



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*
- (c) Non Resident Dealer*
- (b) Casual Dealer*

*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**

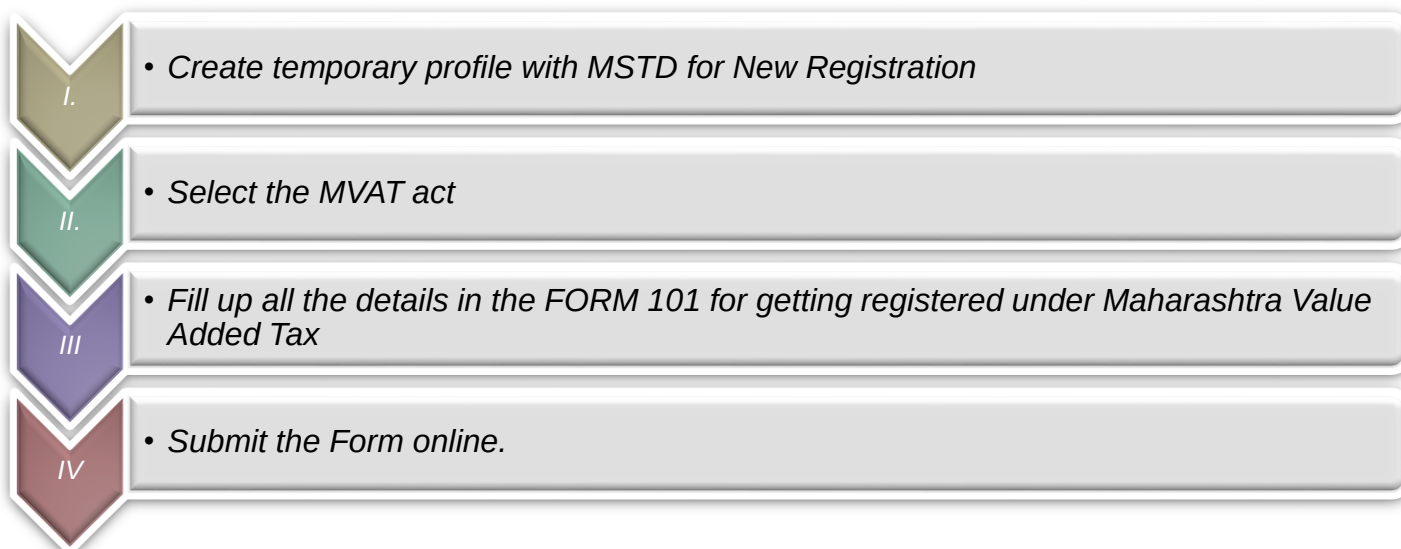
- Make sure you are filling correct and valid details in the input fields as per the description. Read carefully before entering details
- Mobile Number fields will contain only 10 digit number. (Use of +91 is not allowed)
- Do not use any initial prefixes (name or professional) before any names in the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



## Create Temporary Profile



**DEPARTMENT OF SALES TAX**  
GOVERNMENT OF MAHARASHTRA, INDIA  
[www.mahavat.gov.in](http://www.mahavat.gov.in)



सत्यमेव जयते

[Temporary Profile Creation](#)  
[Login to temporary profile\(Acts Registration\)](#)

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



**DEPARTMENT OF SALES TAX**  
GOVERNMENT OF MAHARASHTRA, INDIA  
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सत्यमेव जयते

[Temporary Profile Creation](#)  
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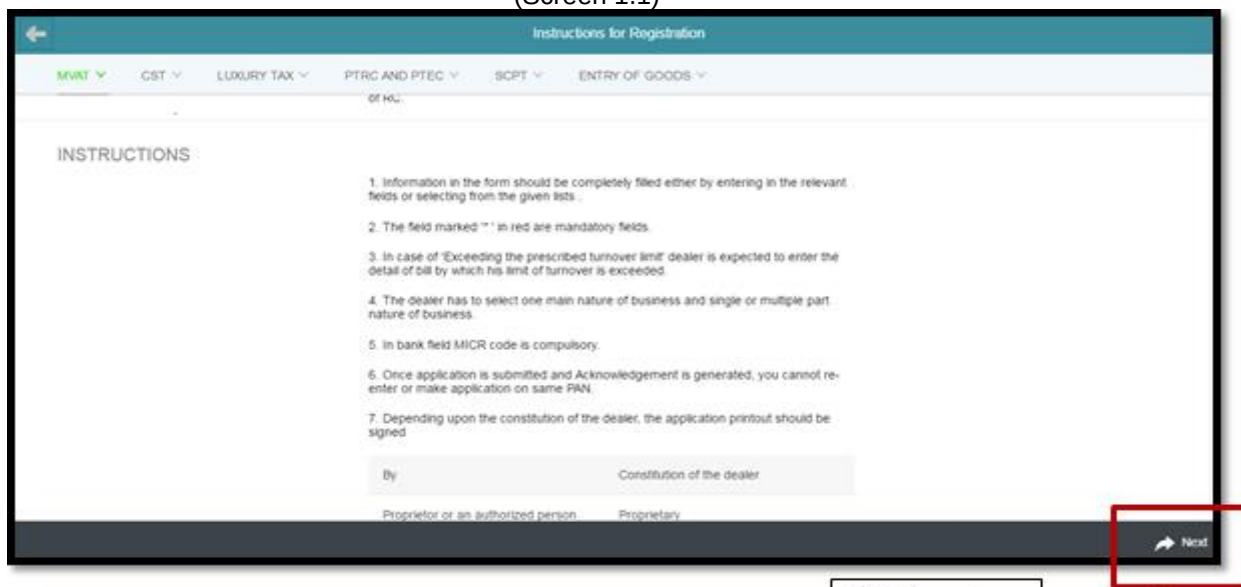
New dealer have to click on this link to create temporary profile

(Screen 1)

## 4.1 Creation of Temporary Profile

1. Click **"Temporary Profile Creation"** on home page (Screen 1), it will navigate to **"Options for Registration"** page.  
(This page will show instructions for various tax paying categories, availing services from sales tax department)
2. 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.
3. Click on **"NEXT"** at the end of the Instructions page.
4. It navigates to PAN/TAN Details page (Screen 1.3)

(Screen 1.1)



Instructions for Registration

MVAT CST LUXURY TAX PTRC AND PTEC SCPT ENTRY OF GOODS

OF H.O.

INSTRUCTIONS

1. Information in the form should be completely filled either by entering in the relevant fields or selecting from the given lists.
2. The field marked "\*" in red are mandatory fields.
3. In case of "Exceeding the prescribed turnover limit" dealer is expected to enter the detail of bill by which his limit of turnover is exceeded.
4. The dealer has to select one main nature of business and single or multiple part nature of business.
5. In bank field MICR code is compulsory.
6. Once application is submitted and Acknowledgement is generated, you cannot re-enter or make application on same PAN.
7. Depending upon the constitution of the dealer, the application printout should be signed

By Constitution of the dealer

Proprietor or an authorized person Proprietary

Next

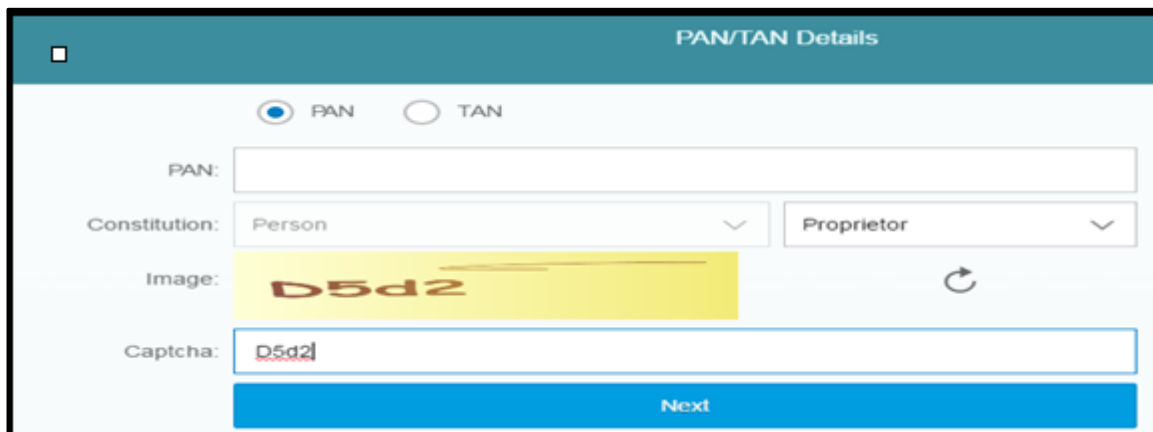
Click here to go to next page

(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



(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

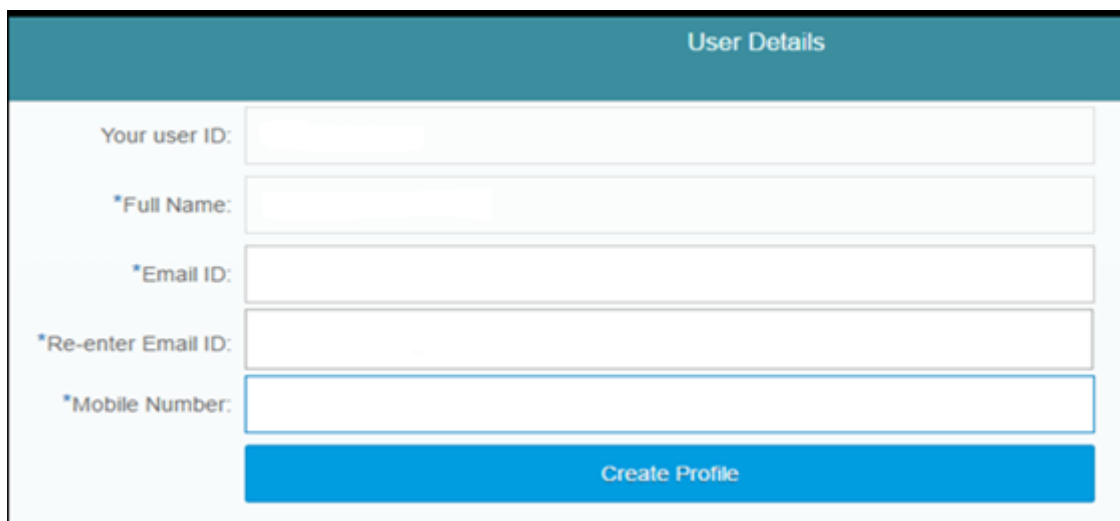
### 4.3. User Details Screen

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)

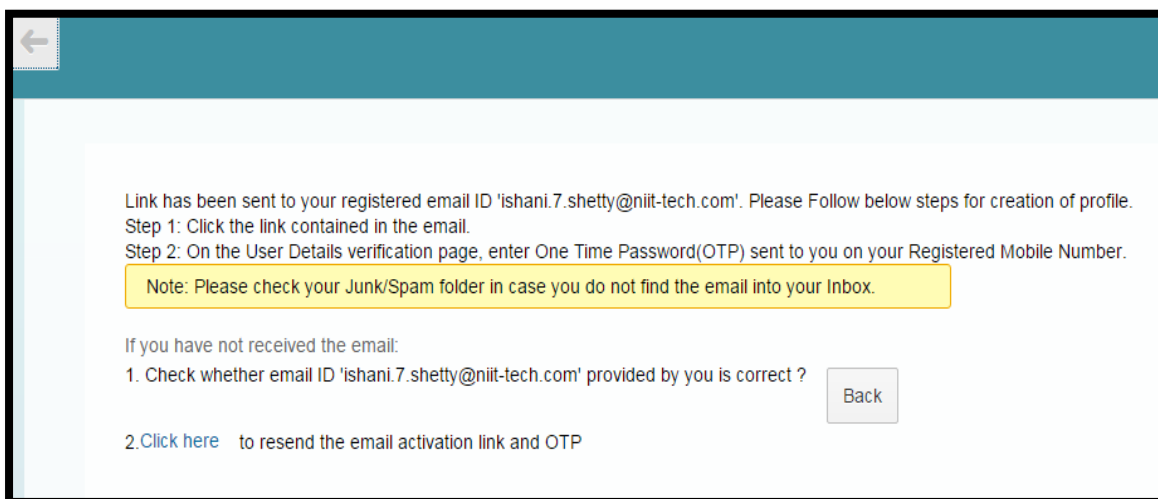


### Note:

- 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\\*\\*\\*\\*@\\*\\*\\*\\*.\\*\\*\\*](mailto: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



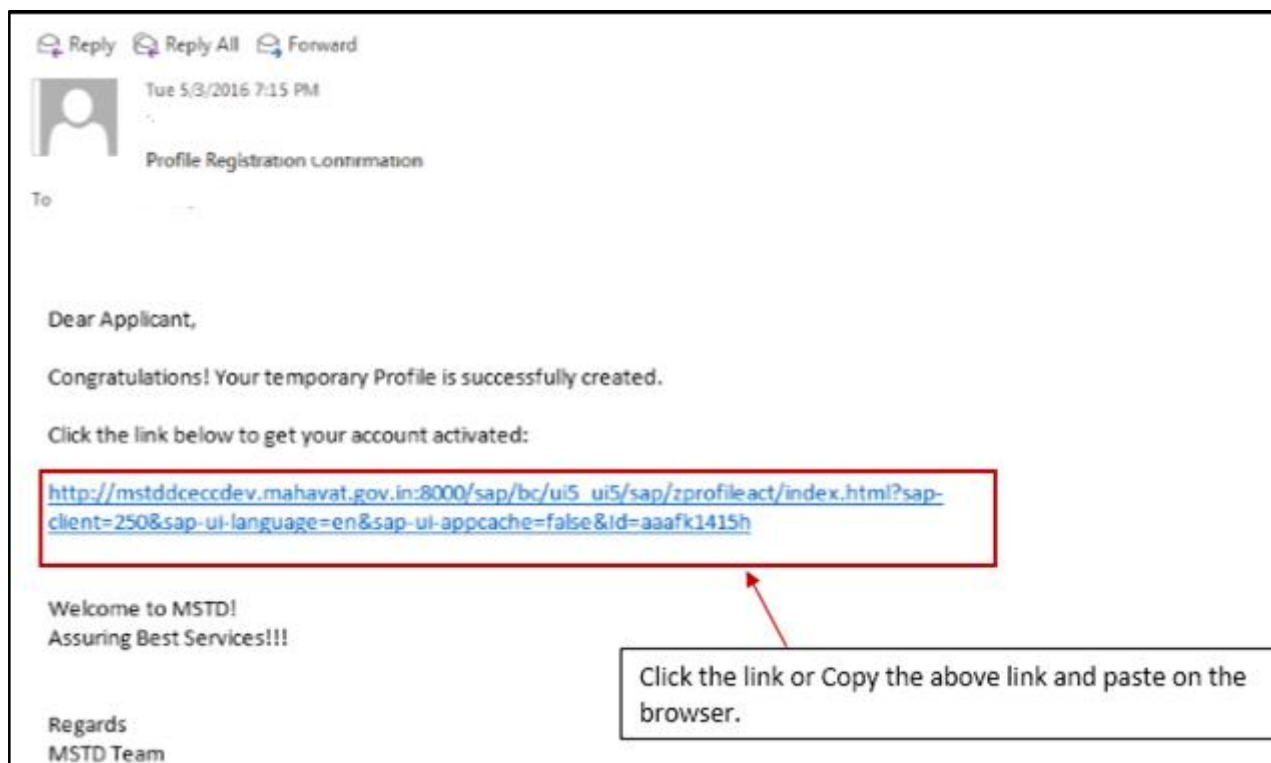
(Screen1.5)

**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

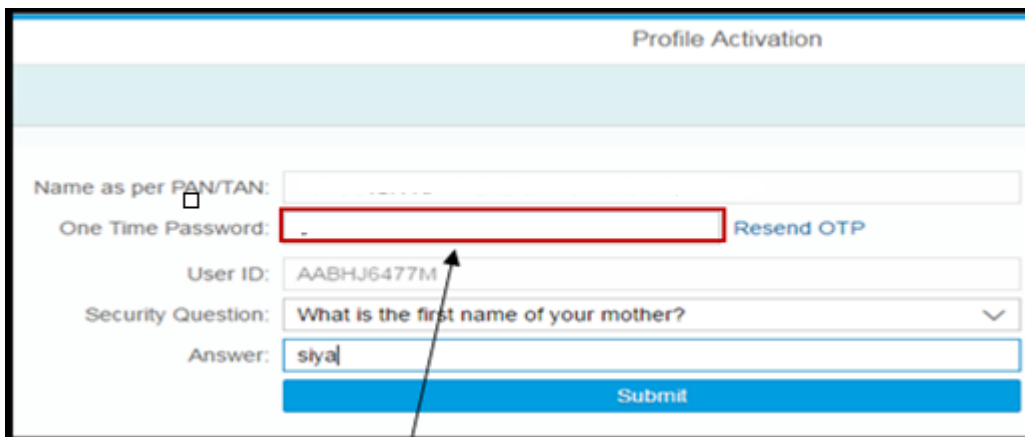
1. Email ID and click on the activation link provided in the email. Please look in the **spam** folder if the link is not available in the inbox. (Screen 1.6)
2. This link will take you to the Profile Activation (screen 1.7)



(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



The image shows a 'Profile Activation' form. It includes fields for 'Name as per PAN/TAN', 'One Time Password' (with a 'Resend OTP' link), 'User ID' (displayed as AABHJ6477M), 'Security Question' (a dropdown menu with 'What is the first name of your mother?' selected), and 'Answer' (displayed as 'siya'). A blue 'Submit' button is at the bottom. An arrow points from the 'One Time Password' field to the 'Submit' button.

(Screen 1.7)

**Note:**

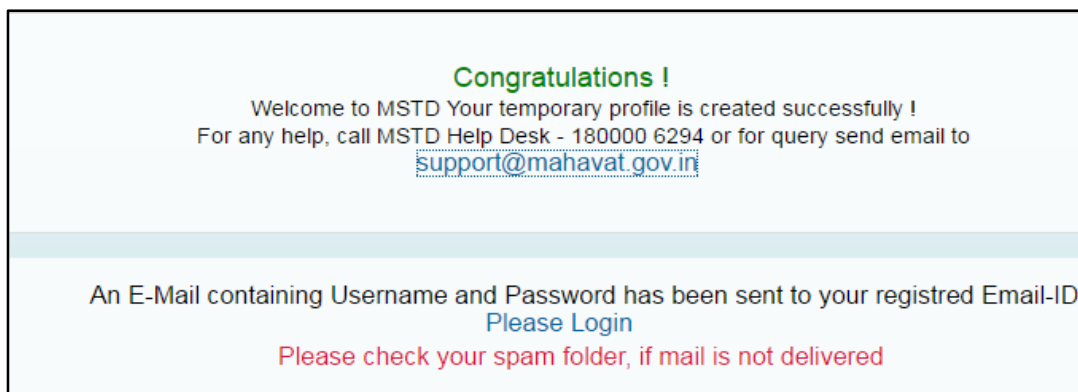
- If you fail to receive OTP, then click on Resend OTP
- Maximum three chances available for successful entries
- In case you enter wrong OTP the system will ask you to re-enter the correct OTP

### 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

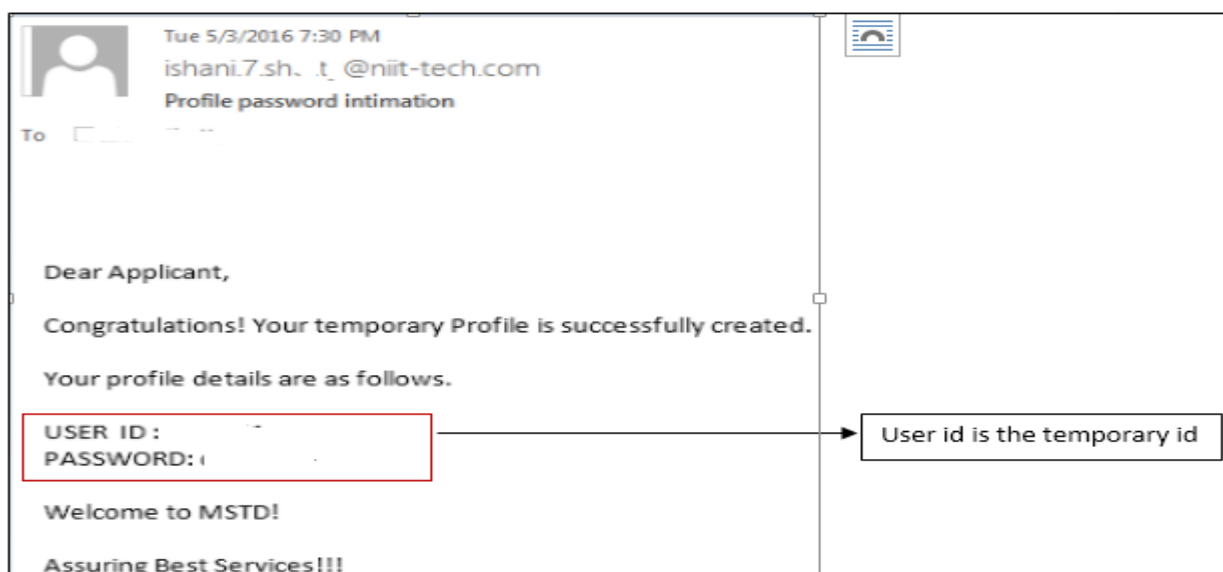
## 4.7 Successful Submission of Profile

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)



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](mailto: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**

## 5. Login as Temporary User

### Maharashtra Sales Tax Department website

After temporary profile is created, new applicant has to go back to the homepage or type the url link as:

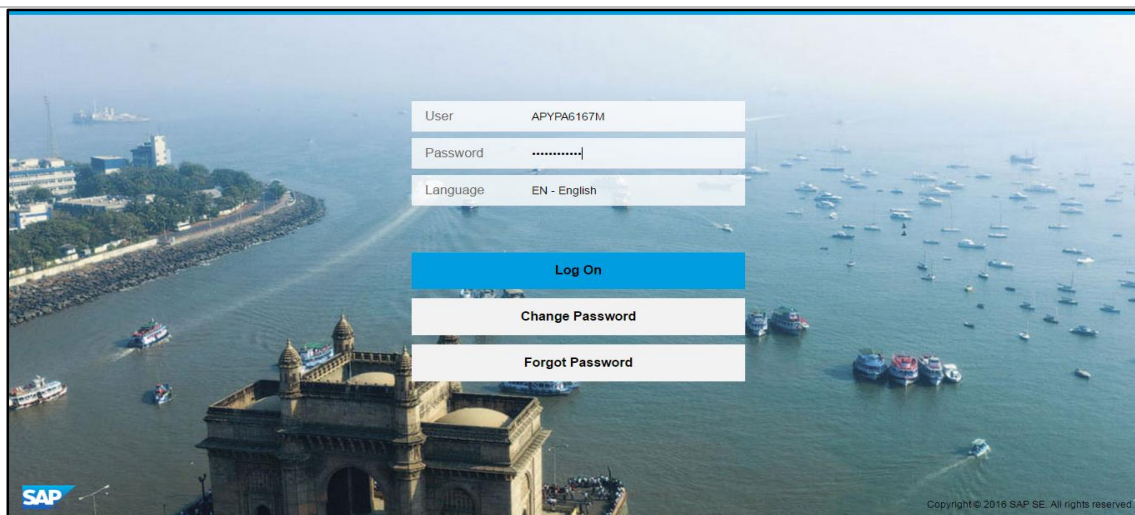
Click on “**Login to Temporary Profile (Acts registration)**” (screen 2.1), it will navigate to Login page (Screen 2.2).



(Screen 2.1)

## 5.1 Login Page

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”



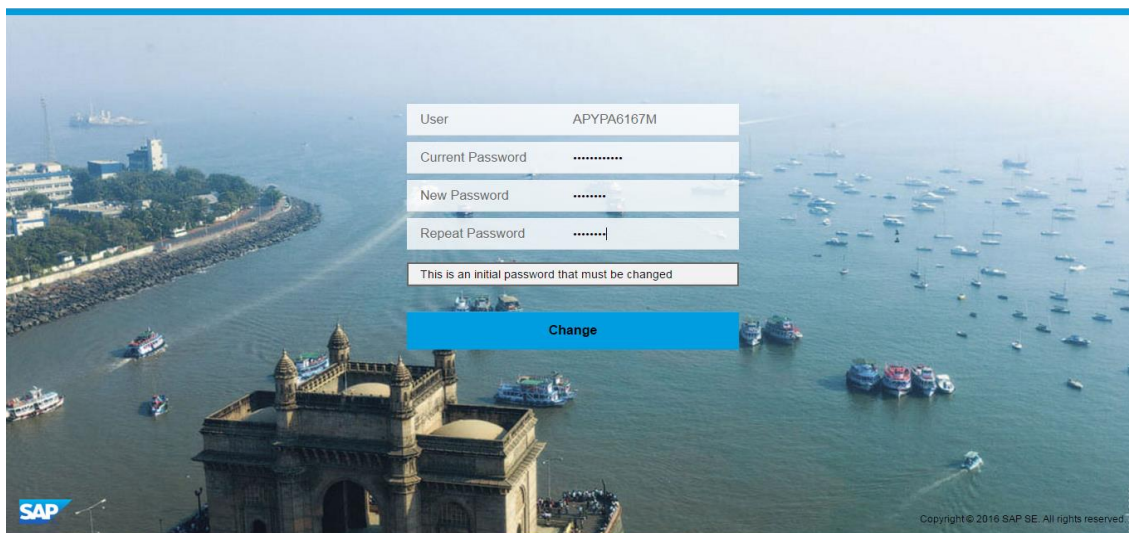
(Screen 2.2)

4. Again new Login page will open up for applicant to change the password ( screen 2.3)
  - a. User ID – ( PAN id)

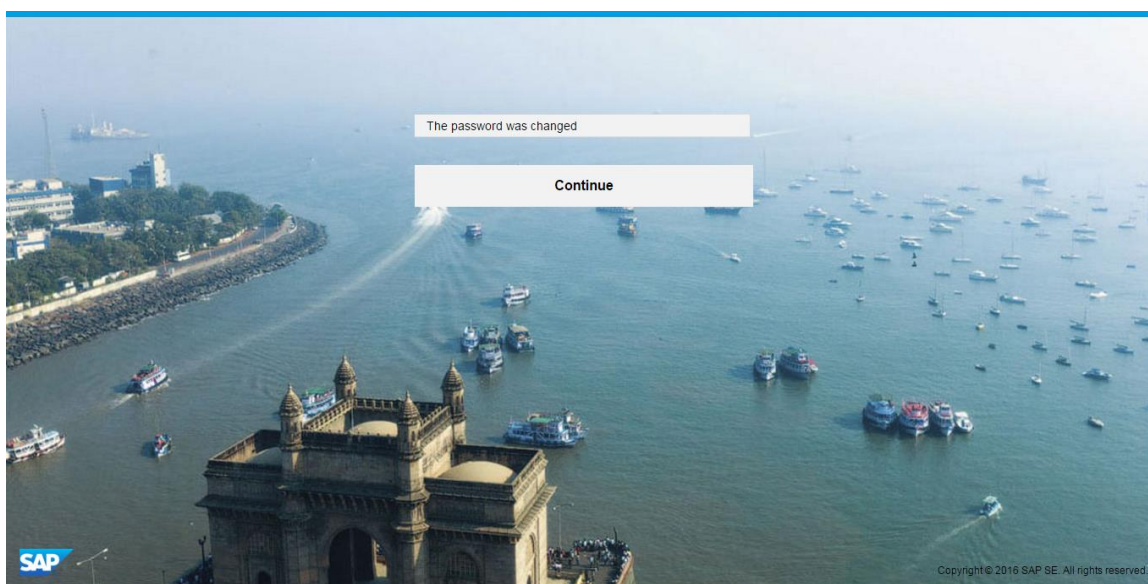


- b. Current Password – ( same password entered above sent by MSTD)
- c. New Password – ( dealer can change with his own password)
- d. Repeat Password – ( repeat with the same password entered by dealer)

5. Click on 'Change'



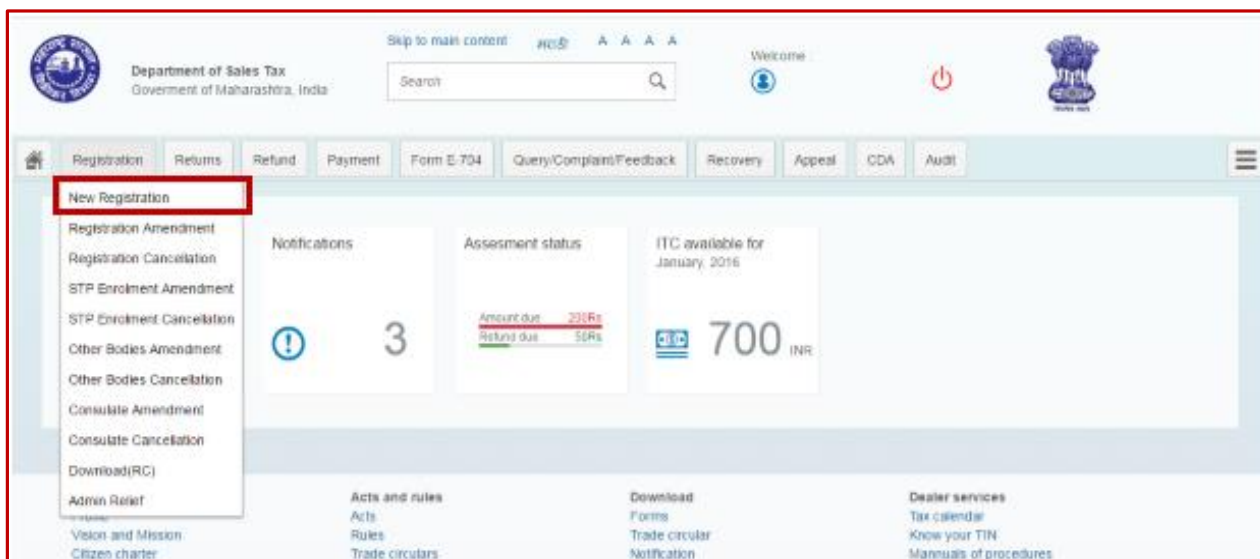
(Screen 2.3)



(Screen 2.4)

## 5.2. Dealers home page

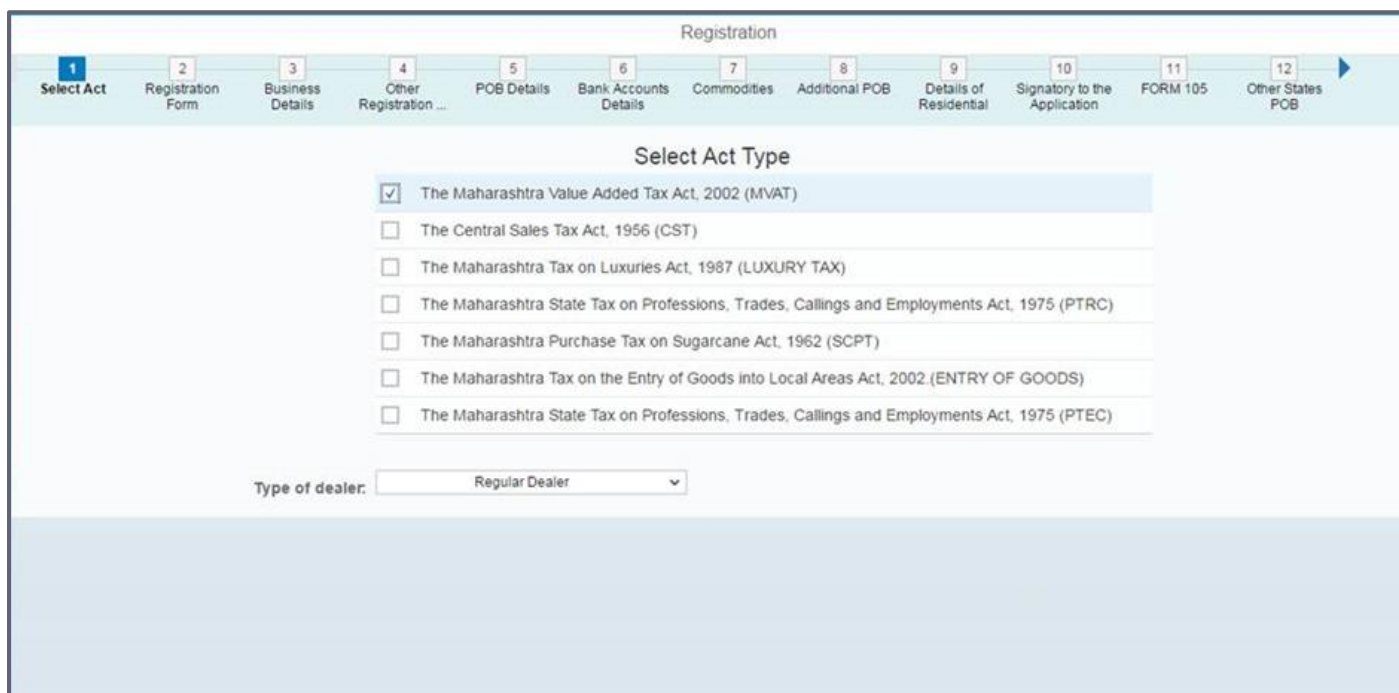
1. Click on Registration dropdown and select "New Registration"
2. "New Registration" will navigate to "Registration" Dashboard



The screenshot shows the Maharashtra Department of Sales Tax website. The header includes the department's name, a search bar, and a welcome message. A navigation menu at the top lists various services: Registration, Returns, Refund, Payment, Form E-704, Query/Complaint/Feedback, Recovery, Appeal, CDA, and Audit. The 'New Registration' option is highlighted in a red box. Below this, a dropdown menu lists several options: Registration Amendment, Registration Cancellation, STP Enrolment Amendment, STP Enrolment Cancellation, Other Bodies Amendment, Other Bodies Cancellation, Consulate Amendment, Consulate Cancellation, Download(RC), Admin Relief, Vision and Mission, and Citizen charter. The main content area displays three cards: 'Notifications' with a count of 3, 'Assessment status' showing 'Amount due: 238Rs' and 'Refund due: 55Rs', and 'ITC available for January, 2016' with a value of 700 INR. The footer contains links for 'Acts and rules', 'Download Forms', and 'Dealer services'.

(Screen 2.5)

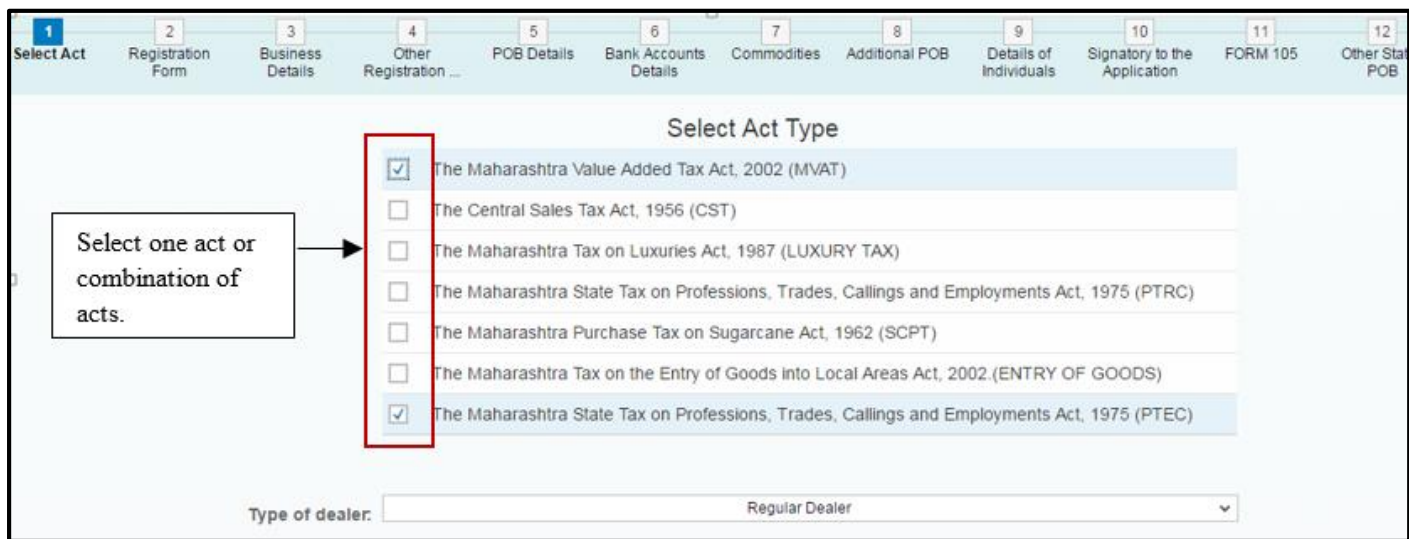
## 5.3. Registration Dashboard



The screenshot shows the 'Registration' dashboard. At the top, there is a horizontal 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 'Select Act' step is currently active. Below the navigation bar, the 'Select Act Type' section is displayed. It contains a list of checkboxes for different tax acts: ☒ The Maharashtra Value Added Tax Act, 2002 (MVAT), ☐ The Central Sales Tax Act, 1956 (CST), ☐ The Maharashtra Tax on Luxuries Act, 1987 (LUXURY TAX), ☐ The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTRC), ☐ The Maharashtra Purchase Tax on Sugarcane Act, 1962 (SCPT), ☐ The Maharashtra Tax on the Entry of Goods into Local Areas Act, 2002 (ENTRY OF GOODS), and ☐ The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTEC). Below this list, there is a 'Type of dealer:' label and a dropdown menu set to 'Regular Dealer'.

Registration dashboard (Screen 3.1)





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 Individuals 10 Signatory to the Application 11 FORM 105 12 Other Stat POB

Select Act Type

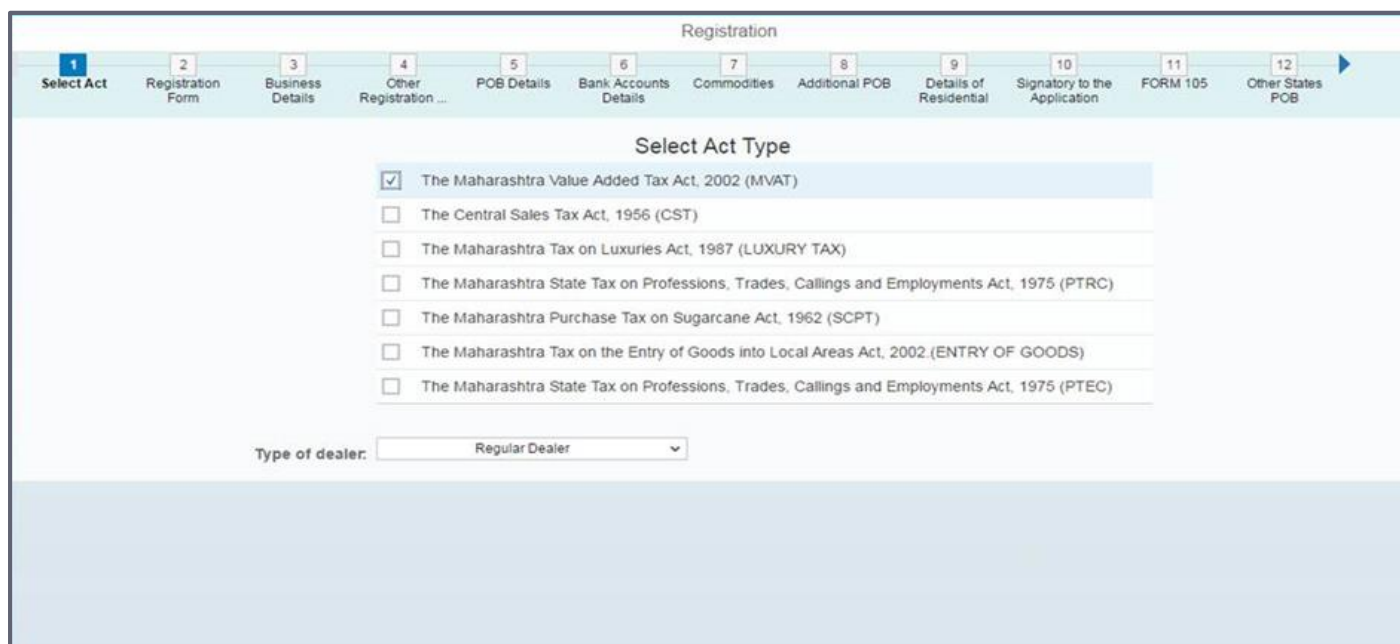
Select one act or combination of acts.

- ☒ 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)

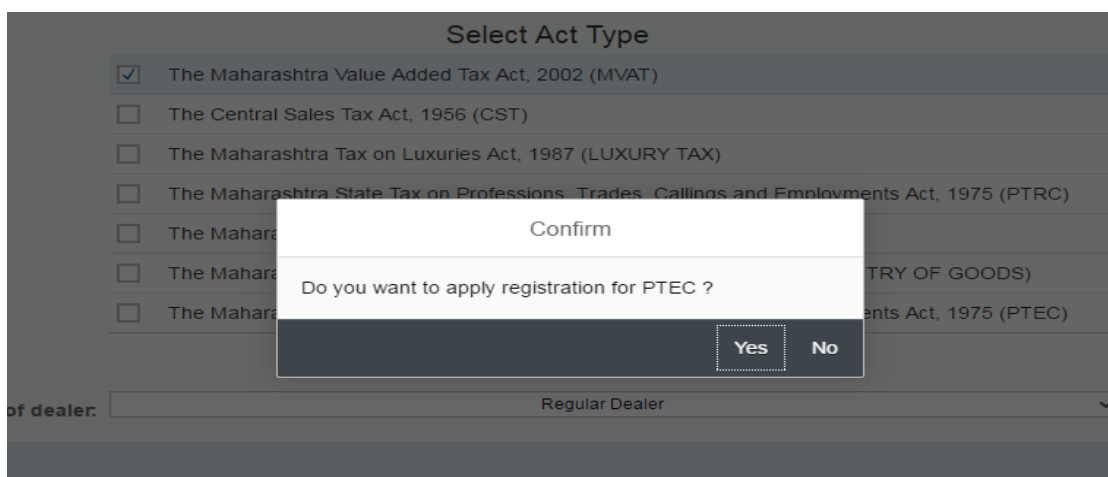
Type of dealer: Regular Dealer

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 dashboard (Screen 3.1)



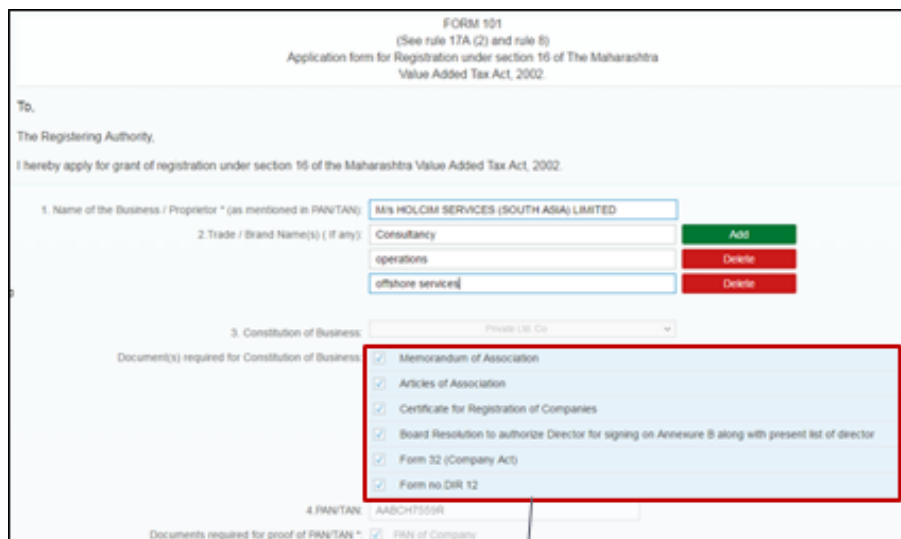
(Screen 3.1a)

## 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):

2. Trade / Brand Name(s) ( If any):

3. Constitution of Business:

Document(s) required for Constitution of Business:

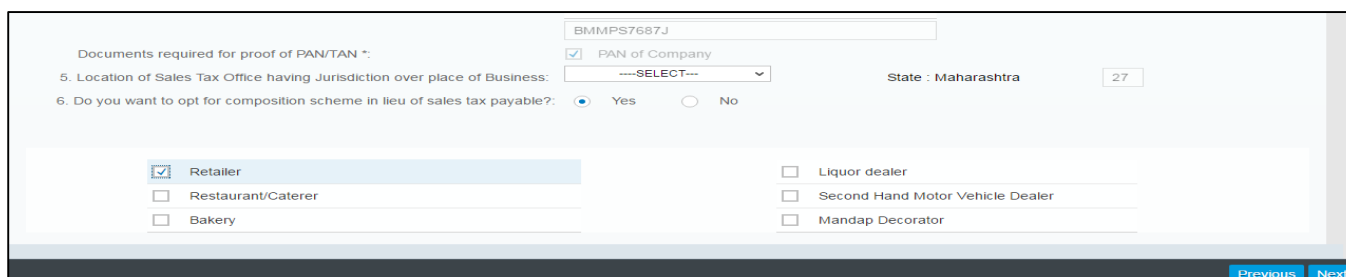
- ☒ Memorandum of Association
- ☒ Articles of Association
- ☒ Certificate for Registration of Companies
- ☒ Board Resolution to authorize Director for signing on Annexure B along with present list of director
- ☒ Form 32 (Company Act)
- ☒ Form no DIR 12

4. PAN/TAN:

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

(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



Documents required for proof of PAN/TAN \*:

☒ PAN of Company

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

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

(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
  8. Voluntary.
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 |
| ---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       | Delete |
| <input type="text"/> | <input type="text"/>                     | DD/MM/YYYY       | 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)

## 8. Voluntary

**No introducer is required for voluntary registration.**

### 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

|                                                                                | Registration Details                |
|--------------------------------------------------------------------------------|-------------------------------------|
| 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                 |            |
| Mobile No 2:                  |                            |            |
| FAX No:                       | 43001756__                 |            |
| Email Address 1*:             | anisha.manvatkar@gmail.com |            |
| Email Address 2:              |                            |            |
| Website:                      | www.tech1-tech2.com        |            |

Registered mobile  
number and email  
auto populated.

(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 S/DN. |

---

|                            |          |
|----------------------------|----------|
| <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)

- ☐ 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 *: | <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 checked="" type="radio"/> 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 *: | <input type="radio"/> Owned                | <input type="radio"/> Transit                                    |
|                                     | <input type="radio"/> Leased               | <input type="radio"/> Rented                                     |
|                                     | <input type="radio"/> Tenancy              | <input type="radio"/> Consent                                    |
|                                     | <input checked="" type="radio"/> Rent free | <input type="radio"/> 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: Financial Institutions

Part Nature:

Bonded Warehouse  
EOU/STP/EHTP  
Cable & DTH Services  
Printing  
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

**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

#### 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\*: 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 simultaneously.

(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 |                     | Select Entry and Sub-Entry |              |                   | 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, m |  |

(Screen 3.27)

**Other Commodities to be Sold**

| Name of Commodity | Schedule |                     | Select Entry and Sub-Entry |              |                   | 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 |                     | Select Entry and Sub-Entry |              |                   | 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 |                     | Select Entry and Sub-Entry |              |                   | 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

1

Premises 1 Details of Additional Place of Business:

**Add Premises****Delete Premises****Address(1)**

Building No/Flat No/Door No: 21231

Floor No: 23

Name of the Premises/Building: mainland apt

Road/Street/Lane: mainland apt road

District: AURANGABAD

Taluka/Area: GANGAPUR

Post: Bhendala

Pincode: 431110

Latitude(Optional):

Longitude(Optional):

Url:

**Contact Details**

Telephone No 1 with STD Code: 69554 775691234

Telephone No 2 with STD Code: STD Code

Mobile No 1\*: 84530129855

Mobile No 2:

FAX No: 43345440111

Email Address 1\*: ajinkya.solanki@nitpune.com

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

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:

FAX No:

(Screen 3.32)

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):

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 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  andheri

/ 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                                                                                                     | <input type="text" value="1"/> <input type="button" value="Add"/> <input type="button" value="Delete"/> |

(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="asghgjgkj"/>   |                                          |                                     |
| 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"/>      |                                          |                                     |



|                                              |                 |
|----------------------------------------------|-----------------|
| <b>Residential Address</b>                   |                 |
| 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

|                                                                    |     |  |
|--------------------------------------------------------------------|-----|--|
| 19. Details of Authorized Representative (STP/Advocate/CA/CS etc.) |     |  |
| Name of the Person:                                                |     |  |
| Status:                                                            | STP |  |
| 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

[Add Address](#) [Delete Address](#)

← →

Address(1)

Building No/Flat No/Door No: 68896

Floor No: 78787

Name of the Premises/Building: gazal

Road/Street/Lane: gazali

State: ASSAM

District/Town/City: Chirang

Taluka/Area: Bijni (Pt)

Post: Amteka 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. 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: malhar

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.
4. You can also view the preview of the document.
5. After uploading each and every document, click on declaration and fill the details.
6. Applicant can go back by clicking on “Previous” and check again all the details of the form that have been filled up
7. Click on “Submit” only after assuring that all the details, documents, photos, signatures have been properly filled in & uploaded

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

mumbai

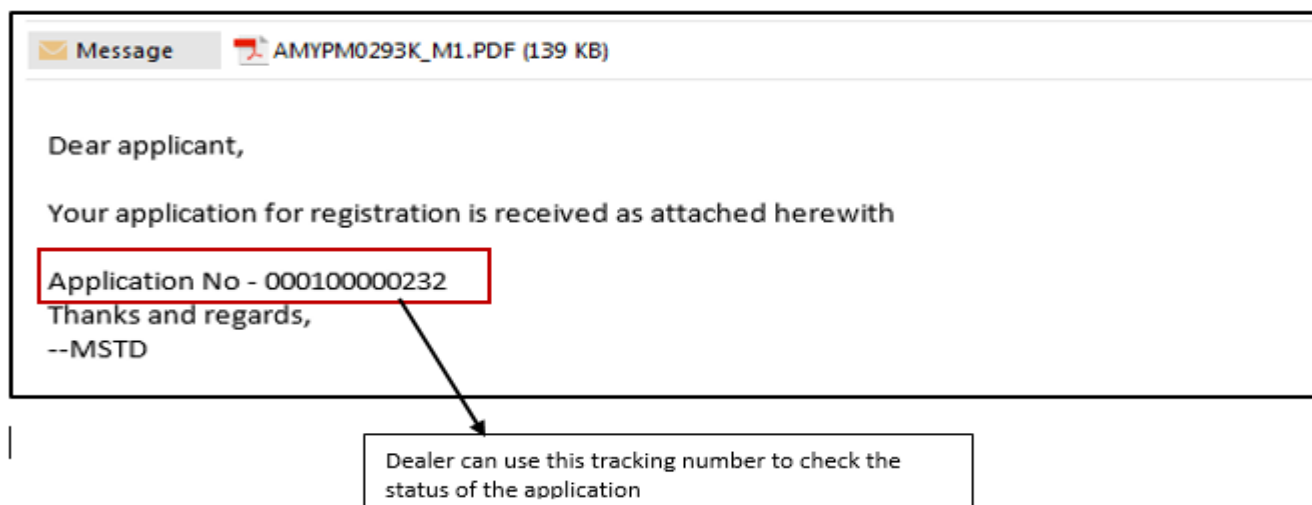
Date

13/04/2016

(Screen 3.40)

## 6.1. Submission:

1. Click on "Submit" button.
2. Acknowledgment is generated with Application Reference Number.
3. Successful Message is sent to your email and sms into mobile number
4. An email is sent to the applicant with downloadable PDF form & print option of the form (Screen 3.41)
5. Application Reference Number is received and dealer can track the status of his application in the dealer portal with this number (Screen 3.41)



(Screen 3.41)

**YOU HAVE SUCCESSFULLY FILLED FORM 101 OF**  
**MVAT**