



Haryana Excise and Taxation

Plot I-3, Sector 5, Panchkula, Haryana

MMPCT

(Mission Mode Project – Commercial Taxes)

User Manual – Luxury Tax Dealer Registration



Wipro Limited

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1. Introduction

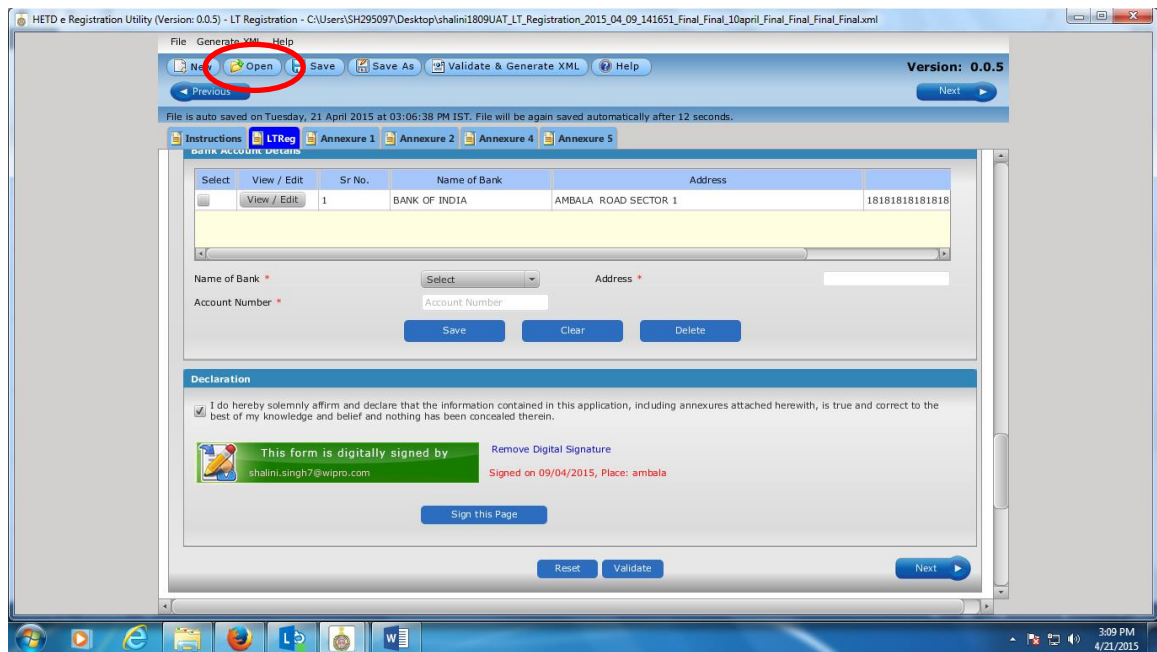
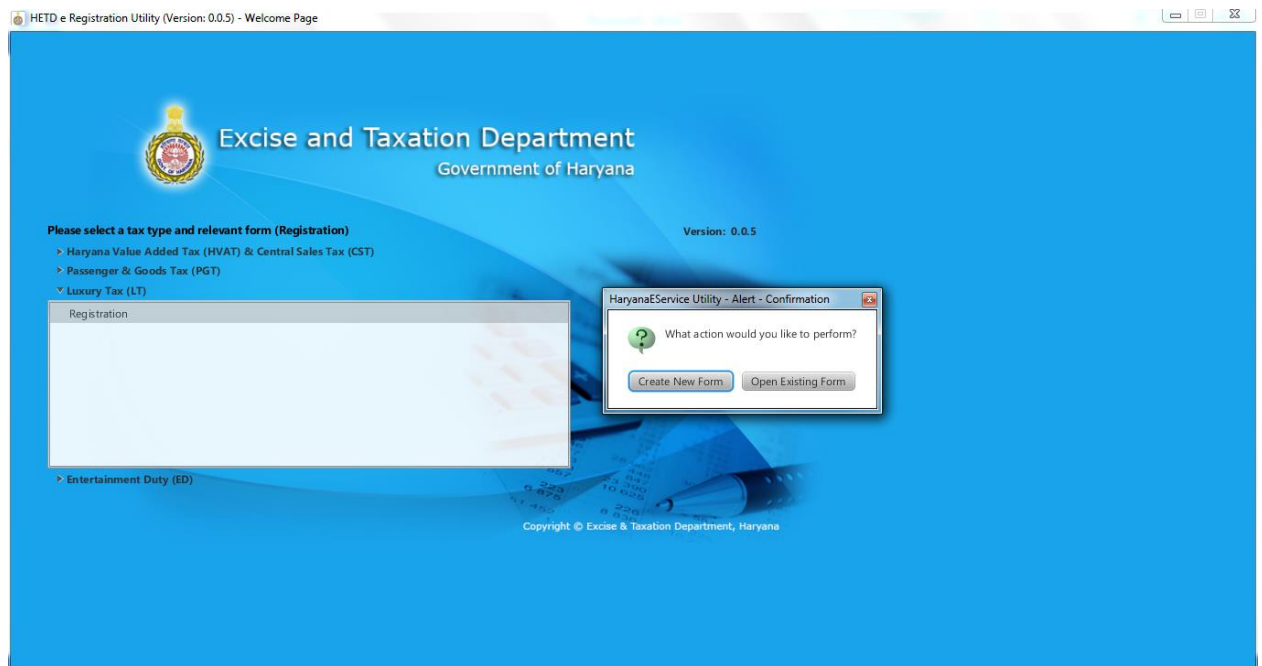
Applicants who are seeking registration as a regular proprietor under The Haryana Tax on Luxuries Act 2007 in the state of Haryana can apply online as well as at the department's Facilitation Centers for submission of application for registration.

2. Dealer Utility Tool – Application Filling

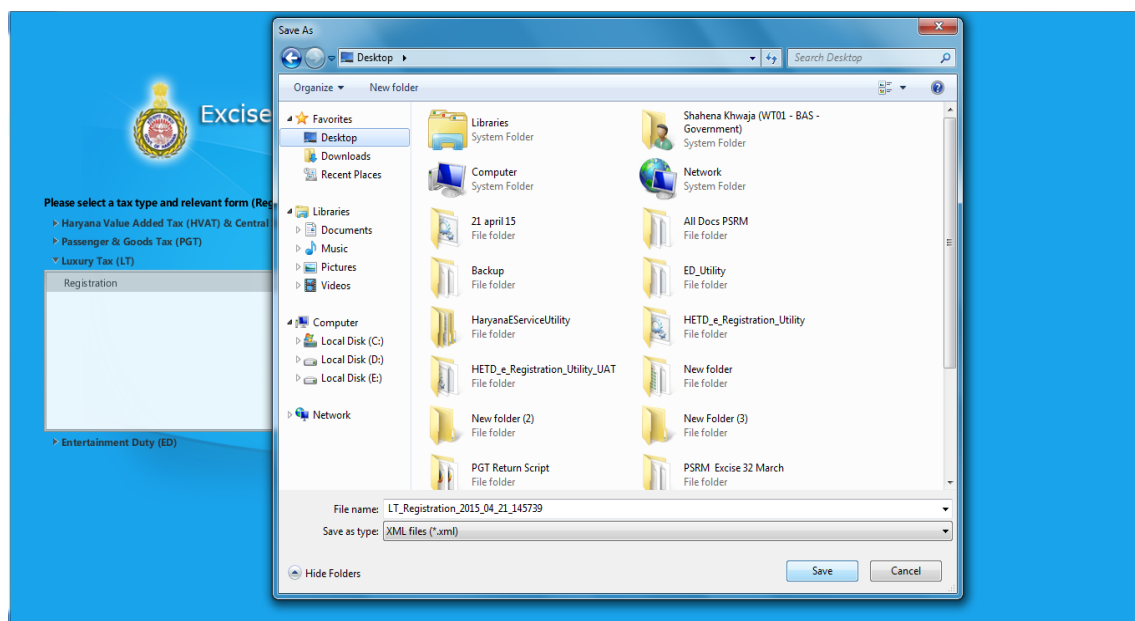
Applicant desiring registration under The Haryana Tax on Luxuries Act, 2007 administered by the Haryana Excise and Taxation Department need to download the '**Dealer Utility Tool**' available on Haryana tax portal www.haryanatax.gov.in



1. After download of the dealer utility tool, applicant can save the utility on his/her desktop.
2. Applicant need to unzip the zipped file and store it at the desired location on his/her desktop.
3. Applicant need to double click the 'run.bat' file in the folder and a Home Page having registration applications for all tax types will open.
4. Applicant will then select the relevant application form under Luxury Tax →Registration.
5. Applicant can "Create New Form or can "Open Existing Form".
6. Applicant may also open a previously filled/worked upon xml registration file by clicking on 'open' button at the top and navigating the xml file to open it in the utility software.

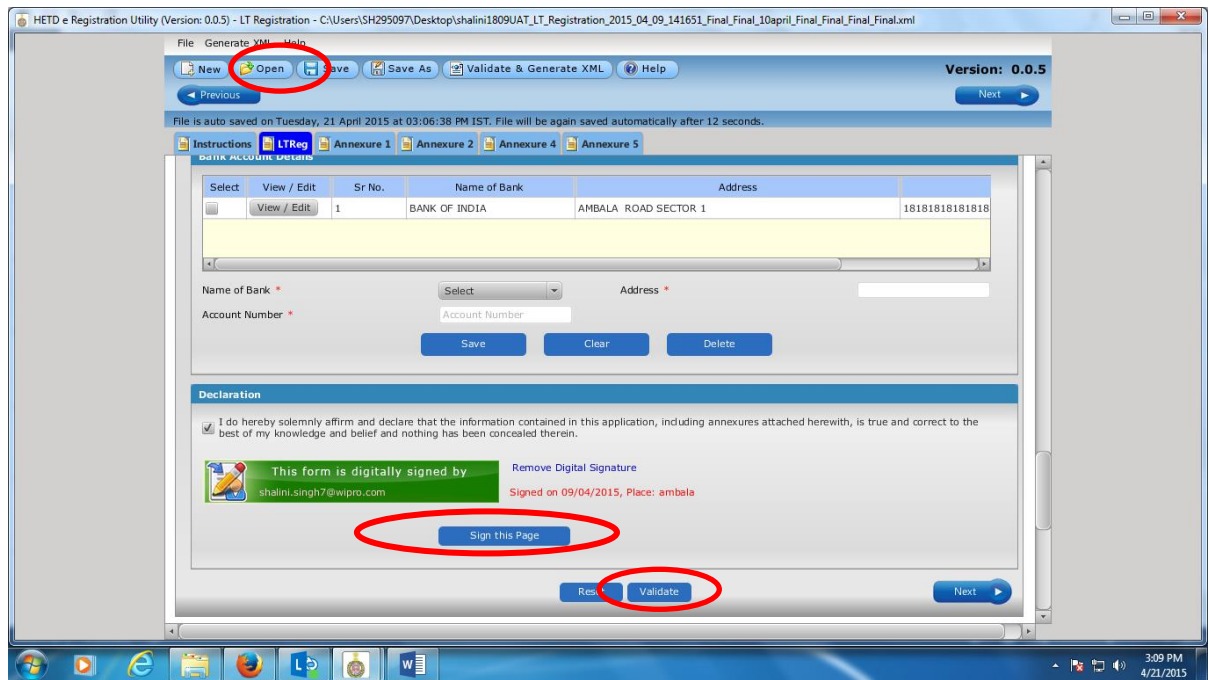


- The applicant may save the registration xml file in his system at the desired location and start working on it.

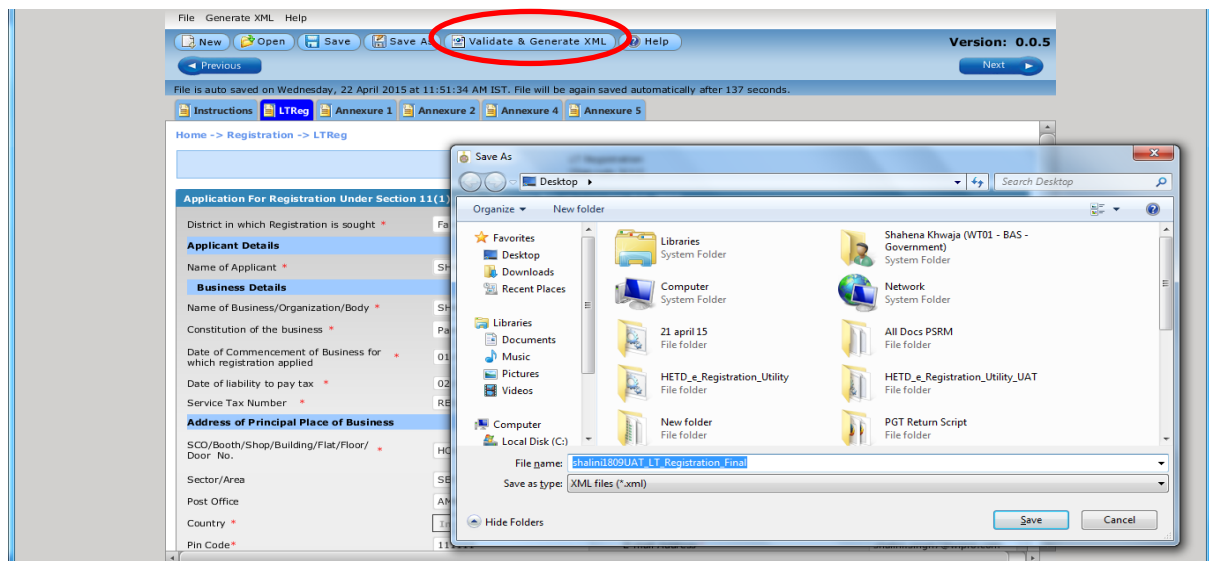


8. In the utility form the applicant is required to **fill all the mandatory information** in form along with the relevant annexures after reading the instructions carefully.

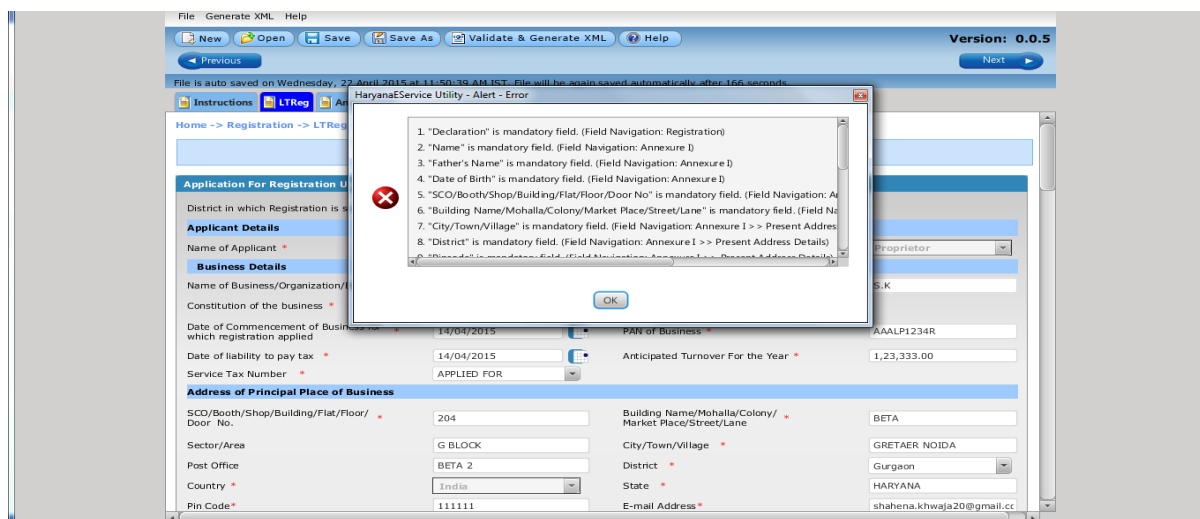
9. The applicant is required to validate form along with the annexures by clicking on 'validate' button at the bottom of each form/annexure. Applicant may also attach the digital signature by clicking on button '**Digitally Sign**'. User may navigate from **main form to annexures and vice versa** using the **previous and next buttons** available



10. Once the form is filled completely, user need to create the final xml file (file to be uploaded at portal) by clicking on 'validate & generate xml' and **save** the 'xml' file in his system by defining the path and file name.



11. In case of any error in the form, error screen will pop up on clicking validate button and the dealer will be required to resolve the error and again validate the form to generate the xml file.



12. Further please note that the fields for signatures in the main form and Annexures will have browse option to upload and attach digital signatures to the form in the utility itself.

13. In case digital signatures are not attached, the signatory will have to physically sign on the printout of the form.

===== **END OF APPLICATION FILLING PROCESS** =====

3. Registration Process – Luxury Tax

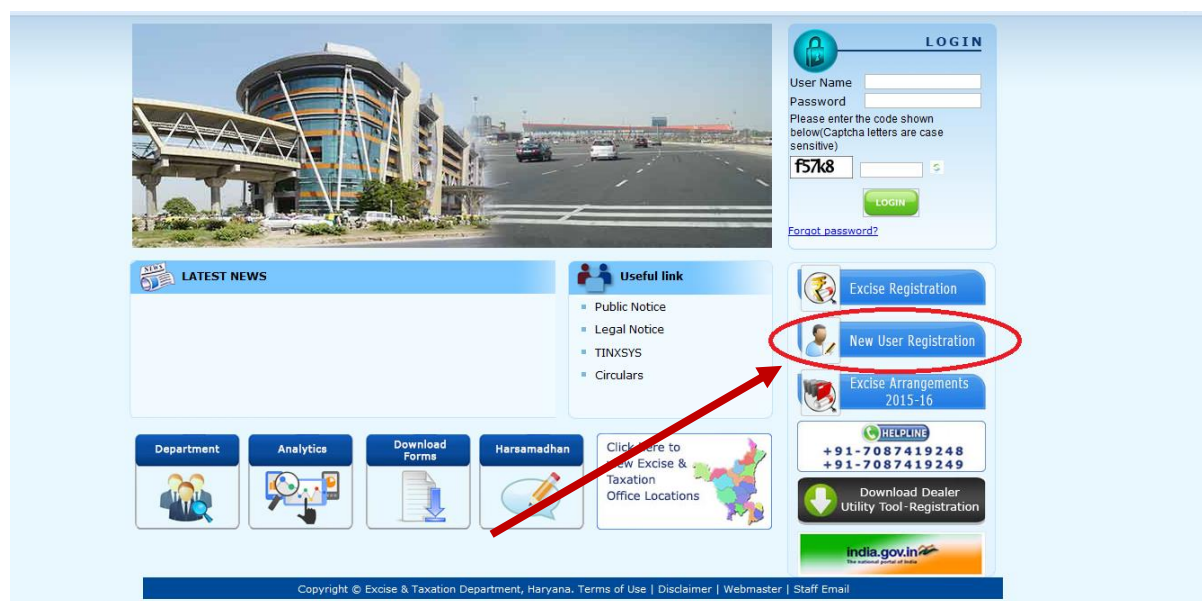
This section briefs about how a dealer has to Register themselves and subsequently login into the website for doing transactions with respect to Luxury Tax Registration Process.

3.1 Temporary User Account Creation Process

The prospective dealer has to create their temporary login for upload of registration application, supporting documents and payment of advance duty at the portal. This will be the first step in which they have to provide their email address of business and mobile number. The Email ID and Mobile numbers are important because all future communication will be made either through email or through mobile. So, it is mandatory that the applicant register themselves with correct Email ID and Mobile numbers in order to avoid any confusion. The Email ID and the mobile number should be unique. The Email ID will be used as Login Username by the applicant during all future processing. The first time Password for login to the temporary login will be sent to this Email ID & Mobile No.

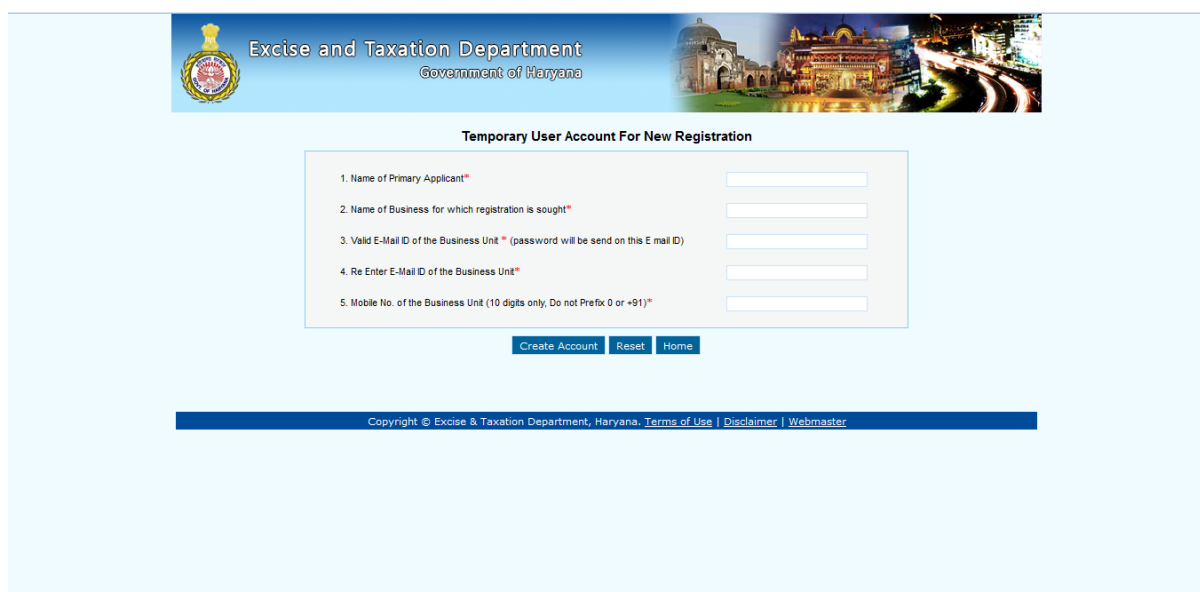
Steps for creating Temporary user account by a Dealer

1. Open www.haryanatax.gov.in website.
2. Click on the **New User Registration** link.



3. A new page will be opened where in the Dealer has to enter the following details:
 - Name of Applicant
 - Name of Business for which registration is sought
 - Valid Email ID of the Applicant (To be confirmed once again)

- Mobile Number of the Applicant

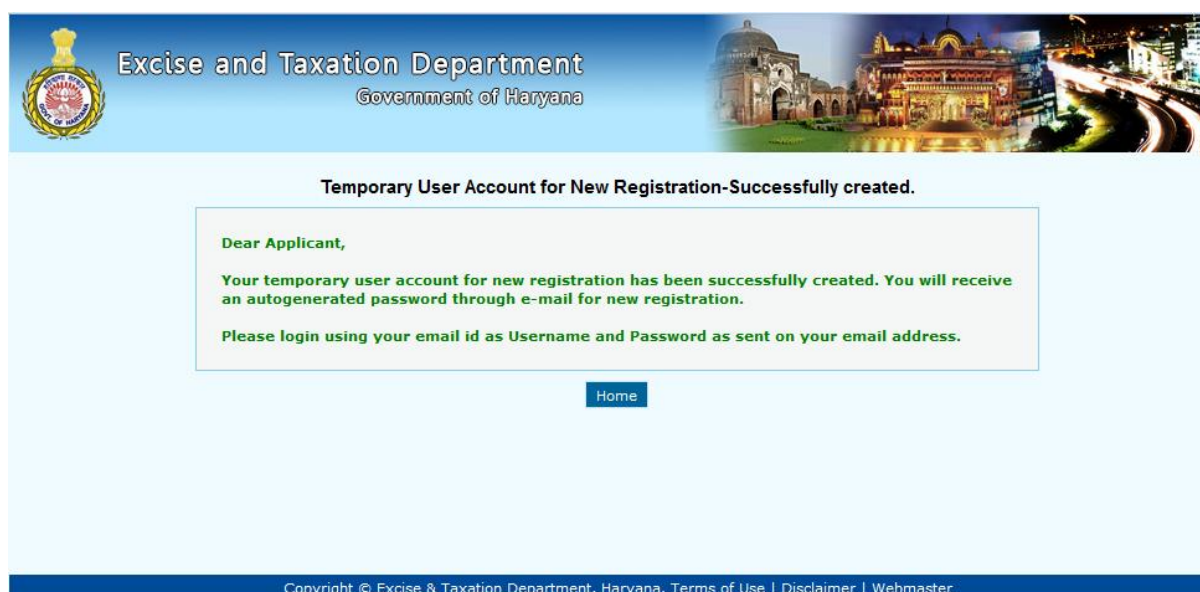


The screenshot shows the website header with the Excise and Taxation Department logo and name. Below the header is a form titled "Temporary User Account For New Registration". The form contains five fields:

1. Name of Primary Applicant*
2. Name of Business for which registration is sought*
3. Valid E-Mail ID of the Business Unit * (password will be send on this E mail ID)
4. Re Enter E-Mail ID of the Business Unit*
5. Mobile No. of the Business Unit (10 digits only, Do not Prefix 0 or +91)*

Below the form are three buttons: "Create Account", "Reset", and "Home". At the bottom of the page is a footer with copyright information and links to "Terms of Use", "Disclaimer", and "Webmaster".

4. After entering all the details, the User has to click the **Create Account** button.
5. The System will then generate the Login ID along with a **one time password**.



The screenshot shows the website header with the Excise and Taxation Department logo and name. Below the header is a message box titled "Temporary User Account for New Registration-Successfully created." The message box contains the following text:

Dear Applicant,

Your temporary user account for new registration has been successfully created. You will receive an autogenerated password through e-mail for new registration.

Please login using your email id as Username and Password as sent on your email address.

Below the message box is a "Home" button. At the bottom of the page is a footer with copyright information and links to "Terms of Use", "Disclaimer", and "Webmaster".

6. Clicking on the **Home** button will take you to the Home page of the website.
7. On successful Registration, an email with the one time password will be sent to the registered Email ID. OTP will be sent on the mobile number also.

THIS IS AN AUTOGENERATED MAIL – PLEASE DO NOT REPLY

Dear User

Congratulations. Your temporary user account for submitting application(s) for 'Registration' has been created at haryanatax.com as per the following details:

1. Name of the Primary Applicant: Shahena K.
2. Name of the Business: ED/LT/VAT
3. Email ID of the Business: shahena.khwaja@wipro.com

You may use this account to upload/submit your application (xml file generated through Haryana eservices offline tool) and documents for registration under the Acts administered by the Haryana Excise and Taxation Department.
Please log-in using the following credentials:

Username: email ID : shahena.khwaja@wipro.com

Password (OTP): 84221693

You will be required to Please reset the password upon logging into the account for the first time.

It is recommended, that to maintain the confidentiality of your data, you must not share your account credentials with anyone.

Please click here :- <http://112.196.11.172:7001/HEX/appmanager/HexPortal/HaryanaExcise> for further process.

Thanks and regards

Postmaster- Excise and Taxation Department

Govt. of Haryana

3.2 Login Process

Once the Dealer registers successfully, they will receive an email indicating that the Login was created successfully along with an auto generated Password (OTP). The Dealer should use this User ID (Registered Email ID) and Auto generated Password (OTP) to login into the website. On successful login the Dealer will be prompted to change their password.

Following points should be taken care while changing the password:

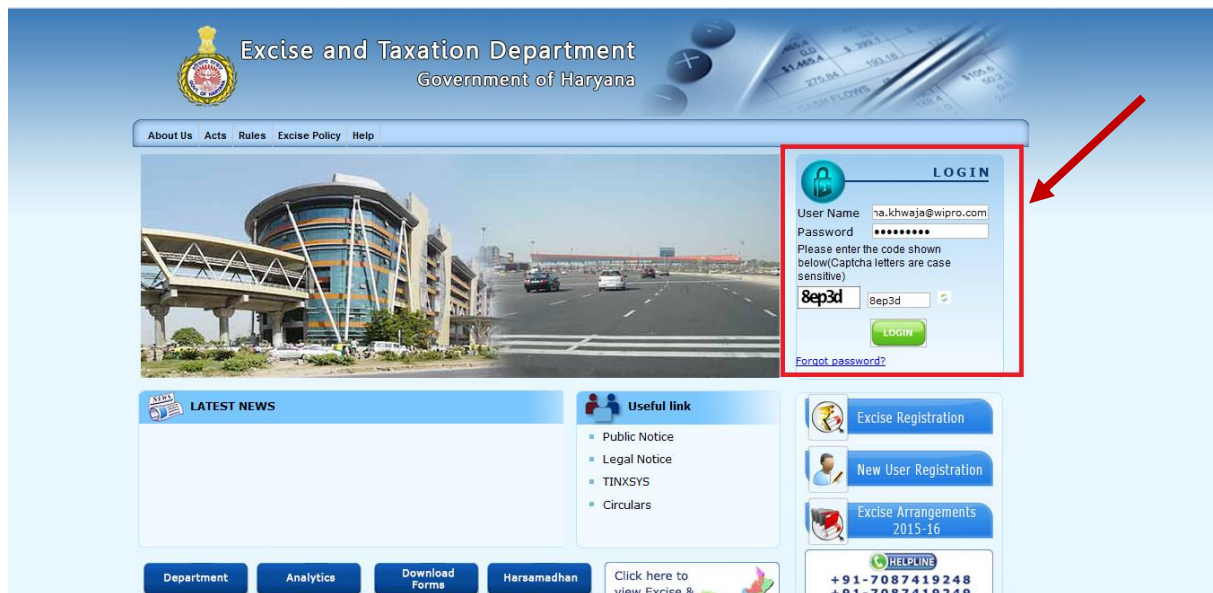
- Minimum length of password should be 7 and maximum 15.
- Password should contain minimum one Capital Letter (A-Z)*
- Password should contain minimum one small Letter (a-z)*
- Password should contain minimum one special character (\$, #, @, &, %, ^, *,)*
- Password should contain minimum one number (0-9)*

(Out of four * conditions, three conditions should be satisfied in a password)

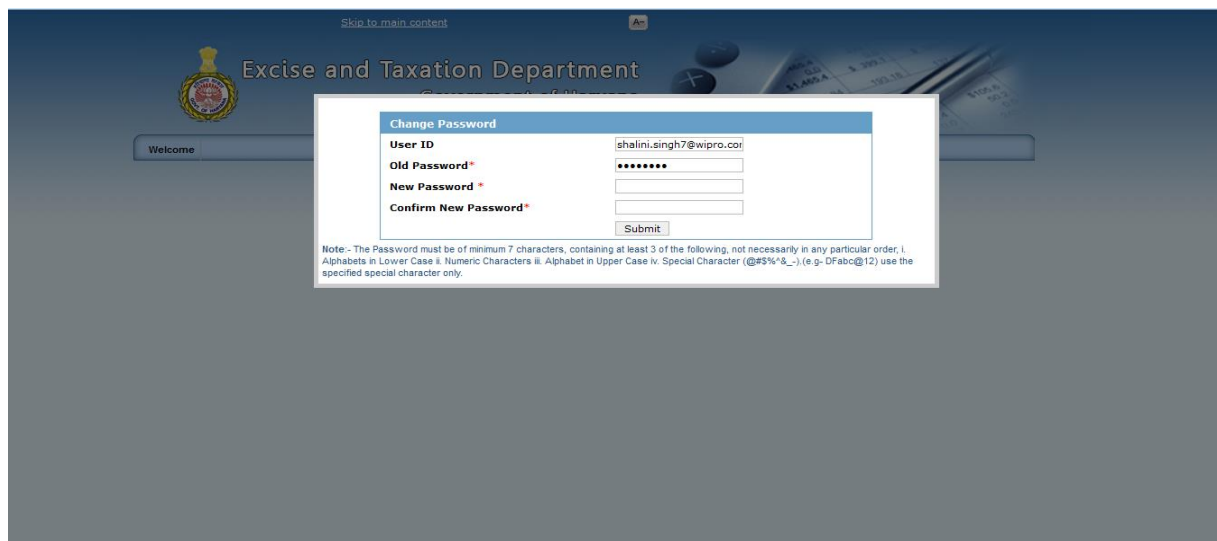
Once this password is created successfully, the system will send an email to the registered Email ID mentioning the successful change of Password. The Dealer then has to login using the newly created password to access the services.

Steps for Logging into the website

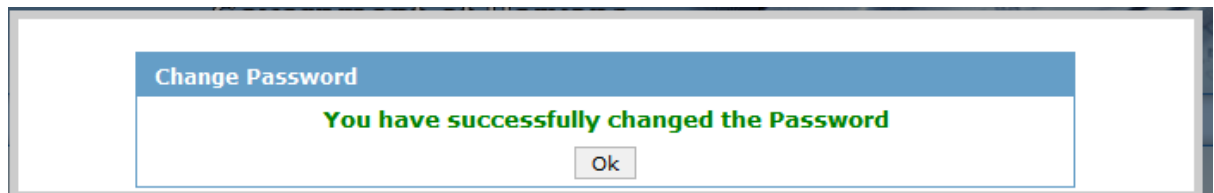
1. Open www.haryanatax.gov.in website.
2. Login using the User ID (E-mail Id) and Password.
3. Enter the captcha code appearing on the screen and click "Login"



4. On successful login, the user will be shown the page to **Change Password**.



5. Email ID of the applicant will be auto fetched.
6. The dealer is expected to enter the following to change password.
 - Old Password
 - New Password (To be confirmed once again)
7. The user has to enter the new password such that all the password creation condition should be satisfied.
8. Once the dealer enters all the details, they should click on Submit button.
9. The system will then show the following message.



10. Dealer has to click on the **Ok** button, which will take them to the Home page.

===== **END OF SIGN UP & LOGIN PROCESS** =====

3.3. Submission of online Registration application

Applicant Submits Online Form, Scan & Upload Documents with or without Digital Signature

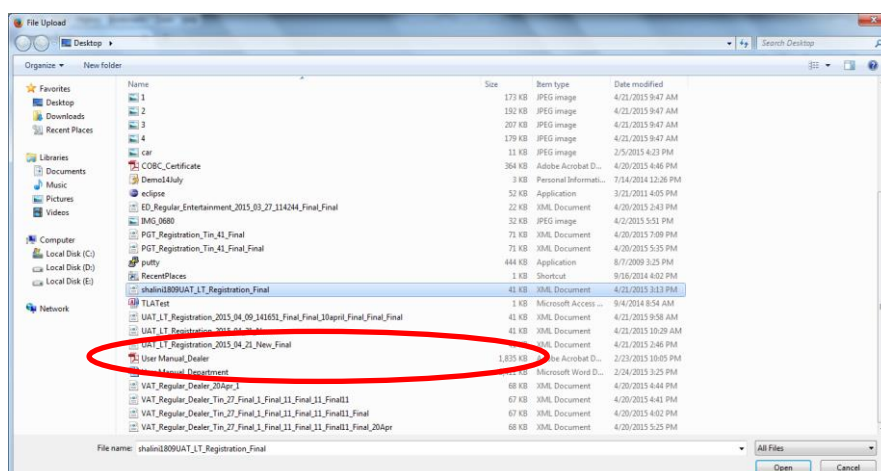
1. To upload the XML in the portal, the dealer will **login to the temporary user account**, select the **Type of Registration** (i.e. Luxury Tax) in which registration is required, and click on **'Proceed'**.

The screenshot shows the 'Excise and Taxation Department Government of Haryana' portal. The 'e-Services' section displays 'User Details' for Anurag Sharma with email ID anurag.sharma10@wipro.com and mobile number 9999999990. The 'Registration' section has a dropdown menu for 'Type of Registration' with options: LT, --Please Select--, VAT & CST, VAT - Goods - Dealer, PGT, ED - Regular Entertainment, and ED - Casual Entertainment. The 'LT' option is highlighted with a red circle. A 'Proceed' button is next to the dropdown. On the right, there is an 'Edit My Information' section with links for 'Change Password' and 'File VAT Return'.

2. Further dealer will be redirected to the next screen of **'Upload XML'**, where the applicant needs to upload the xml file created for registration by offline client utility software. Applicant needs to click on **Browse** to select the xml file and **Upload** the same.

The screenshot shows the 'Upload XML' screen. The header includes the department name and a 'Logout' button. The main content area shows 'Home LT Registration' and a welcome message for chandnic@gmail.com. Below this, there are fields for 'Name of Business' (partnership), 'Email Id' (chandnic@gmail.com), 'Name of Primary Applicant' (chandni), and 'Mobile No' (8750566348). A navigation bar contains links: Home, Upload XML (highlighted with a red circle), Upload Documents, Payment, and Submit Application. The 'Upload XML File' section has a text prompt 'Please Select File to Upload', a 'Browse...' button, and an 'Upload' button. The footer contains copyright information for the Excise & Taxation Department, Haryana, and links for Terms of Use, Disclaimer, and Webmaster.

3. Applicant will browse the XML to be uploaded.



4. Click on Upload button.



5. The document selected will begin to upload.



6. A reference number will be generated on the successful **Uploading of the XML** file.

The screenshot shows the 'Excise and Taxation Department Government of Haryana' portal. The user is logged in as 'chandnic@gmail.com'. The 'Upload XML' tab is active. The form shows 'Name of Business: partnership', 'Email Id: chandnic@gmail.com', 'Name of Primary Applicant: chandni', and 'Mobile No: 8750566348'. Below the form, there is a section for 'Upload XML File' with a 'Browse...' button and an 'Upload' button. A message at the bottom states: 'XML submitted successfully with Reference No:RG13202150400003. Kindly note the reference number for future reference.' The reference number is circled in red. A 'Proceed' button is at the bottom.

7. Once the xml is uploaded, the link to upload the scan copy of the mandatory documents will be enabled on clicking **Proceed** button. Applicant need to select the applicant/business name from the list in the drop down.

The screenshot shows the 'Excise and Taxation Department Government of Haryana' portal. The user is logged in as 'chandnic@gmail.com'. The 'Upload Documents' tab is active. The form shows 'Name of Business: partnership', 'Email Id: chandnic@gmail.com', 'Name of Primary Applicant: chandni', and 'Mobile No: 8750566348'. Below the form, there is a section for 'Upload Document File for Registration'. It includes a dropdown menu for 'Select Applicant/Business Name from the list (at (A) below) to upload document.' and a 'Proceed' button. The dropdown menu is circled in red. A note at the bottom states: 'Note: Applicants are required to submit Self-attested copies of documents which have been uploaded without Digital Signatures.'

8. Supporting documents corresponding to that business/applicant will be displayed in the screen. Now the applicant needs to **upload all the mandatory documents**. (In case of photograph(s), document format should be 'jpeg' and for other documents format should be 'pdf').

Excise and Taxation Department
Government of Haryana

Home LT Registration Welcome : chandnic@gmail.com

Name of Business: partnership Name of Primary Applicant: chandni
Email Id: chandnic@gmail.com Mobile No: 8750566348

Main Upload XML Upload Documents Payment Submit Application

Upload Document File for Registration

Upload Document File

Select Applicant/Business Name from the list (at (A) below) to upload documents

(A)Applicant/Business Name SHAHENA K

Allowed File Format and Maximum file size is mentioned besides every document.

Residence Proof (PDF, 1 MB)* Browse... No file selected.

ID Proof (PDF, 1 MB)* Browse... No file selected.

Power of Attorney (PDF, 1 MB)* Browse... No file selected.

Add any other document

Do you want to attach digital signature

☐ Yes ☒ No

Note: Applicants are required to submit Self-attested copies of documents which have been uploaded without Digital Signatures.

Upload document

Main Upload XML Upload Documents Payment Submit Application

Upload Document File for Registration

Uploaded Documents

Select All	Type of Document	File Name of Document	Applicant/Business Name
☐	Residence Proof	COBC_Certificate.pdf	SHAHENA K
☐	ID Proof	COBC_Certificate.pdf	SHAHENA K
☐	Power of Attorney	COBC_Certificate.pdf	SHAHENA K

Delete Documents

File upload successful.

Upload Document File

Select Applicant/Business Name from the list (at (A) below) to upload documents

(A)Applicant/Business Name --Please Select--

Allowed File Format and Maximum file size is mentioned besides every document.

Do you want to attach digital signature

☐ Yes ☒ No

Note: Applicants are required to submit Self-attested copies of documents which have been uploaded without Digital Signatures.

Upload document

File upload successful.

Proceed

9. Applicant may also add additional documents (if required) by clicking on button 'Add any other document'. Applicant may attach digital signature to the documents. In case digital signatures are not attached, dealer will have to visit Facilitation Center Operator for submitting the physically signed copy of the documents.

10. Once all the mandatory documents for all the applicants are uploaded, user will then proceed to payment section by clicking on button 'Proceed'.

Note: The applicant will submit LT Registration Application (in case digital signatures are not available with the applicant) at the facilitation center of the department within three (7) days. The facilitation center operator (FCO) may also scan documents if the applicant has not scanned them (in case digital signatures are not available with the applicant).

11. Once the applicant has uploaded registration application, supporting documents he/she need to make the payment for registration fee through:

- Manual payment through e-challan
- Applicant is required to, login to <https://egrashry.nic.in/> with username as: **guest** and password as: **guest**
- Provide relevant details of business/firm (Applicant should ensure that same Business name and other details are provided in the Payment Challan as in the Luxury Tax Registration Form)
- Generate challan for payment of Registration Fee under the Haryana Tax on Luxuries Act 2007
- Take printout of the challan
- Visit concerned bank before expiry of the GRN, deposit payment and receive CIN from the bank.
- Post payment at the bank, the applicant will re-login in the temporary account to update the payment section with details of GRN, GRN Date (as in challan) and CIN, CIN date (provided by bank).

For example, in the attached screenshot- the applicant will be required to select the **Mode of Payment** and **Bank** and click on **Submit** button.

Excise and Taxation Department
Government of Haryana

Home LT Registration Welcome : chandni@gmail.com

Name of Business: partnership Name of Primary Applicant: chandni
Email Id: chandni@gmail.com Mobile No: 8750566348

Main Upload XML Upload Documents Payment Submit Application

Review Payment Details

Payment Details

Payment Type LT

S.No.	Paid As	Amount	Amount Payable in words
1	Registration Fees	500	Five Hundred Rupees Only.

Select Mode of Payment

☐ Online Payment ☐ Manual Payment

Select Bank

Name of Bank --Please Select--

Submit

Please upload the copy of challan after payment at bank

Excise and Taxation Department
Government of Haryana

Home LT Registration Welcome : chandni@gmail.com

Name of Business: partnership Name of Primary Applicant: chandni
Email Id: chandni@gmail.com Mobile No: 8750566348

Main Upload XML Upload Documents Payment Submit Application

Review Payment Details

Payment Details

Payment Type LT

S.No.	Paid As	Amount	Amount Payable in words
1	Registration Fees	500	Five Hundred Rupees Only.

Select Mode of Payment

☐ Online Payment ☐ Manual Payment

Select Bank

Name of Bank --Please Select--

Submit

Please upload the copy of challan after payment at bank

On clicking on “**Submit**” button, another screen open where you need to update the payment details by clicking on “**Update**” button, as shown in the screen below:

Excise and Taxation Department
Government of Haryana

Home LT Registration Welcome : chandni@gmail.com

Name of Business: **partnership** Name of Primary Applicant: **chandni**
Email Id: **chandni@gmail.com** Mobile No: **8750566348**

Main Upload XML Upload Documents Payment Submit Application

Update Manual Tax Payment Details

Registration Fees Under	Amount (INR)	Mode of Payment	GRN No.	GRN Date	Bank Name	CIN No./Receipt No.	CIN Date/Date of Deposit
LT	500	Manual Payment	2000070720	21/04/2015	NAGPUR NAGRIK SAHAKARI BANK		

Update **Edit**

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12. Once the applicant had updated the required payment details of challan, the applicant will be able to proceed for submission of registration application.

Applicant will be required to **update the payment details** and **upload the challan copy**.

Excise and Taxation Department
Government of Haryana

Home LT Registration Welcome : chandni@gmail.com

Name of Business: **partnership** Name of Primary Applicant: **chandni**
Email Id: **chandni@gmail.com** Mobile No: **8750566348**

Main Upload XML Upload Documents Payment Submit Application

Update Manual Tax Payment Details

Registration Fees Under	Amount (INR)	Mode of Payment	GRN No.	GRN Date	Bank Name	CIN No./Receipt No.	CIN Date/Date of Deposit
LT	500	Manual Payment	2000070720	21/04/2015	NAGPUR NAGRIK SAHAKARI BANK	111111111111	21/04/2015

Edit

[Click here to upload scanned copy of payment challan\(s\)](#) [Skip & Proceed](#)
Please upload the copy of challan after payment at bank

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13. Before submission, applicant may preview the xml uploaded by clicking on ‘preview’ button in xml upload block, preview the documents uploaded in documents block by clicking on the document hyperlink. Applicant may also preview the payment details.

In case he wishes to make any correction, he will update the xml in utility and will upload it again.

After the applicant has reviewed all the activities, applicant need to click on 'submit' button for final submission of the registration application.

Submit Request

Submission Details

☒ XML Upload ☒ Document Upload

Sr. No	Type of Document	File Name of Document	Applicant/Business Name
1	Copy of Revenue Sharing Agreement	COBC_Certificate.pdf	SHALINI1809
2	Business Premise Site Plan	COBC_Certificate.pdf	SHALINI1809
3	Copy of Title of Immovable property	COBC_Certificate.pdf	SHALINI1809
4	Proof of Business Name	COBC_Certificate.pdf	SHALINI1809
5	Business Address Proof	COBC_Certificate.pdf	SHALINI1809
6	ID Proof	COBC_Certificate.pdf	SHAHENA K
7	Power of Attorney	COBC_Certificate.pdf	SHAHENA K
8	Residence Proof	COBC_Certificate.pdf	SHAHENA K
9	PAN	COBC_Certificate.pdf	R SINGH
10	Residence Proof	COBC_Certificate.pdf	R SINGH
11	Photograph	car.jpg	R SINGH
12	PAN	COBC_Certificate.pdf	S SINGH
13	Photograph	car.jpg	S SINGH
14	Residence Proof	COBC_Certificate.pdf	S SINGH

☒ Payment

Payment Details

Total Fee Paid	Mode Of Payment	GRN Number	GRN Date	CIN Number	CIN Date
500	Manual Payment	2000070720	21/04/2015	111111111111	21/04/2015

14. Once the form is submitted at the portal, in case the applicant has digitally signed registration application, supporting documents, an Acknowledgement will be generated for submission of application. Applicant may take print of acknowledgement receipt and application.

Email Id: chandnic@gmail.com Mobile No: 8750566348

Reference Receipt

Application for Registration

Reference No: RG13202150400003
Date of Application: 21/04/2015
Name of Applicant: SHALINI SINGH
Name of the Business Firm: SHALINI1809
District Applied for: Ambala

Documents Details

Uploaded Documents

Sr. No	Type of Document	File Name of Document	Business /Applicant Name
1	Copy of Revenue Sharing Agreement	COBC_Certificate.pdf	SHALINI1809
2	Business Premise Site Plan	COBC_Certificate.pdf	SHALINI1809
3	Copy of Title of Immovable property	COBC_Certificate.pdf	SHALINI1809
4	Proof of Business Name	COBC_Certificate.pdf	SHALINI1809
5	Business Address Proof	COBC_Certificate.pdf	SHALINI1809
6	ID Proof	COBC_Certificate.pdf	SHAHENA K
7	Power of Attorney	COBC_Certificate.pdf	SHAHENA K
8	Residence Proof	COBC_Certificate.pdf	SHAHENA K
9	PAN	COBC_Certificate.pdf	R SINGH
10	Residence Proof	COBC_Certificate.pdf	R SINGH
11	Photograph	car.jpg	R SINGH
12	PAN	COBC_Certificate.pdf	S SINGH
13	Photograph	car.jpg	S SINGH
14	Residence Proof	COBC_Certificate.pdf	S SINGH

15. In case the applicant has not digitally signed the application or documents or both and has submitted the application without digital signatures. A reference receipt will be generated for the upload of registration form. Applicant need to visit the facilitation center with print of application, reference receipt and original copies of all the supporting documents uploaded at portal.

For example, in the following screenshot, reference no. – RG13202150400003 is generated which can be used for future reference at FCO.

Email Id:	chandnic@gmail.com	Mobile No:	8750566348
Print Provisional Reference Receipt Print Form			
Reference Receipt			
Application for Registration			
Reference No	RG13202150400003		
Date of Application	21/04/2015		
Name of Applicant	SHALINI SINGH		
Name of the Business Firm	SHALINI1809		
District Applied for	Ambala		
Documents Details			

16. Facilitation center operator will verify the application and documents of the applicant and on being satisfied will provide acknowledgement to the applicant.

Print Provisional Reference Receipt Print Form	
Acknowledgment Receipt	
Application for Registration	
Acknowledgment No	AK11201150402613
Reference No	RG11202150401956
Date of Application	22/04/2015
Name of Applicant	DAVID
Name of the Business Firm	LUXURY SETTERS
District Applied for	Ambala
Documents Details	

===== END OF SUBMISSION PROCESS =====

4. Checklist of mandatory documents for Luxury Tax Registration Process

a. List of Documents to be submitted by Luxury Business:

- Proof of Business Name
- PAN of Business
- Business Address Proof
- Board Resolution
- Certificate of Incorporation
- Memorandum of Association (In case of company/Govt Dept/PSU)
- Articles of Association (In case of company/Govt Dept/PSU)
- Partnership Deed (In case of Partnership Firm)
- Business Premise Site Plan
- Lease Agreement (In case business premises are leased)
- Proof of Self Owned Business Premise (In case business premises are self-owned)
- Copy of Revenue Sharing Agreement (In case business premises are under revenue sharing model)
- Copy of Title of Immovable property

b. List of documents to be submitted by the Applying Person /Authorized Representative / Head of Department / Secretary /Trustee:

- Power of Attorney
- Residence Proof
- ID Proof

c. List of documents to be submitted by Proprietor / All Partners / All Directors / Karta of HUF

- PAN
- Residence Proof
- Photograph

Documents eligible as identity proof:

- Copy of PAN card
- Copy of the passport
- Copy of the election card
- Copy of driving license
- Copy of UID card
- Copy of ration card with photo
- Bank pass book with photo
- Any document issued by govt. having photo

5. Steps to be performed by the Applicant in case any discrepancy from department

1. If there is any discrepancy observed in the application, the department will issue a discrepancy notice to the applicant directing him to submit required information/documents/both (as per the case).
2. The status of the application in temporary user login of the applicant will be changed to - deficiency communicated.

The screenshot shows the user interface of the Excise and Taxation Department, Government of Haryana. The user is logged in as 'anurag.sharma10@wipro.com'. The application details are as follows:

Name of Business:	Ambala Hotels	Name of Primary Applicant:	Anurag Sharma
Email Id:	anurag.sharma10@wipro.com	Mobile No:	9999999990

Navigation tabs: Main, Upload XML, Upload Documents, Payment, Submit Application

Registration Steps	Reference No	Date	Form	Status
Upload XML	RG11202150402274	11/04/2015	LT	Submitted
Uploaded Document	RG11202150402274	11/04/2015	LT	Deficiency Communicated
Payment	RG11202150402274	11/04/2015	LT	Submitted
Submit Application	RG11202150402274	11/04/2015	LT	Submitted

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3. In case of discrepancy in application, applicant will download the xml through temporary login by clicking on the button 'Download xml'
4. Applicant will open the downloaded xml in the latest version of the utility. Applicant will again upload the xml to comply the deficiency communicated.
5. In case of deficiency in documents, applicant will upload again only the documents in which the deficiency was there.
6. Once the applicant submits the required information (in application) / documents / both as mentioned in the discrepancy notice, the status will be changed with "Deficiency complied".

Excise and Taxation Department
Government of Haryana

Home LT Registration Welcome : anurag.sharma10@wipro.com

Name of Business: **Ambala Hotels** Name of Primary Applicant: **Anurag Sharma**
Email Id: **anurag.sharma10@wipro.com** Mobile No: **9999999990**

Main Upload XML Upload Documents Payment Submit Application

Registration Steps	Reference No	Date	Form	Status
Upload XML	RG11202150402274	11/04/2015	LT	Submitted
Uploaded Document	RG11202150402274	11/04/2015	LT	Deficiency complied
Payment	RG11202150402274	11/04/2015	LT	Submitted
Submit Application	RG11202150402274	11/04/2015	LT	Submitted

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Note:

1. In Scenario 1 & 2, if the applicant fails to submit signed copy of the forms/mandatory documents to the FCO within 7 days, the registration request will be automatically scraped by the system. An email/SMS will be sent to the applicant informing his request has been scraped and the user account created has been disabled.
2. In case the applicant fails to comply with any notice issued by the assessing authority, within the stipulated time of 10 days, the assessing authority will be able to either file the application by issuing an order or he will be able to re-issue notice to the applicant to further proceedings.

6. Registration Process - Dealer does not have access to internet & use departmental facilities

1. The applicant will visit the facilitation center for submission of the application (along with annexures) and copies of all mandatory documents.

Note: The applicant will fill the mandatory information in the forms.

All signatories (including applicants and authorized managers) will be required provide their personal details and signatures in respective Annexures.

The primary applicant as per the table will be required to provide his signature in the declarations section of the forms. In case of partnership, all partners will also to provide their signatures.

2. FCO will create temporary user account for the dealer.
3. FCO will fill all the information on the behalf of the applicant in the utility, scan the hard copies of all documents submitted, through his login.
4. Further FCO will upload XML, and provide 2 copies of the digitized form along with payment challan to the applicant, the applicant will check if the details in the digitized form are correct and return a signed copy as consent of correctness of details in the digitized form.
5. Further the applicant will make the payment of registration fees at the bank and will provide proof of payment to the FCO.
6. The FCO will update the payment details and will submit the form; the system will assign the e-mail ID as user name to the temporary user account. An e-mail will be sent to the email id containing a system generated One Time Password.
7. The FCO will provide an acknowledgment receipt for the forms/documents submitted

Note: If the applicant fails to furnish payment proof to the FCO within 5 days, the request will be automatically scraped by the system.