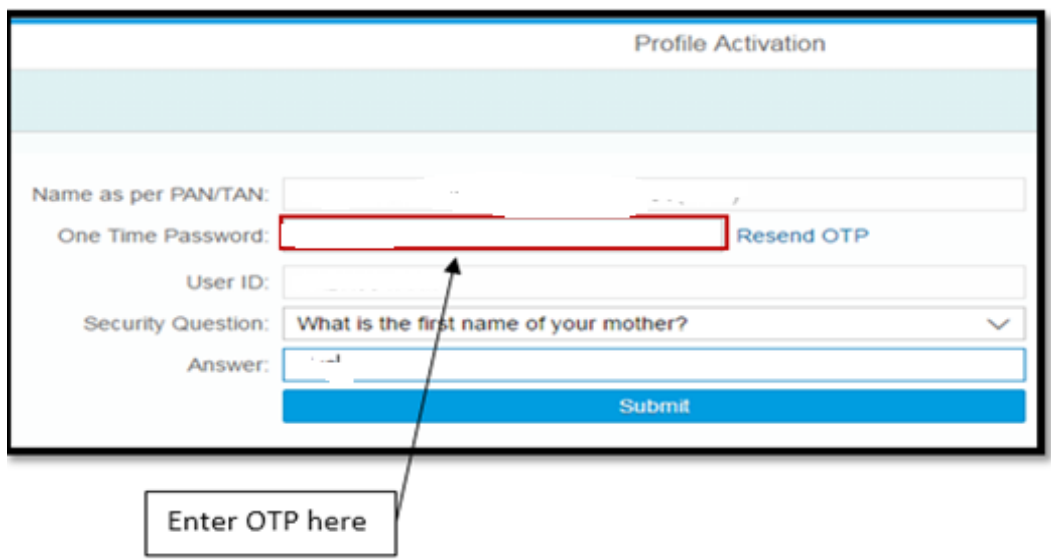
1. Go to your personal Email ID and click on the activation link provided in the email. (Screen 1.6)
2. This link will take you to the Profile Activation (screen 1.7)



(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 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



The image shows a 'Profile Activation' form. It includes fields for 'Name as per PAN/TAN', 'One Time Password' (highlighted with a red box and an arrow pointing to a callout 'Enter OTP here'), 'Resend OTP' link, 'User ID', 'Security Question' (with a dropdown menu showing 'What is the first name of your mother?'), and 'Answer'. A blue 'Submit' button is at the bottom.

(Screen 1.7)

**Note:**

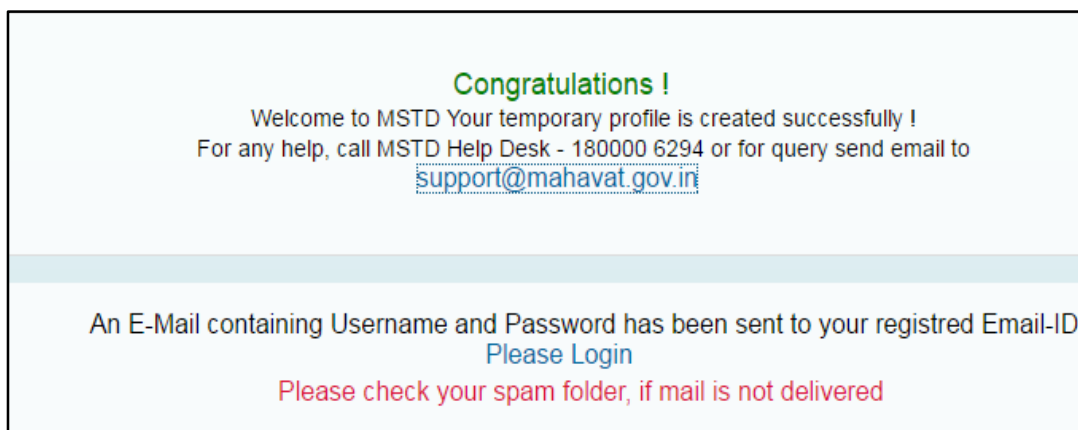
- If you fail to receive OTP, then click on Resend OTP
- Maximum three chances available for successful entries
- In case you enter wrong OTP the system will ask you to re-enter the correct OTP

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 send to you in your email inbox.

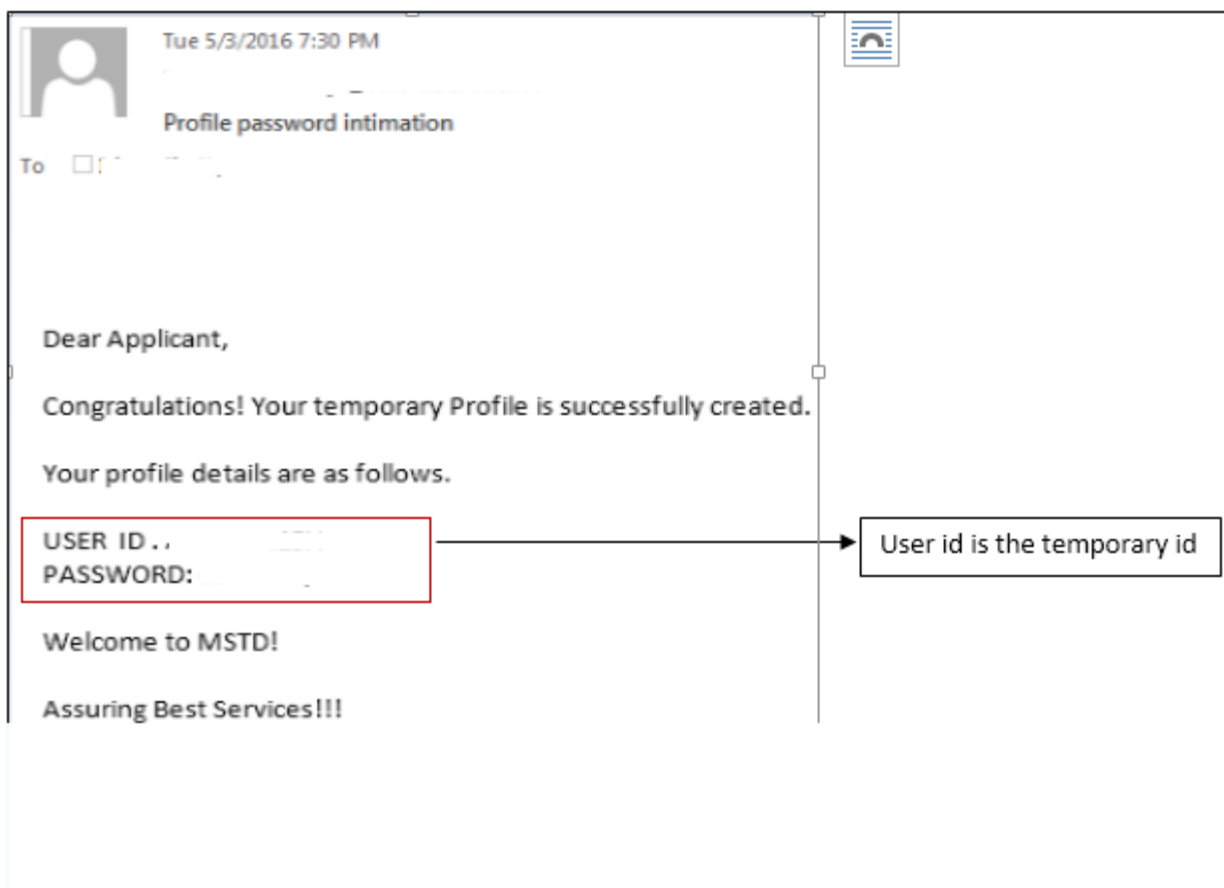
4.7 Successful Submission of Profile

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 his temporary id and password. (Screen 1.9)



The image shows a 'Congratulations !' message. It says 'Welcome to MSTD Your temporary profile is created successfully !' and provides contact information: 'For any help, call MSTD Help Desk - 180000 6294 or for query send email to support@mahavat.gov.in'. Below this, it states 'An E-Mail containing Username and Password has been sent to your registered Email-ID' and 'Please Login'. At the bottom, it says 'Please check your spam folder, if mail is not delivered'.

(Screen 1.8)



(Screen 1.9)

YOU HAVE SUCCESSFULLY CREATED YOUR TEMPORARY PROFILE

4. Login as Temporary User / Permanent User

Maharashtra Sales Tax Department website

Click on “**Login to temporary profile (Acts registration)**” (screen 2.1), it will navigate to Login page (Screen 2.2).



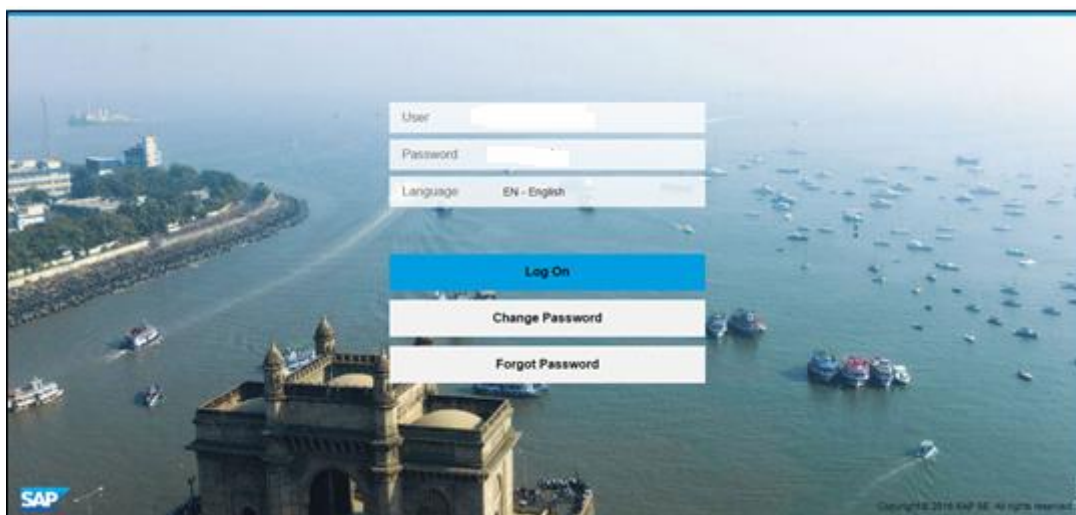
(Screen 2.1)

5.1 Login Page

New dealers should enter :

Temporary User id (PAN ID) and password send by MSTD through email.

1. Enter details in following fields (Screen 2.2).
 - a. Enter User id (PAN).
 - b. Enter Password (Sent on email).
2. Click on “Log on”.

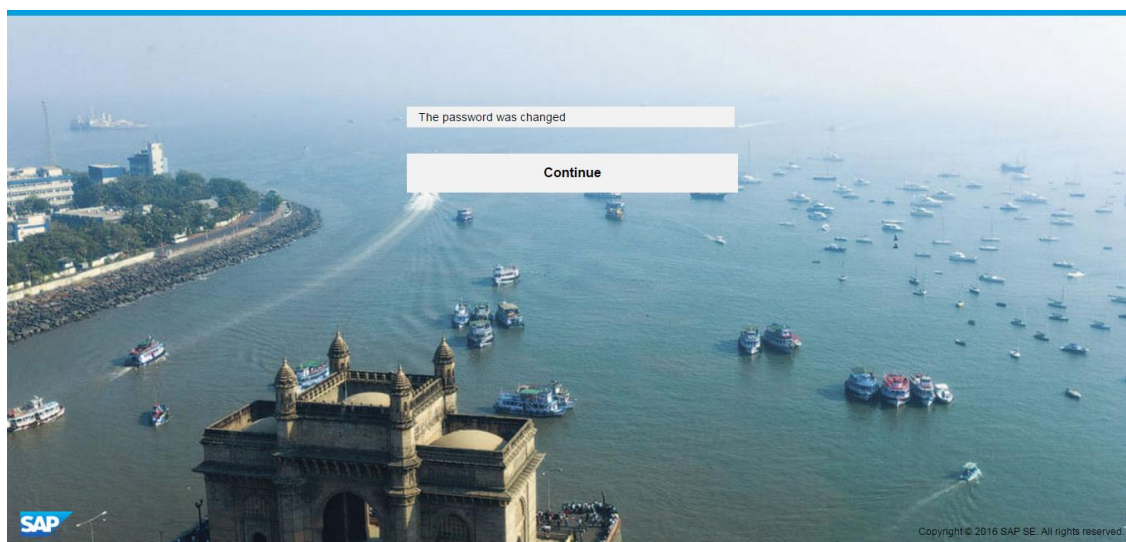


(Screen 2.2)

3. 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).
4. Click on 'Change'.



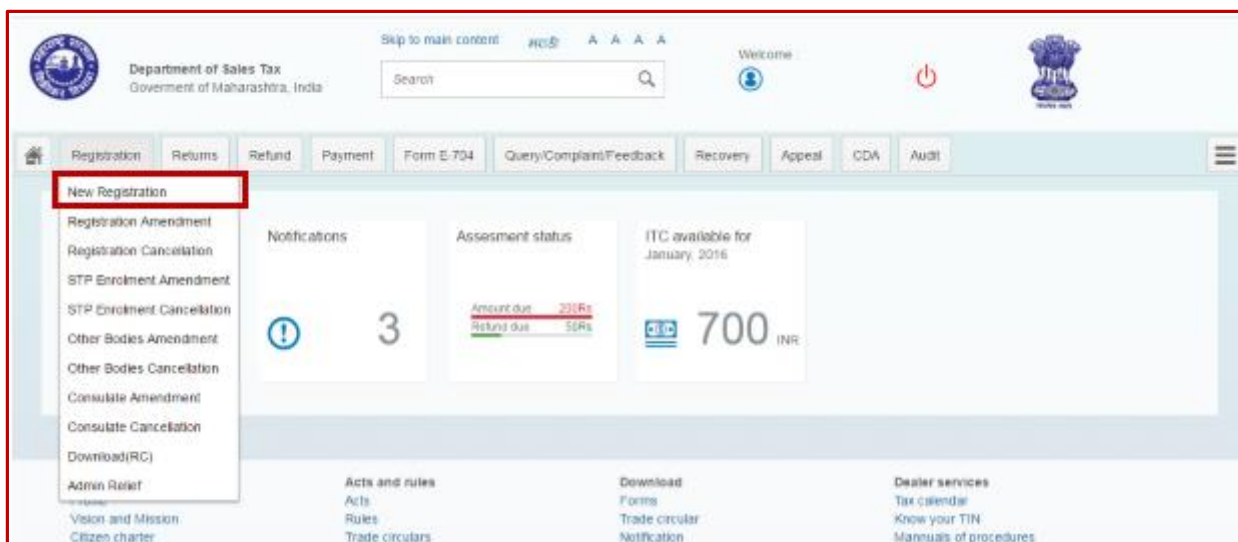
(Screen 2.3)



(Screen 2.4)

5.2. Dealers homepage

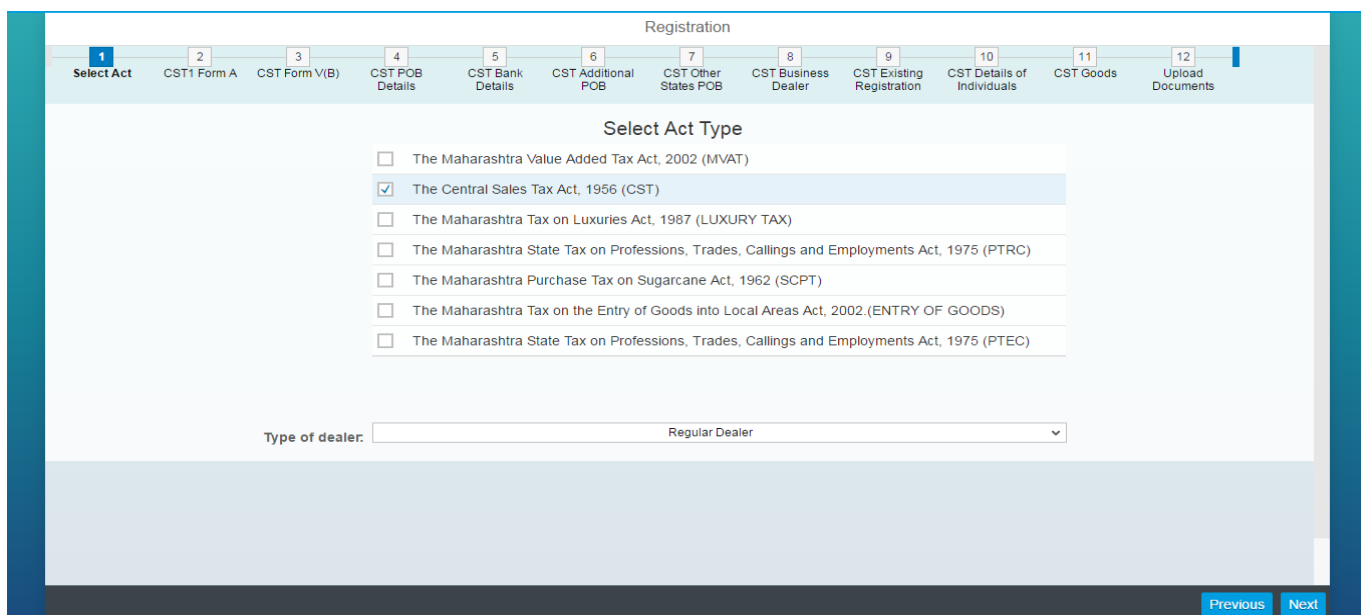
1. Click on Registration dropdown and select “New Registration”
2. New registration will navigate to “Registration” Dashboard



(Screen 2.5)

5.3. Registration Dashboard

1. You are on now on “Registration” Dashboard (Screen 3.1)
2. Here you can select any one Act, or combination of Acts for new registration (Screen 3.1a)



The screenshot shows the 'Registration' dashboard with a progress bar at the top containing 12 steps. Step 1, 'Select Act', is the active step. Below the progress bar, the 'Select Act Type' section lists seven tax acts with checkboxes. The 'The Central Sales Tax Act, 1956 (CST)' is selected. Below the list, there is a 'Type of dealer:' dropdown menu set to 'Regular Dealer'. At the bottom right, there are 'Previous' and 'Next' buttons.

Step	Step Name
1	Select Act
2	CST1 Form A
3	CST Form V(B)
4	CST POB Details
5	CST Bank Details
6	CST Additional POB
7	CST Other States POB
8	CST Business Dealer
9	CST Existing Registration
10	CST Details of Individuals
11	CST Goods
12	Upload Documents

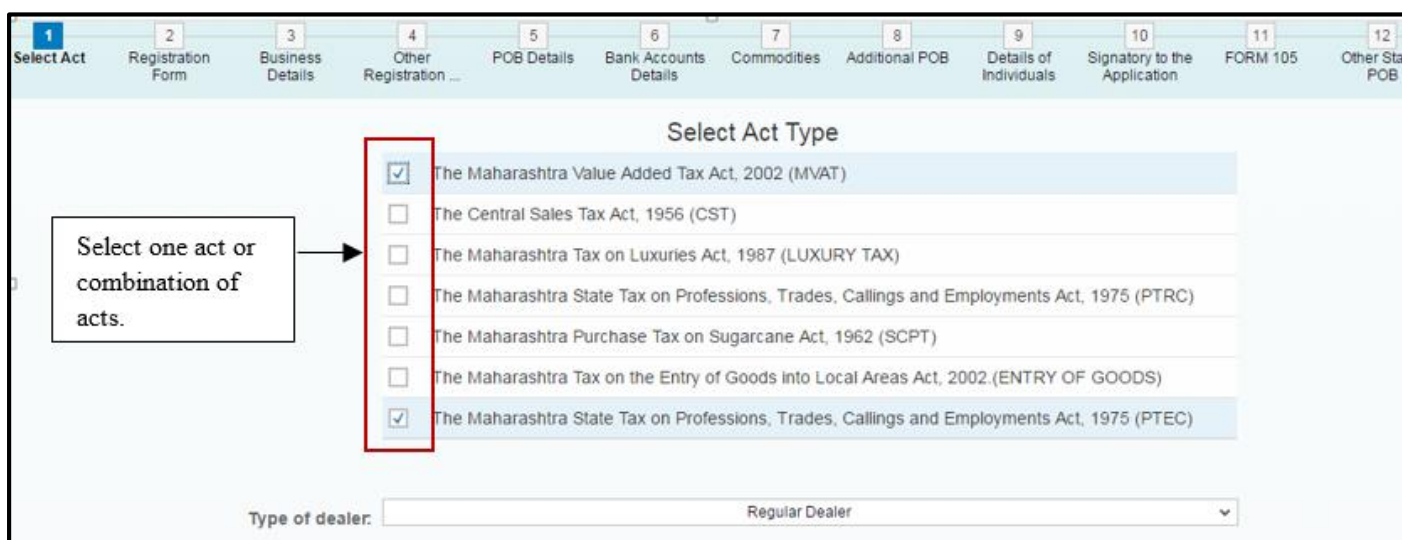
Select Act Type

- ☐ 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:

[Previous](#) [Next](#)

Registration dashboard (Screen 3.1)



This screenshot shows the 'Select Act Type' section with a red box highlighting the first and last items in the list, which are both selected. A callout box on the left contains the text 'Select one act or combination of acts.' with an arrow pointing to the selected items. The 'Type of dealer:' dropdown is set to 'Regular Dealer'.

Select Act Type

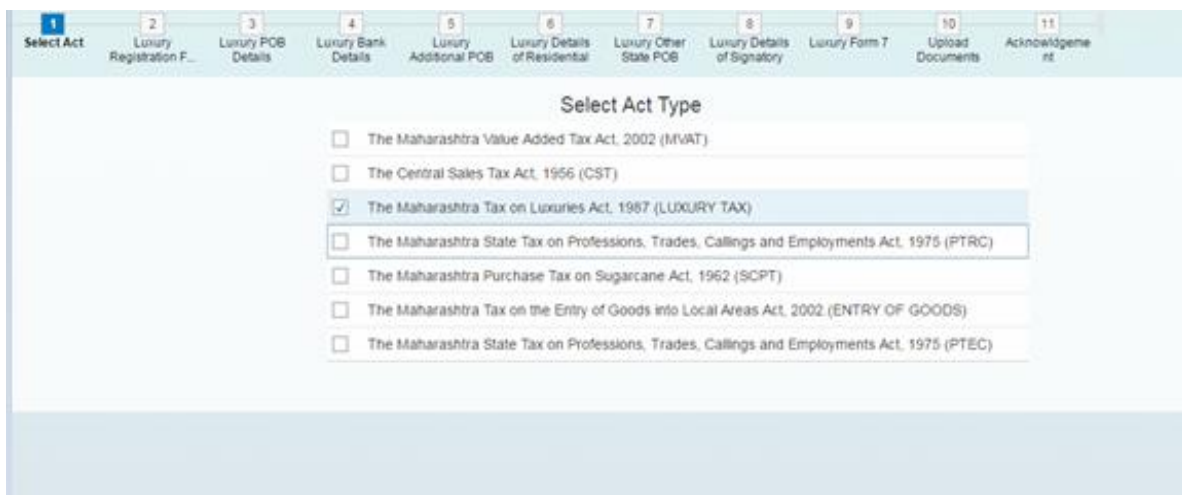
- ☒ The Maharashtra Value Added Tax Act, 2002 (MVAT)
- ☐ The Central Sales Tax Act, 1956 (CST)
- ☐ The Maharashtra Tax on Luxuries Act, 1987 (LUXURY TAX)
- ☐ The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTRC)
- ☐ The Maharashtra Purchase Tax on Sugarcane Act, 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:

Combination of Act selection (Screen 3.1a)

1. Now select ‘The Maharashtra Tax on Luxuries Act, 1987’ (Screen 3.1b)

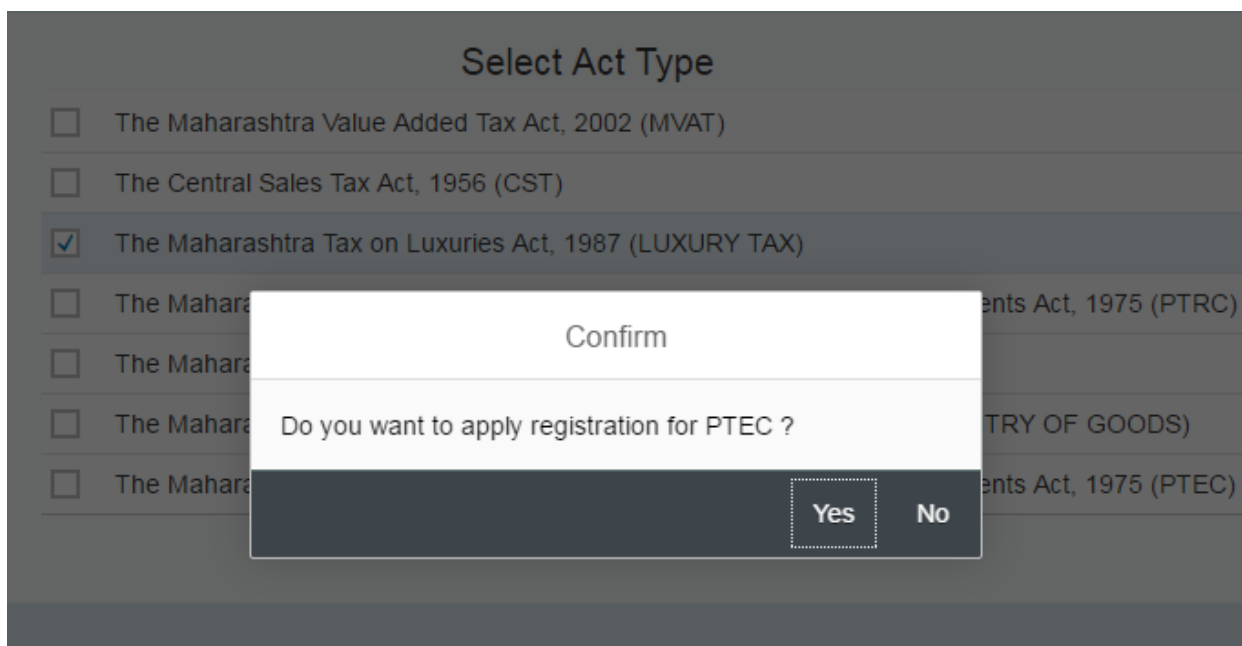
2. System will ask you "Do you want to apply registration for PTEC? (Screen 3.1c)
Select "Yes", if you want to register for PTEC or
Select "No", if you don't want to register or register later)
3. Click on 'NEXT'



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 (SPT)
- ☐ 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)

(Screen 3.1b)



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 (SPT)
- ☐ 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)

Confirm

Do you want to apply registration for PTEC ?

Yes **No**

(Screen 3.1c)

5.4. Application Form

5.4.1. Dealer Details - 1

1. Fill the Application form as per the field descriptions and click on NEXT (Screen 3.2)



2. Check if below fields are auto populated and freezed (greyed out) based on the selection of Act/s :

1. PAN/TAN
2. Constitution of business
3. Name of the Business/ Proprietor
4. Corresponding documents to be uploaded, wherever necessary (screen3.2 & 3.3)

3. Trade or brand names(s), if any to be given (You can add or delete the list.) (Screen 3.3)

4. Reasons of Registration to be selected (mandatory)

FORM 4
[See rule 5(1) and (4)]
Application for Registration under section 8 of the Maharashtra Tax on Luxuries Act, 1987

To,
The Registering Authority,
I hereby apply for grant of registration under section 8 of The Maharashtra Tax on Luxuries Act, 1987.

1. PAN/TAN *: AAACN0085D

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

2. Name of the Business / Proprietor * (as mentioned in PAN/TAN): M/s NIIT LIMITED

3. Trade / Brand Name(s) (If any): ABC Add

4. Constitution of Business *: Public Ltd. Co.

(Screen 3.2)

5.4.2. 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 (Screen 3.4) There are 5 reasons
3. Every reason selected, requires dealer to fill in the required details and upload documents as mentioned accordingly below (screen 3.4a to screen 3.4e)

5. Reason for Registration*: ---Select Reason for Registration---

---Select Reason for Registration---

- Liability to pay arises
- Shifting of place of business
- Change in constitution
- Part transfer of business
- Full transfer of business

(Screen 3.4)

1. Liability to pay arises:

5. Reason for Registration*: Liability to pay arises

(a) Liability to pay arises:

Date on which Liability to pay arises: DD/MM/YYYY

Documents required for Liability to pay arises: ☒ Bill receipt by hotelier or by his agent for any luxury provided in a hotel.

(Screen 3.4a)

2. Shifting of place of business:

5. Reason for Registration*: Shifting of place of business

(b) Shifting of place of bussiness:

Change in Place from:

To:

With effect from: DD/MM/YYYY

(Screen 3.4b)

3. Change in Constitution:



5. Reason for Registration*: Change in constitution

(c) Change in Constitution of the business:

TIN (Previous):

Change in Constitution from:

To:

With effect from:

(Screen 3.4c)

4. Part transfer of business

5. Reason for Registration*: Part transfer of business

(d) Part transfer of business:

Mention the name of the transferor and date of transfer:

TIN:

Business transferred from (Name):

With effect from:

Documents required for Part Transfer: ☒ Transfer Agreement along with signature proof.

(Screen 3.4d)

5. Full transfer of business

5. Reason for Registration*: Full transfer of business

(e) Full transfer of business:

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

TIN (Transferor):

Business transferred from (Name):

With effect from:

Documents required for Full Transfer:

☐ Transfer Agreement OR

☐ In case of Luxury Tax, Form No 6 of old firm along with signature proof of person signing Form No 6

☒ RC Cancellation Order

(Screen 3.4e)

5.4.3. Nature of Business

Select Nature of business from the dropdown list (Screen 3.5) and based on the business, dealer have to provide the documents listed below.(Screen 3.5a)

6. Nature of Business *: ---Select---

- Boarding
- Loading & Boarding
- Lodging
- Other (Specify Please)
- Service Apartment

6. Nature of Business *: ---Select--- ▼

(Screen 3.5)

6. Nature of Business *: Boarding ▼

Documents required for Nature of Business: ☒ License from Food and Drug Authority or Local bodies

☒ License from Police Department

6. Nature of Business *: Loading & Boarding ▼

Documents required for Nature of Business: ☒ License from Food and Drug Authority or Local bodies

☒ License from Police Department

6. Nature of Business *: Lodging ▼

Documents required for Nature of Business: ☒ License from Police Department

6. Nature of Business *: Other (Specify Please) ▼ Specify in case of O...

Documents required for Nature of Business: ☒ License from Food and Drug Authority or Local bodies

☒ License from Police Department

6. Nature of Business *: Service Apartment ▼

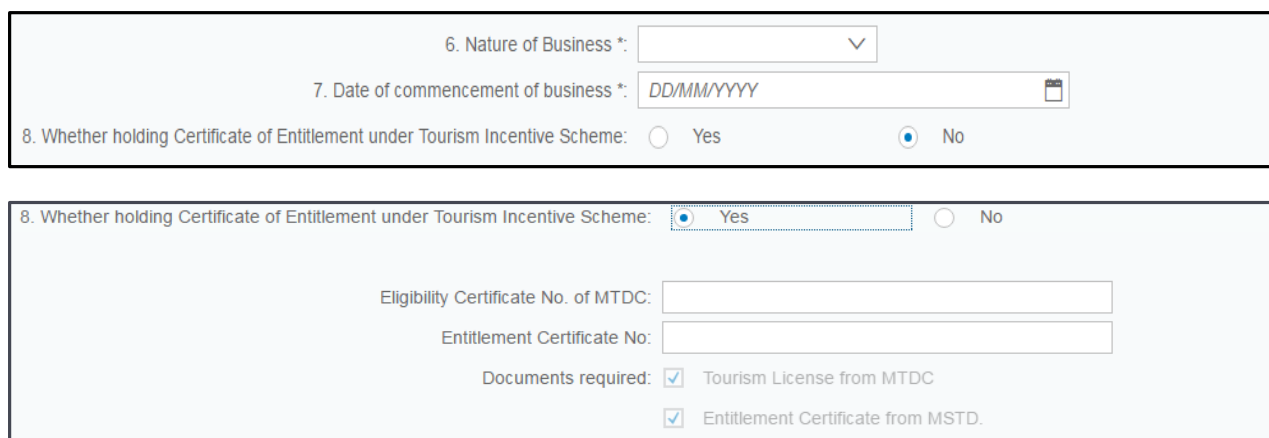
Documents required for Nature of Business: ☒ License from Food and Drug Authority or Local bodies

☒ License from Police Department

(Screen 3.5a)

5.4.4. Nature of Business

1. Input date of commencement of business
2. Certificate of Entitlement under Tourism Incentive scheme to be given (Screen 3.6)
Select 'Yes' or 'No'
If No – Click on “Next”
If Yes – Eligibility License and Entitlement certificate number needs to be input, along with the documents upload
3. Click “NEXT”



6. Nature of Business *:

7. Date of commencement of business *: DD/MM/YYYY

8. Whether holding Certificate of Entitlement under Tourism Incentive Scheme: ☐ Yes ☒ No

8. Whether holding Certificate of Entitlement under Tourism Incentive Scheme: ☒ Yes ☐ No

Eligibility Certificate No. of MTDC:

Entitlement Certificate No:

Documents required: ☒ Tourism License from MTDC
☒ Entitlement Certificate from MSTDC.

(Screen 3.6)



Note:

- Date of commencement of business should not be a future date

5.4.5. Principal Place of Business (Address)

Fill in the details for principal place of business:

- a. Address (Screen 3.7)
- b. Contact details (Screen 3.7a):
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. Pin code is auto populated based on the selection of district, taluka and post

9. Full address of the 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/Millage*:	
Pincode*:	
Latitude(Optional):	
Longitude(Optional):	

(Screen 3.7)

1	2	3	4	5	6	7	8	9	10	11	12
Select Act	CST Form A	CST Form V(B)	CST POB Details	CST Bank Details	CST Additional PCB	CST Other States PCB	CST Business Dealer	CST Existing Registration	CST Details of Individuals	CST Goods	Upload Documents

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:

Registered mobile number and email auto populated.

(Screen 3.7a)

5.4.6. Principal Place of Business (Electricity & IGR)

Electricity and IGR details are mandatory fields to be filled in by the applicant:

- Electricity bill details – Applicant needs to select the utilities from dropdown list and provide consumer number as well as Account number
- IGR details

Electricity Bill Details

Service Provider *:

Consumer No *:

Account No *:

(Screen 3.8)

IGR Details

District:

Location of Sub-registrar:

Year:

Document Number:

(Screen 3.8b)

**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)

Select the options of premises 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 viewed and subsequently uploaded
2. Select at least two type of documents you have as proof for above mentioned Address

Nature of possession of premises *: ☒ Owned ☐ Transit/Online Sellers

☐ Leased ☐ Rented/Leave and license

☐ Tenancy/Sub-tenancy ☐ Consent

☐ Rent free ☐ Stall Booking (only applicable for casual)

(Screen 3.9)

1. Owned premises:

Nature of possession of premises *: ☒ Owned ☐ Transit/Online Sellers

Documents required for proof of Place of Business(Select any one)

☒	Latest electricity bill*
☒	Property Card
☐	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
☐	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)

☒	Latest electricity bill *
☐	In case of transit Agreement/ Letter of allotment.
☐	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)

☒	Latest electricity bill *
☐	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)

- ☐ Latest electricity bill *
- ☐ Registered leave and license agreement in the name of applicant alo...
- ☐ Ownership proof of Licensor
- ☐ Property Card
- ☐ 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 3.21)

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)

- ☒ Latest electricity bill *
- ☒ Registered Tenancy/Sub-tenancy agreement
- ☒ Latest Rent Receipt
- ☒ 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)

- ☒ Latest electricity bill*
- ☐ Consent letter from family member/s in the name of applicant (owner...
- ☐ Ownership proof of Consenter/s
- ☐ Property Card
- ☐ 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
- ☐ List of directors from Registrar of Companies of sister concern
- ☐ Board Resolution of consenter company
- ☐ Consent letter and signature proof of consenter Director



(Screen 3.23)

7. Rent free premises :

Nature of possession of premises *: ☐ Owned ☐ Transit/Online Sellers
☐ Leased ☐ Rented/Leave and license
☐ Tenancy/Sub-tenancy ☐ Consent
☒ Rent free ☐ Stall Booking (only applicable for casual)

Documents required for proof of Place of Business(Select any one)

☒	Latest electricity bill *
☐	Consent letter from family member/s in the name of applicant (owner...
☐	Ownership proof of Consenter/s
☐	Property Card
☐	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
☐	List of directors from Registrar of Companies of sister concern
☐	Board Resolution of consenter company
☐	Consent letter and signature proof of consenter Director

(Screen 3.24)

8. Stall booking :

Nature of possession of premises *: ☐ Owned ☐ Transit/Online Sellers
☐ Leased ☐ Rented/Leave and license
☐ Tenancy/Sub-tenancy ☐ Consent
☐ Rent free ☒ Stall Booking (only applicable for casual)

Documents required for proof of Place of Business(Select any one)

☐	Allotment Letter
--------------------------	------------------

(Screen 3.25)

5.4.8. Principal Place of Business (Nature of Business)

1. Select anyone 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: Part Nature:

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, pin code and State
2. Click on NEXT

**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 (Screen 3.25a & 3.26a)
- 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

13. Details of bank account(s)***Add bank accounts****Delete bank accounts**

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

1



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:

(Screen 3.25)

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

(Screen 3.25a)

Select Entry*: ☐ MICR Code ☒ IFSC Code

Account number*:

Type of Account:

IFSC: Get details

Name of the Bank*:

Branch and Address of the Bank and Branch:

Pin Code:

State:

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

(Screen 3.26)

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

(Screen 3.26a)

5.4.10. Address of Additional Place of Business

1. Fill full address of Additional Place of Business (Screen 3.27)
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 (**Principal place of business-- 5.4.5 to 5.4.8**)
3. Click on NEXT

11. Full address 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/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/Online Seller

☐

Leased

☐

Rented/Leave and license

☐

Tenancy/Sub-tenancy

☐

Consent

☐

Rent free

☐

Stall Booking (only applicable for casual)

Scanned copy of Document to be uploaded:

☐

Latest electricity bill*

☐

Property Card

☐

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

☐

Certificate showing the address of the applicant issued by the manager of Nationalise...

☐

Latest electricity bill *

☐

Registered leave and license agreement in the name of applicant alongwith

☐

Ownership proof of Licensor

☐

Property Card

☐

Registered Ownership deed

☐

Registered Agreement (including Index II) with the builder

Electricity Bill Details

Service Provider *:

Consumer No *:

Account No *:

IGR Details

District:

Location of Sub-registrar:

Year:

Document Number:

(Screen 3.27)

5.4.11. Details of Proprietor / Partners/ MD/ Associations/ all people having interest in business (Luxury details of residential)

1. Fill Details of Persons having interest in business
2. Based on the details given in POI, OCI or passport details, supporting documents needs to be uploaded (screen 3.30)
3. If POI, OCI or passport details are not given, then applicant have to provide proof of permanent residence address (screen 3.32)
4. Click on NEXT

12. Details of Proprietor/Partner/Director/Members of Managing Committee/all persons having any interest in the business including HUF *

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: nirmal mahek singh
Name of Father/Husband: anup mahek singh

(Screen 3.28)

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 foreiegners):
UID No:
DIN No. (if any):
Mobile Number:
E-mail address:
Telephone No:
Gender: Male
FAX No:

(Screen 3.29)

Residential Address

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):

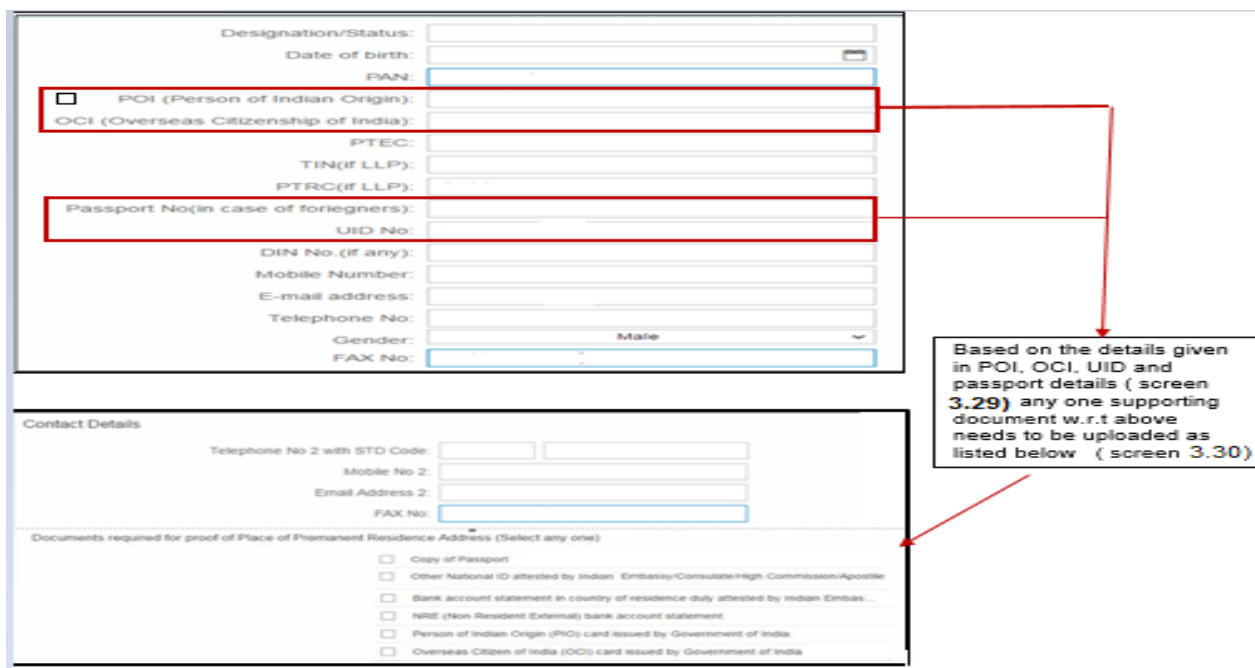
Contact Details

Telephone No 2 with STD Code: Std Code
Mobile No 2:
Email Address 2:
FAX No:

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

- ☐ Copy of Passport
- ☐ Other National ID attested by Indian
- ☐ Embassy/Consulate/High Commission/Apostile
- ☐ 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 3.30)



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:

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

Based on the details given in POI, OCI, UID and passport details (screen 3.29) any one supporting document w.r.t above needs to be uploaded as listed below (screen 3.30)

(Screen 3.31)

Scanned copy of Document to be uploaded:

☐ Latest electricity bill*

☐ Property Card

☐ 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

☐ Certificate showing the address of the applicant issued by the manager of Nationalise...

☐ Latest electricity bill *

☐ Registered leave and license agreement in the name of applicant alongwith

☐ Ownership proof of Licensor

☐ Property Card

☐ Registered Ownership deed

☐ Registered Agreement (including Index II) with the builder

(Screen 3. 32)

5.4.12. Other State Specific Information

1. Fill in Other State Specific Information (corresponding TIN under CST Act, if any) (Screen 3.33)
2. Click on NEXT



13. Address(s) in other State(s) and corresponding TIN under C.S.T. Act, if any

1

Add Address **Delete Address**

← →

Address(1)

Building No/Flat No/Door No:

Floor No:

Name of the Premises/Building:

Road/Street/Lane:

State:

District/Town/City:

Taluka:

Locality/Area/Village:

Pincode:

Corresponding CST RC No. / TIN:

Contact Details

Telephone No with STD Code:

Mobile No*:

Email Address*:

FAX No:

(Screen 3.33)

5.4.13. Signatory Name

1. Select the status of the signatory (Screen 3.34)
2. Input name of the signatory (Screen 3.35)
3. Enter your Aadhar UID number.This is an optional requirement
4. Click on NEXT



14. Status of the signatory to the application *:

Name of the signatory to the application:

UID No:

--- SELECT ---

- PROPRIETOR
- AUTHORIZED PERSON OF PROPRIETOR
- PARTNER
- KARTA OF HUF
- ADULT. MEMBER OF HUF
- DIRECTOR OF A CORPORATE BODY
- MANAGER OF A CORPORATE BODY
- SECRETARY OF A CORPORATE BODY
- PRINCIPAL OFFICER OF A CORPORATE BODY

(Screen 3.34)

14. Status of the signatory to the application *:

Name of the signatory to the application:

UID No:

OTP:

(Screen 3.35)

5.4.14. Business Conductor.

Person conducting the business has to give his details (Screen 3.37)

15. If the business is managed/Conducted by the person other than 12 above then details of Properitor / Partner / Director / Members of Managing Committee / all persons having any interest in the business (including the members of Hindu Undivided Family Business) Not to be filled in if the applicant is a Department of Government.

Name of the Hotel *:

Total Number of Hotel Conductors/Managers:



Address(1)

Full Name of Conductor/Manager: First Name Middle Name Last Name

PAN:

UID No.:

Mobile Number:

Email Address:

Telephone No:

Gender: ▼

Fax No.:

Residential Address

Building No/Flat No/Door No:

Floor No:

Name of the Premises/Building:

Road/Street/Lane:

District: ▼

Taluka/Area: ▼

Locality/Area/Village: ▼

Pincode:

Latitude(Optional):

Longitude(Optional):

(Screen 3.37)

6. Upload Document

6.1 Instructions for Upload of Documents

1. After entering, all the details in Form 4 of Luxury Act, you will be taken to the last page to upload the documents
2. Read the Instructions with reference to valid document upload requirements (Screen 3.38)



1 Select Act **2** Luxury Registration F... **3** Luxury POB Details **4** Luxury Bank Details **5** Luxury Additional POB **6** Luxury Details of Residential **7** Luxury Other State POB **8** Luxury Details of Signatory **9** Luxury Form 7 **10** Upload Documents **11** Acknowledgement

UPLOAD DOCUMENT

☒ Instructions

List of documents required to be uploaded along with application for New Registration.
Note: All the documents pertaining to deeds/agreements uploaded shall contain the following:
i) Name of buyer and seller
ii) Description of address Place of Business/Place of Residence/Additional Place of Business.
iii) Signatures of buyer, seller and all the witnesses and page containing stamp of registrar.
iv) Validity Period of the agreement in case of leave and license agreement.
v) If partnership deed/LLP agreement is of more than 5 pages, upload pages showing commencement date of partnership, names of partners and their percentage of shares, place of business and signatures of all partners.
vi) If the PAN Card is not available with the applicant, then the details of the PAN obtained from the website of Income Tax Department may be accepted as a proof of PAN instead of copy of PAN.

(Screen 3.38)

6.2. Download Annexure - B

1. Annexure – B is required by the dealer can be downloaded from here
2. These Annexure - B need to be filled in by the dealer and uploaded in the upload section of the form.

(Screen 3.39)

6.3. Upload Documents

1. Here whatever relevant and mandatory documents that you have check marked during the procedure of filling the form, is displayed and those documents are to be uploaded here
2. When document is uploaded successfully, the upload button will turn green (Screen 3. 40)
3. You can also view the preview of the document (Screen 3. 40)
4. After uploading each and every document, click on declaration and fill the details. (Screen 3. 41)
5. Applicant can go back by clicking on “Previous” and check again all the details of the form that have been filled up (Screen 3. 42)
6. 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. 42)



Upload Documents			
Scanned copy of Paid MTR-6 Challan		Upload	Preview
Photo of signatory to the application *		Upload	Preview
Signature		Upload	Preview
Annexure "B" (Download Template)	Dealers Manual of PTEC.docx	Upload	Preview
Scanned copy of FORM V(B)*	Pramod.Error in CST-14-4-2016.xlsx	Upload	Preview
Scanned copy of FORM V(B)*	Pramod.Error in CST-14-4-2016.xlsx	Upload	Preview
PAN of Company		Upload	Preview
POB-Latest electricity bill*		Upload	Preview
POB-Ownership proof of Licensor		Upload	Preview
POB-Registered leave and license agreement in the name ...		Upload	Preview
POB-Property Card		Upload	Preview
APOB-000002-Latest electricity bill*	Positive.PTRCtesting.docx	Upload	Preview
APOB-000001-Latest electricity bill*	Positive.PTRCtesting.docx	Upload	Preview
APOB-000001-Property Card		Upload	Preview
APOB-000002-Property Card		Upload	Preview
CST TIN Certificate of concerned state	Dealers Manual of SCPT.docx	Upload	Preview
Aadhaar Card	SampleTimesheet_v1.5N.xls	Upload	Preview

(Screen 3.40)

☒ 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: DD/MM/YYYY	Designation:

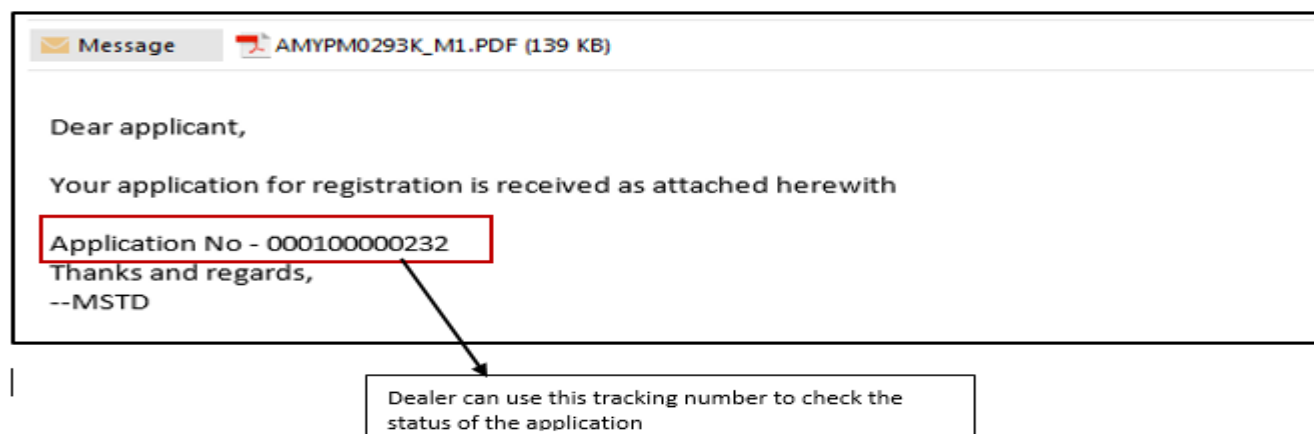
(Screen 3.41)

Print/Preview
--

(Screen 3.42)

6.4 Submission:

1. Click on "Submit" button.
2. Acknowledgment is generated with Application Reference Number.
3. Successful Message is sent to your email and sms into mobile number
4. An email is sent to the applicant with downloadable PDF form & print option of the form (Screen 3.41)



(Screen 3.45)

YOU HAVE SUCCESSFULLY FILLED FORM 4 OF LUXURY TAX ACT