



**Commercial Taxes Department
Government of Tamil Nadu**

**Tamil Nadu VAT Implementation,
Guide for e-Registration Process**

October, 2015

Version 1.0

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Table 1: List of Abbreviationsv

List of Abbreviations

Table 1: List of Abbreviations

| Abbreviation | Description |
|--------------|-----------------------------------|
| CTD | Commercial Taxes Department |
| PAN | Permanent Account Number |
| TIN | Tax Payer's Identification Number |
| TN | Tamil Nadu |
| VAT | Value Added Tax |

1. Introduction

This section contains introduction of major functionalities of Registration module.

The Tamil Nadu VAT portal is designed to provide the dealers an online access to the application. They don't have to visit to the department office and can simply access various e-Services which include e-Communication, e-Registration, e>Returns, e-Payment and so on.

Following are the major e-Services of Registration module which the dealers can access through the portal:

- e-Registration
- e-Amendment
- Dealer Data Correction
- E-Cancellation

1.1. E-Registration

E-Registration is designed to enable self-Registration by the dealers. They can register themselves on the web portal. An acknowledgement receipt is generated on successful filling of the form and uploading all the required or mandatory documents.

1.2. e-Amendment

E-Amendment is designed to enable the amendment of any applicable details provided during registration. Only registered dealers can amend their registration details for particular tax types in which they are registered. An acknowledgement receipt is generated on successful filling of all the forms and uploading all the required or mandatory documents.

1.3. Dealer Data Correction

Dealer Data Correction is designed to allow registered dealer to correct registration data after log in into Web Portal. An acknowledgement receipt is generated on successful uploading of the forms.

1.4. e-Cancellation

E-Cancellation is designed to request self-cancelling the registration of any registered dealer. An acknowledgement receipt is generated on successful filling of all the forms and uploading all the required or mandatory documents.

2. E-Registration

This section describes the e-Registration process of various tax types.

2.1. E-Registration of Value Added Tax

To register with through Web Portal, first you need to sign into the system with the login credentials you received during the Sign Up process. After sign in to the system, follow the steps listed below to do registration:

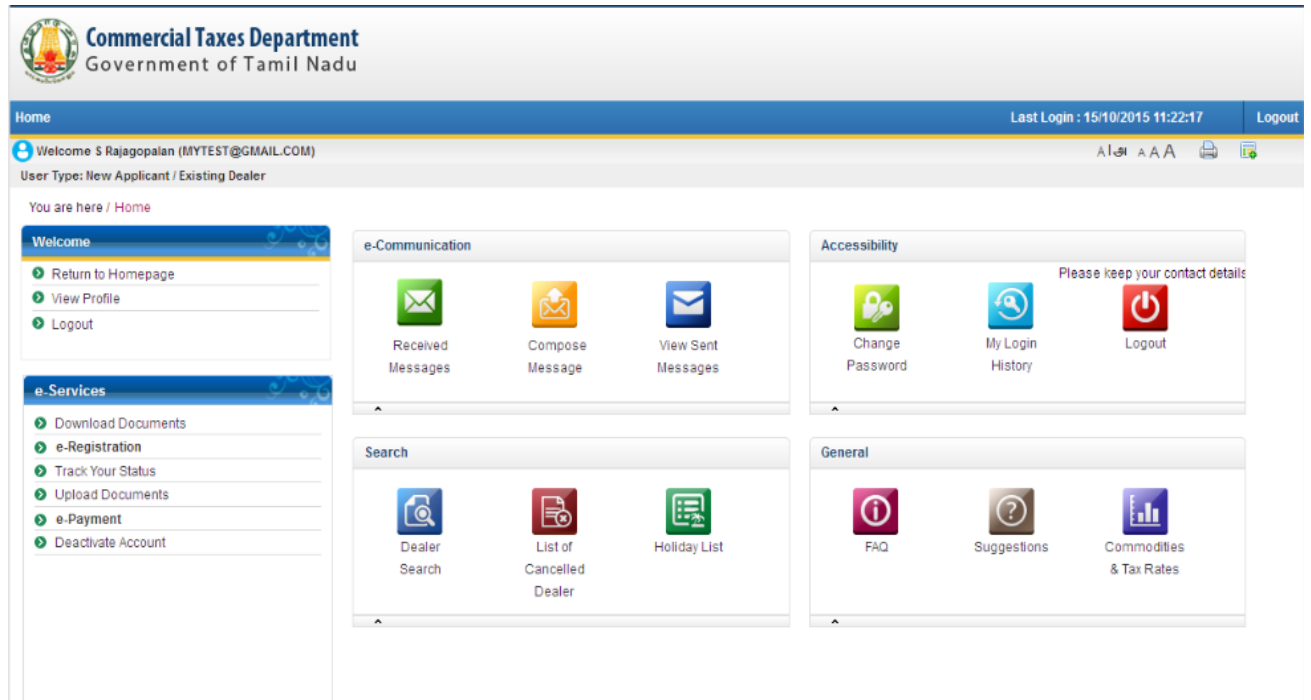


Figure 1: Home Page after Login

1. On the homepage, click e-Registration link and select e-Registration application. The e-Registration screen opens.

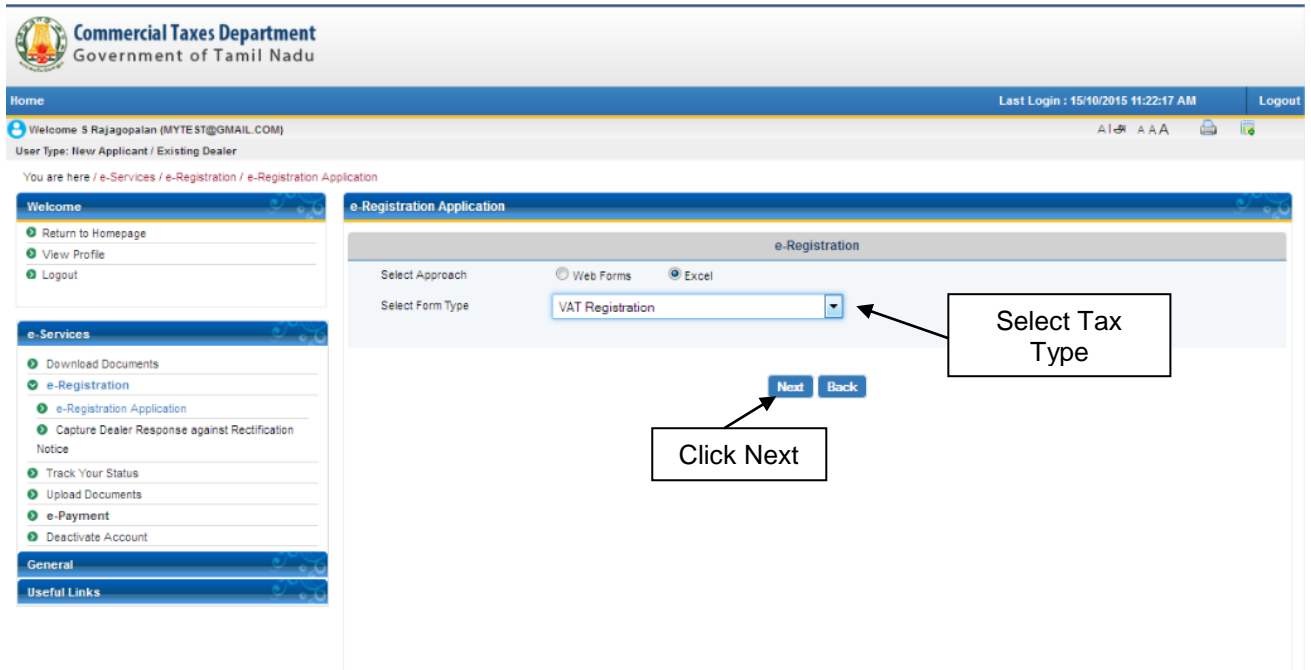


Figure 2: Tax Type Selection Screen

2. Select the tax type you want to register for. After selecting tax type, click Submit to proceed.

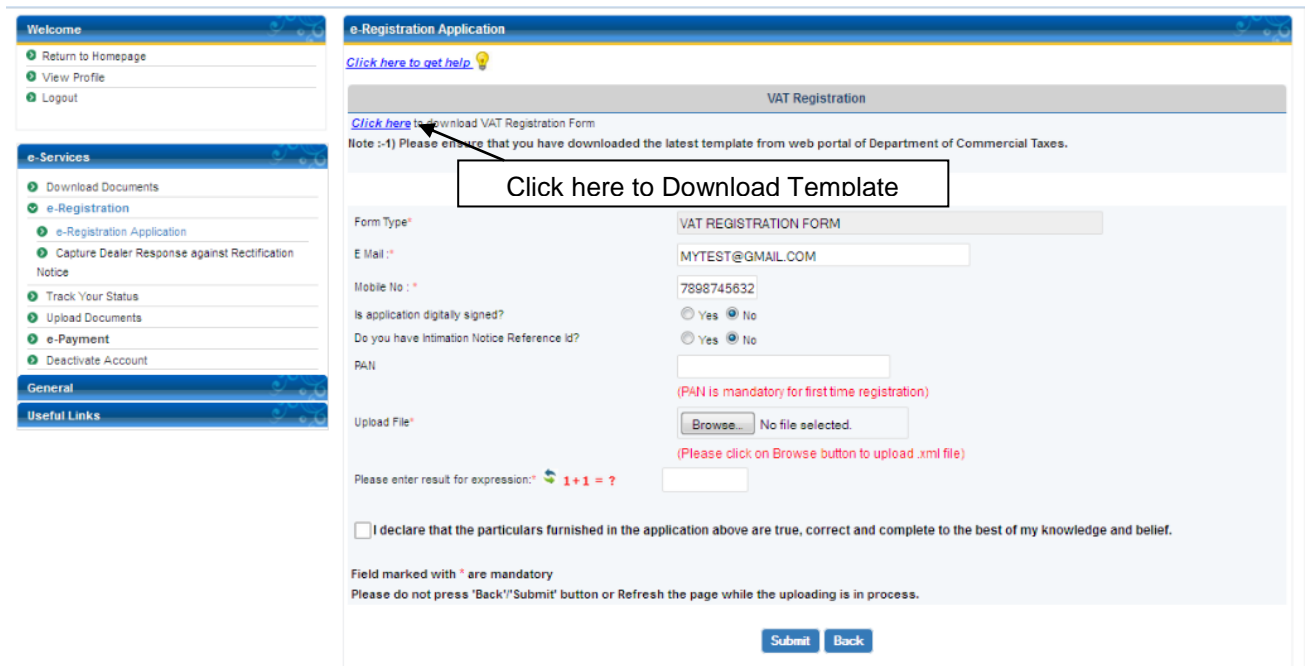


Figure 3: Download Template Screen

3. Click on “Click here” link to download VAT registration template. A pop-up window opens to save or open the template.

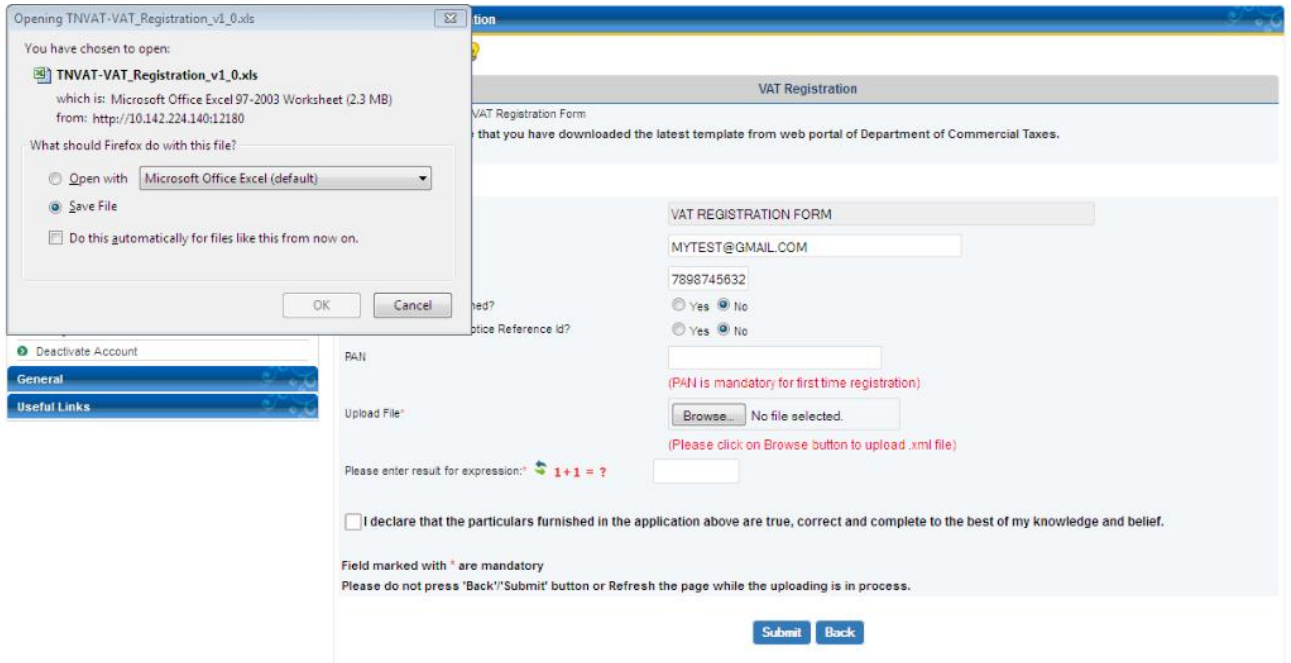


Figure 4: Saving Template Screen

4. Click Save File to save the template or Open With to open a template in the system.

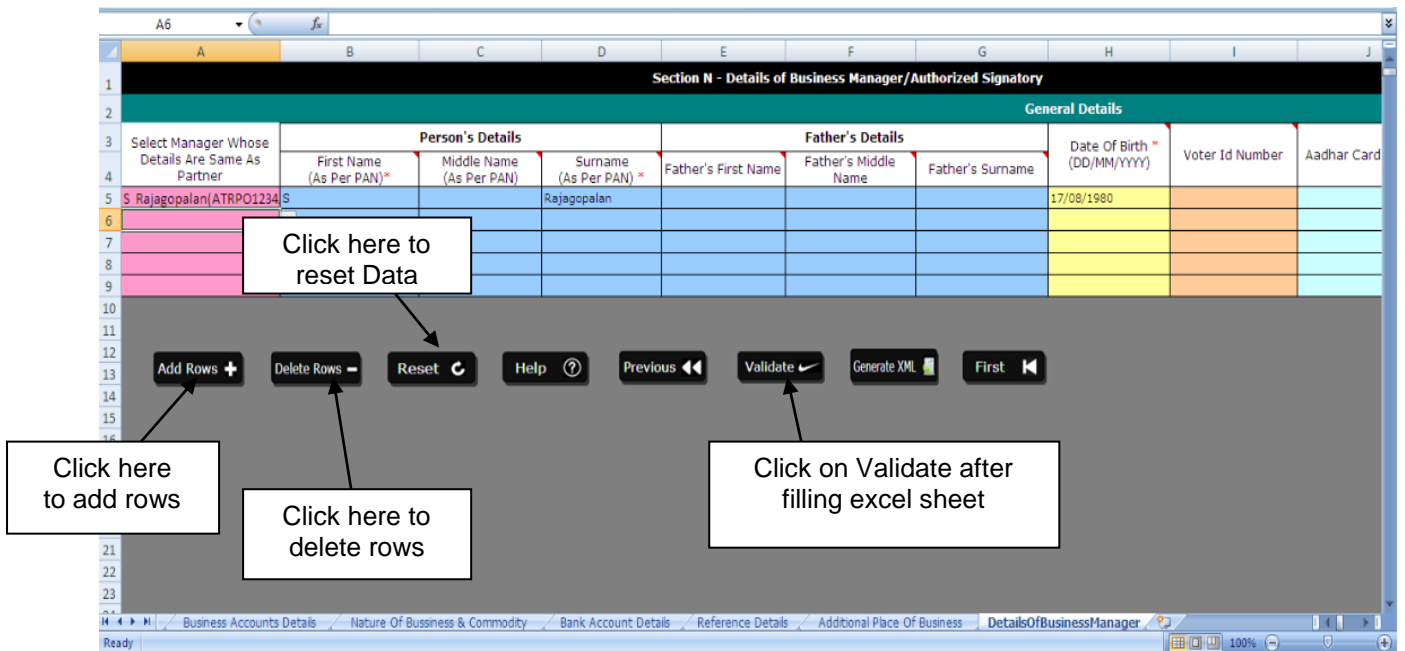


Figure 5: Excel Template Screen

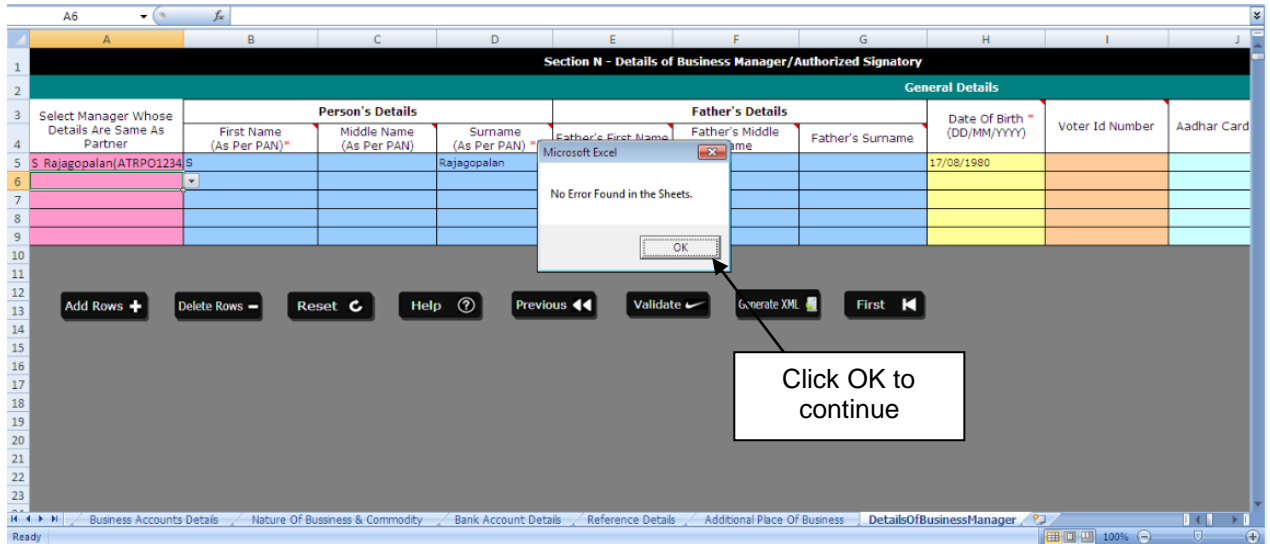


Figure 6: Click on Validate Button

5. After filling the data in the template, click Validate Button to validate the data entered by you. If there is any error in the data, it will be displayed in Error sheet. If there is no error in the filled data it will say no error found in the work book.

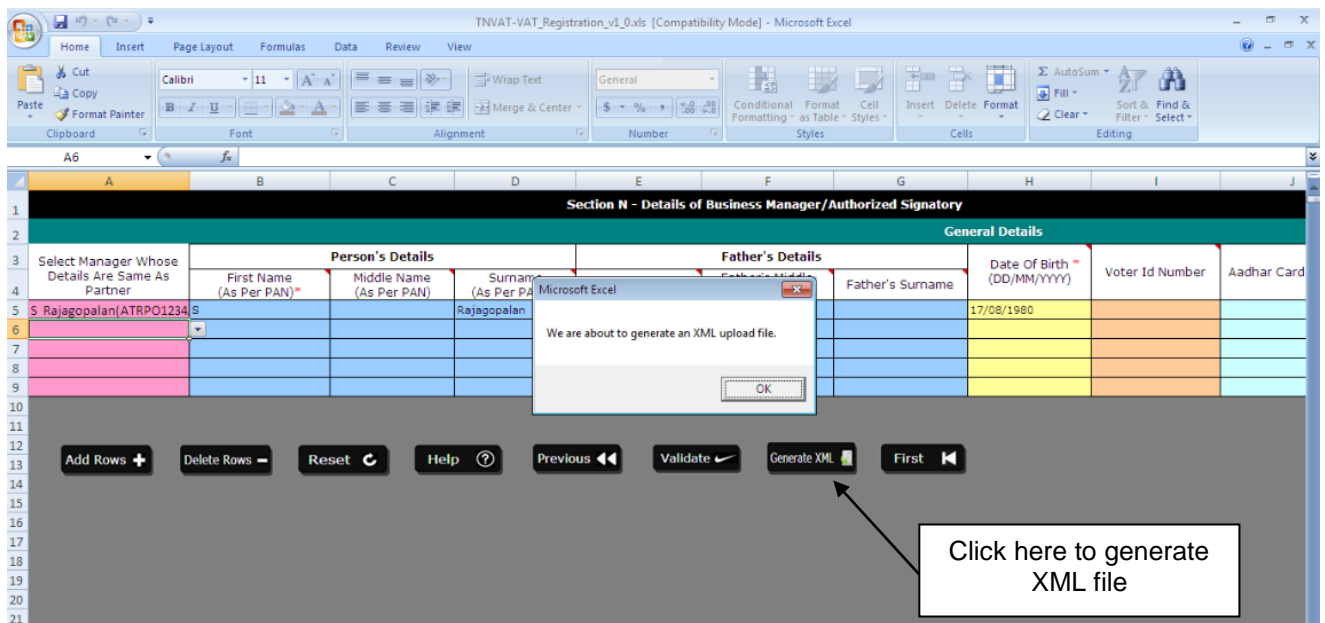


Figure 7: Click on Generate Button Screen

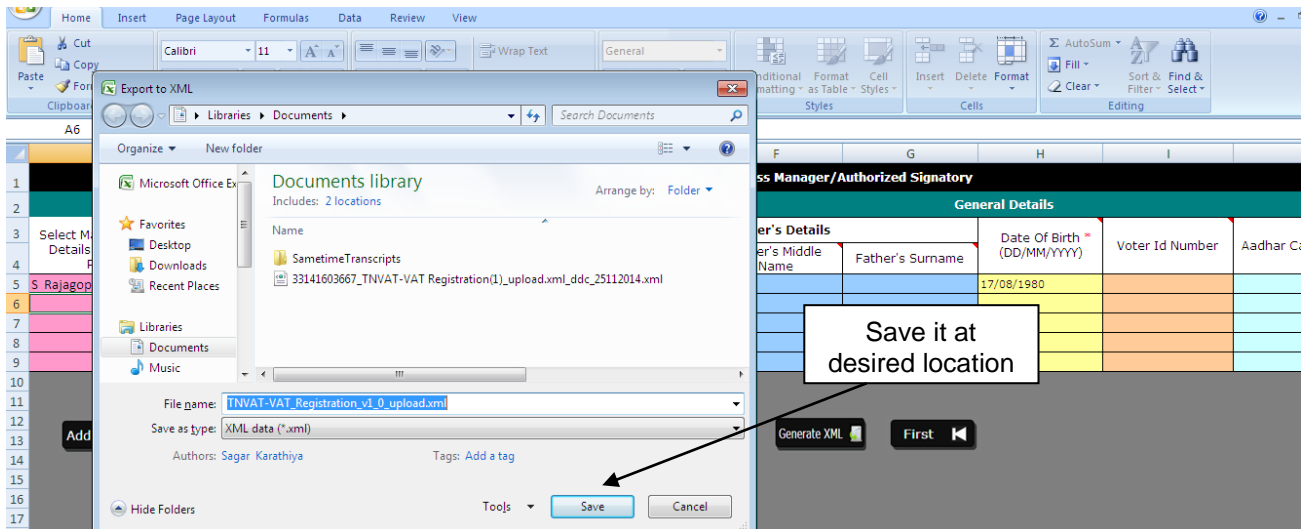


Figure 8: Save option for Upload file

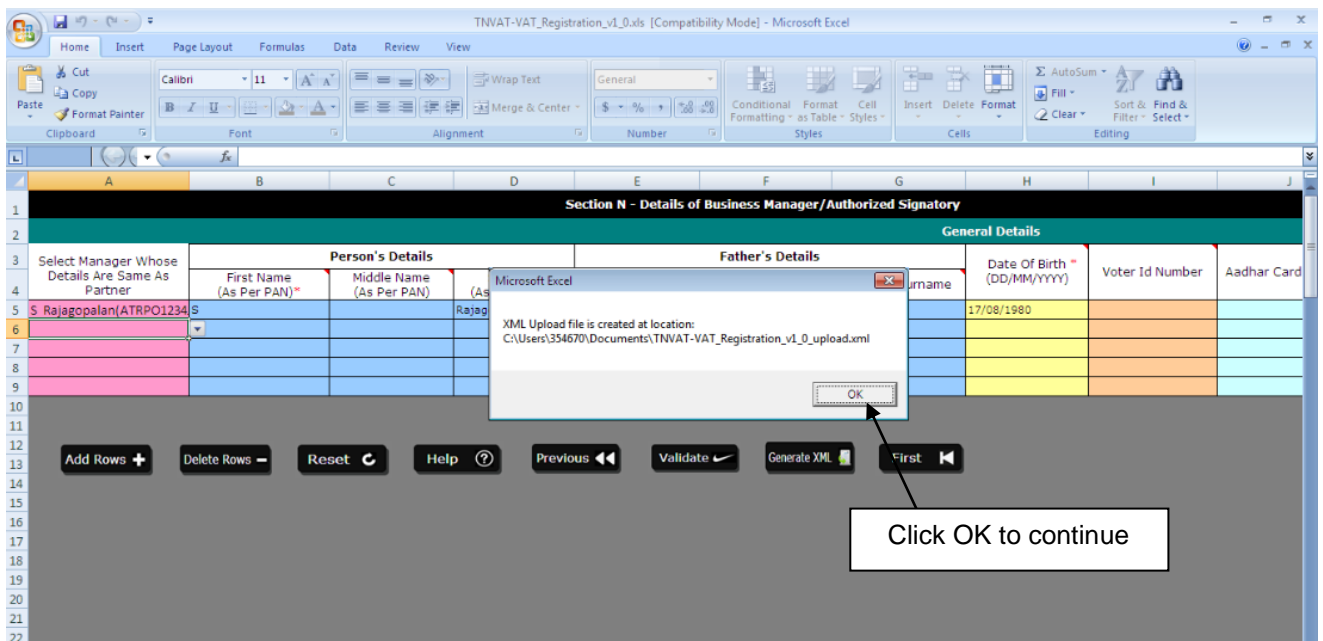


Figure 9: Upload file saved successfully

- Click on Generate XML button to generate upload file. It will ask for the path to save the upload file. System will show you a message that your file is saved at the location you have provided.

Figure 10: Upload Screen

7. Select the generated .XML file to upload.
8. Click Submit to save the data. After the data is saved, acknowledgement number is generated. You have to attach requisite documents to finish the registration process. The next screen appears with the Acknowledgement Number.

Figure 11: Submit and generate Acknowledgement Number

9. Click “Click here” to move Payment page.
10. Select a Bank and click on confirm button and submit the data.

E Payment for : Value Added Tax

Registration Ack No. : 10101002531297

Address Details

Door / Plot No Old: [] Door / Plot No New: 4/B
 Building Name: [] Shop / Office Number: []
 Road Street/Lane: Vadapanal Road Village/Town/City: Egmore
 Circle: PERIAMET (C) Pin Code: 632589
 District: Chennai PAN: ATRPO1234J
 Email ID: mytest@gmail.com Mobile No.: 7898745632

Please verify your Dealer Type (Return Category) and Tax Period details below.

Payment Type : Registration Fees
 Payment Mode : Offline/Manual Net Banking/Online Bank Name : STATE BANK OF INDIA

Purpose Details

| Select | Payment Description | DP Code | Payment Purpose Code | Amount(IRR) |
|-------------------------------------|---------------------|-----------------|----------------------|-------------|
| <input checked="" type="checkbox"/> | Registration Fees | 004000102AL0006 | 004000102AL0006-05 | 500.0 |
| Total Amount : | | | | 500.0 |

I agree that the above details furnished are correct and complete.

Confirm Payment

Figure 12: Payment Screen

Commercial Taxes Department
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Home Last Login : 15/10/2015 02:40:22 Logout

Welcome S Rajagopalan (MYTEST@GMAIL.COM) User Type: New Applicant / Existing Dealer

Welcome

- Return to Homepage
- View Profile
- Logout

e-Registration

- Download Documents
- e-Registration
- Track Your Status
- Upload Documents
- e-Payment
- Deactivate Account

The transaction has been completed successfully.
 Your Bank Reference number is : B10101002531311.
 Your Challan Identification number is : C10101002531311.
 Your Transaction ID is : 201510151455160205100002529.
 Mail has been sent to you.

Upload Documents

Figure 13: Payment Successful Screen

11. Click on Upload Documents and select the Acknowledgement Number.

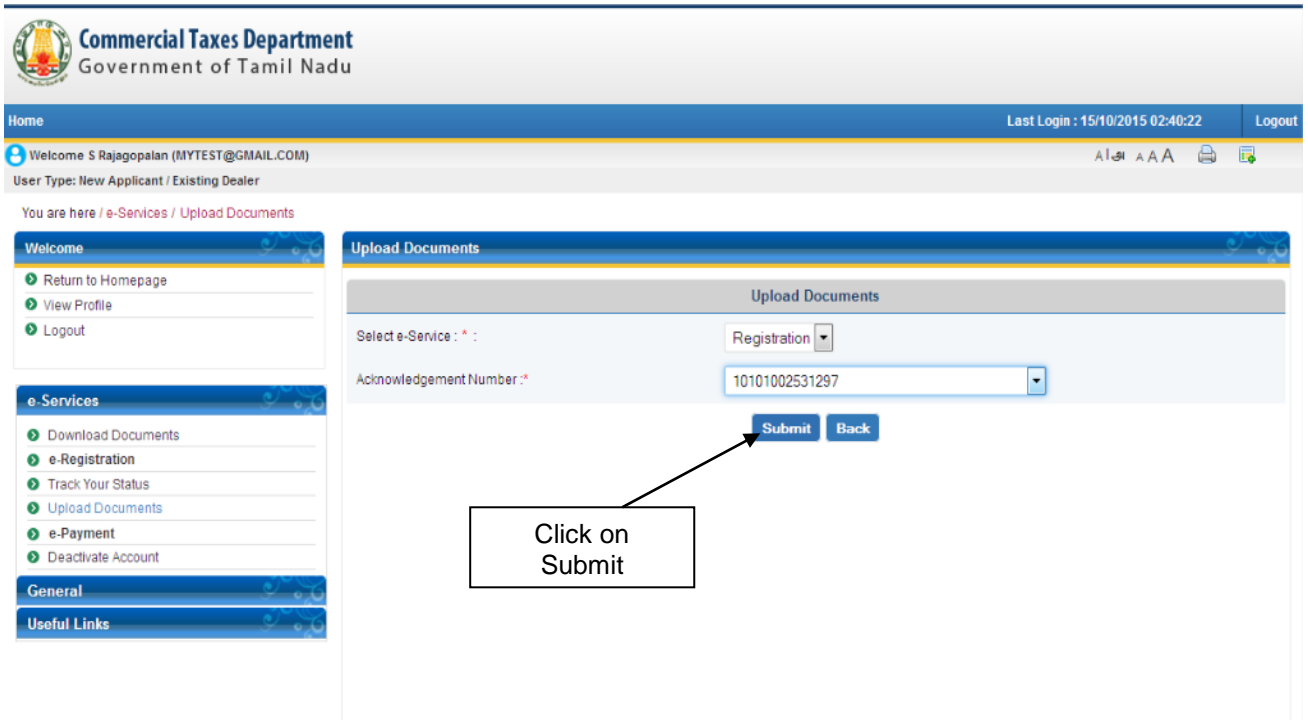


Figure 14: Upload Documents Screen

12. Select the category and sub-category (if any) of the document to be uploaded.

13. Select the document and click Upload to upload that document. After the document is uploaded it will be displayed in the table displayed below on the same page.

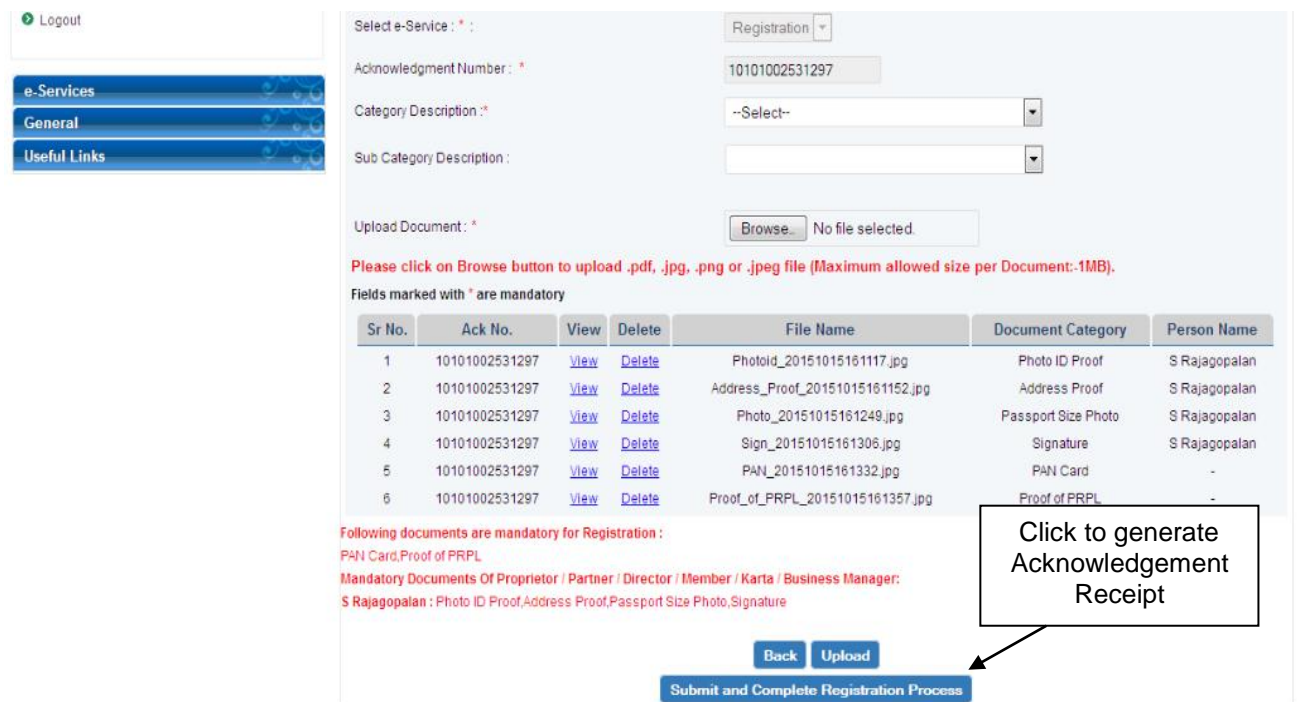


Figure 15: Attachment Upload Screen (After uploading documents)

14. After submitting all the mandatory and required attachments, click Submit and Complete Registration Process. The acknowledgement receipt and task is generated in the back office for approval and success screen appears.
15. Click the Acknowledgement Number generated to view the acknowledgement receipt.



GOVERNMENT OF TAMIL NADU
COMMERCIAL TAXES DEPARTMENT



e-Registration Acknowledgement Receipt

We hereby acknowledge the receipt of your **Application for Taxpayer Identification Number** as follows

| | | |
|------------------------|---|-----------------|
| Act/Type | : | Value Added Tax |
| Acknowledgement Number | : | 10101002531297 |
| Date of Receipt | : | 15/10/2015 |
| Trade Name | : | S R Enterprise |
| Legal Name | : | S R ENTERPRISE |

I declare that the particulars furnished in the application above are true, correct and complete to the best of my knowledge and belief.

Date : 15/10/2015

Name : _____

Signature : _____

Figure 16: Acknowledgement Receipt Screen

3. E-Amendment

This section describes the e-Amendment process of various tax types.

3.1. E-Amendment of Value Added Tax

To start with amendment process, first you need to sign into the system with your TIN. After sign in to

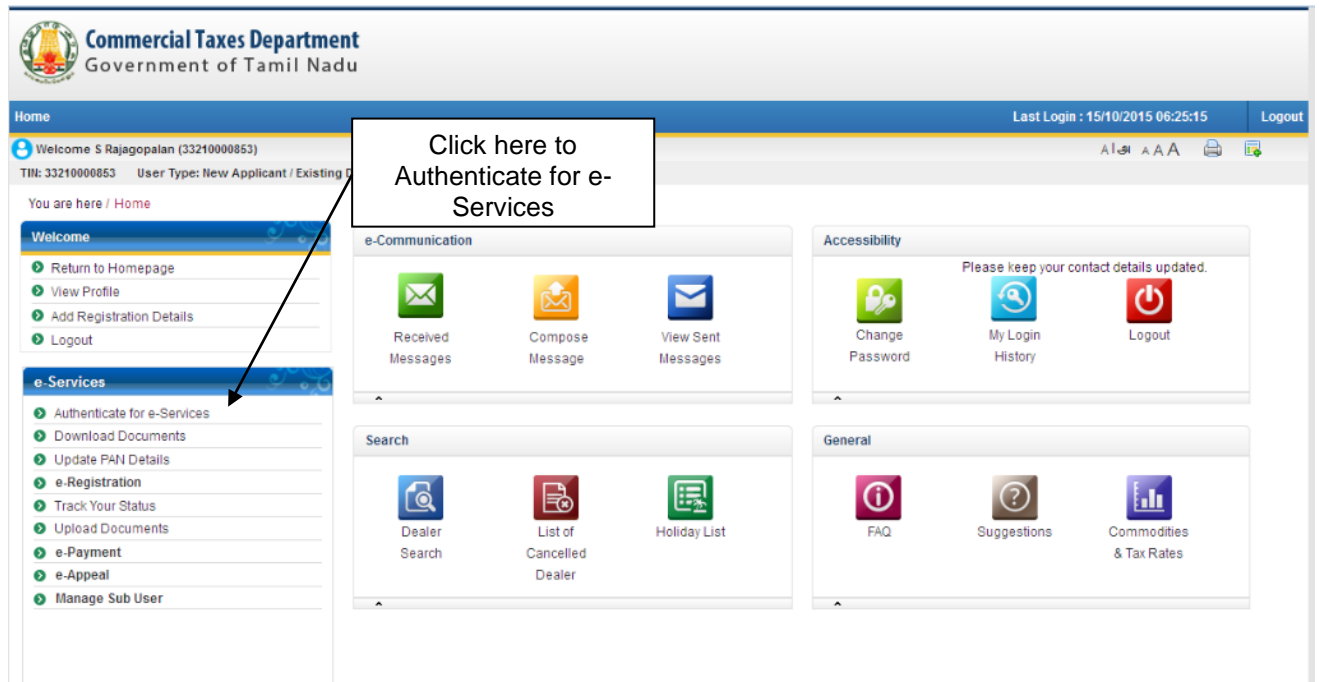


Figure 17: Authenticate for e-Services

1. On the home page, Click on **Authenticate for e-Services** link available in the left pane.

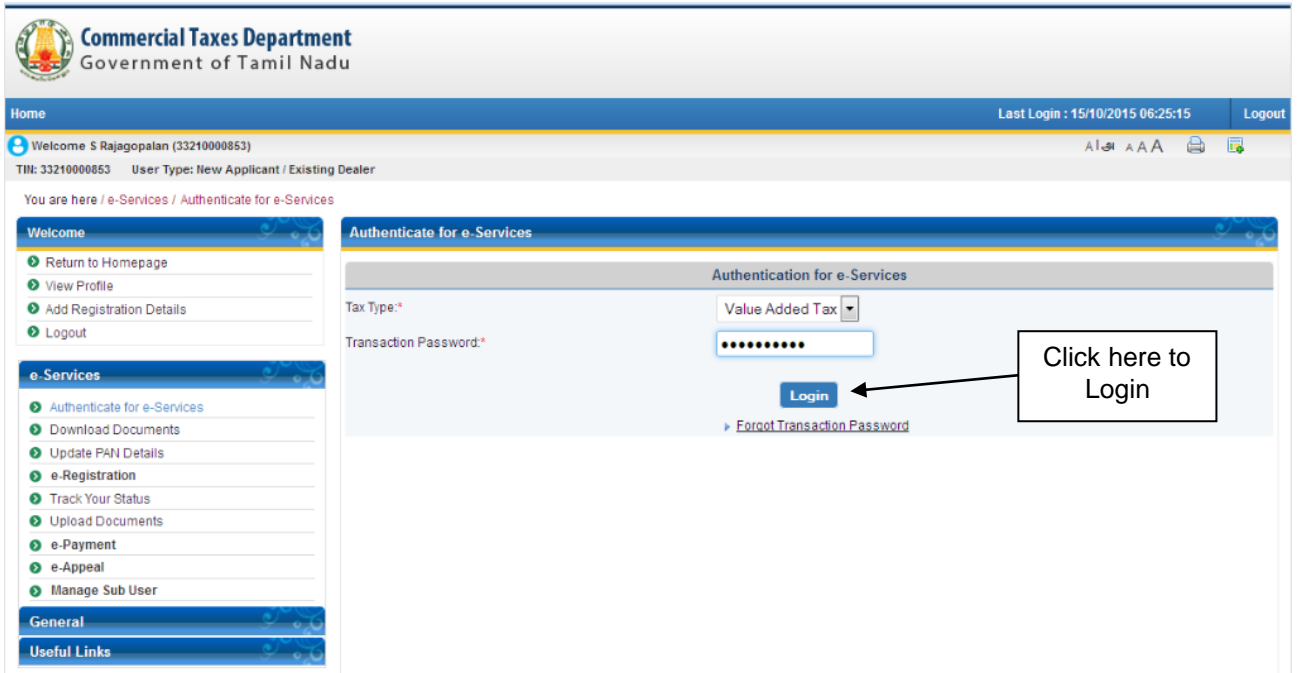


Figure 18: Tax Type Selection Screen

2. Select the Tax Type and provide the password.
3. Click on e-Registration link and select **Amend My RC** sub link.

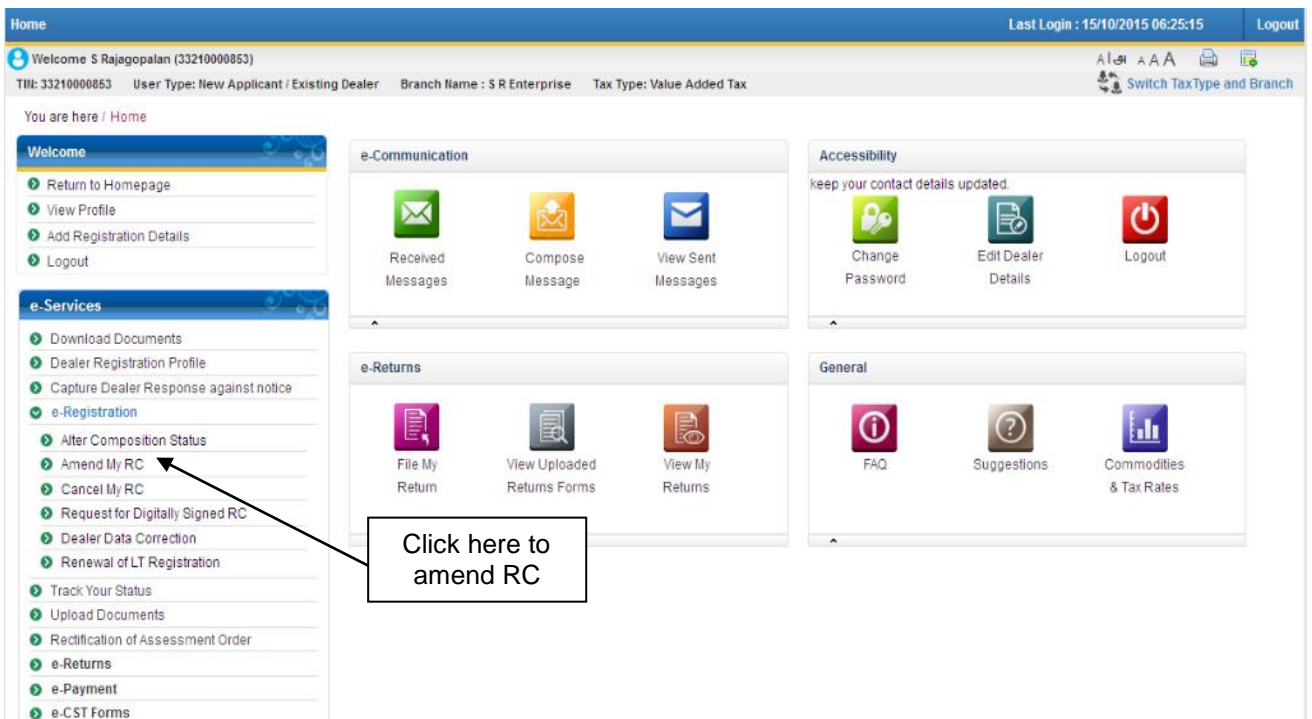


Figure 19: Amend My RC link

4. Select the Tax Type and click on Next button.

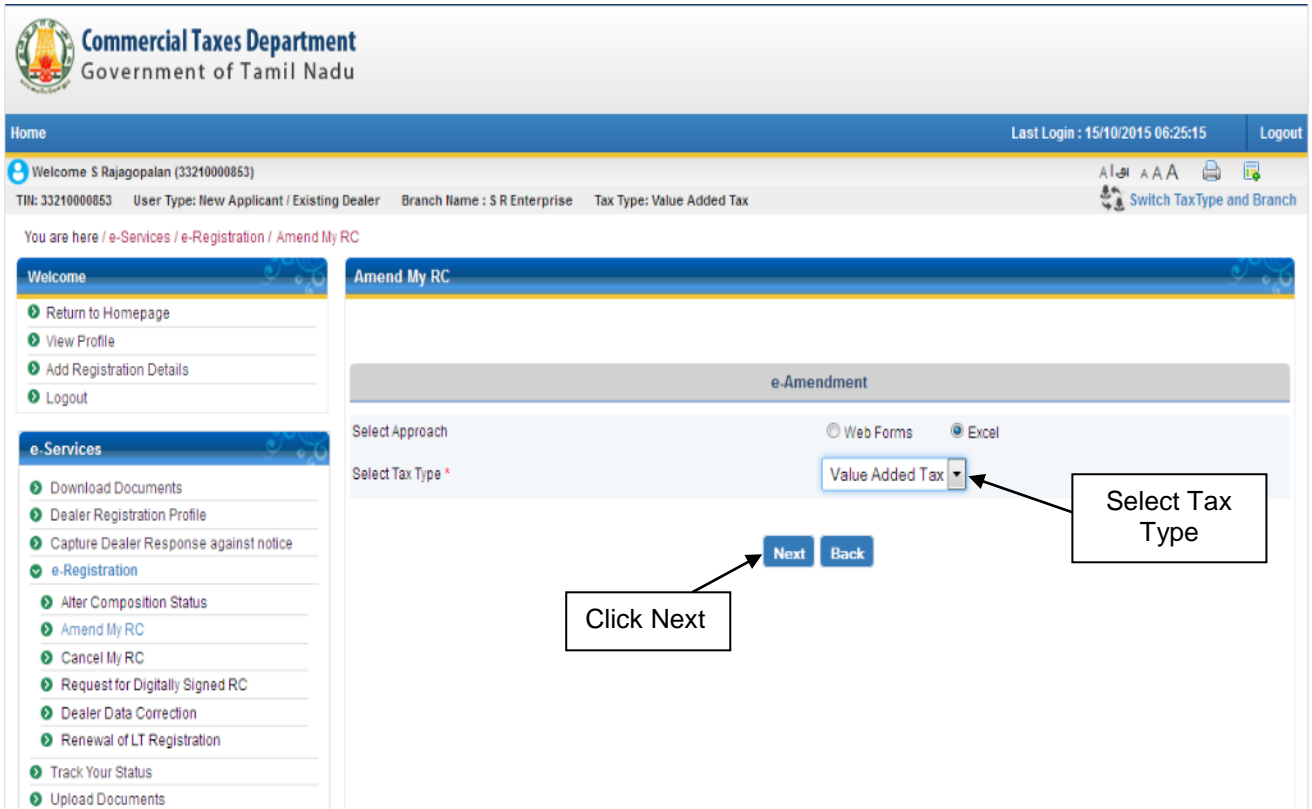


Figure 20: Tax Type Selection Screen

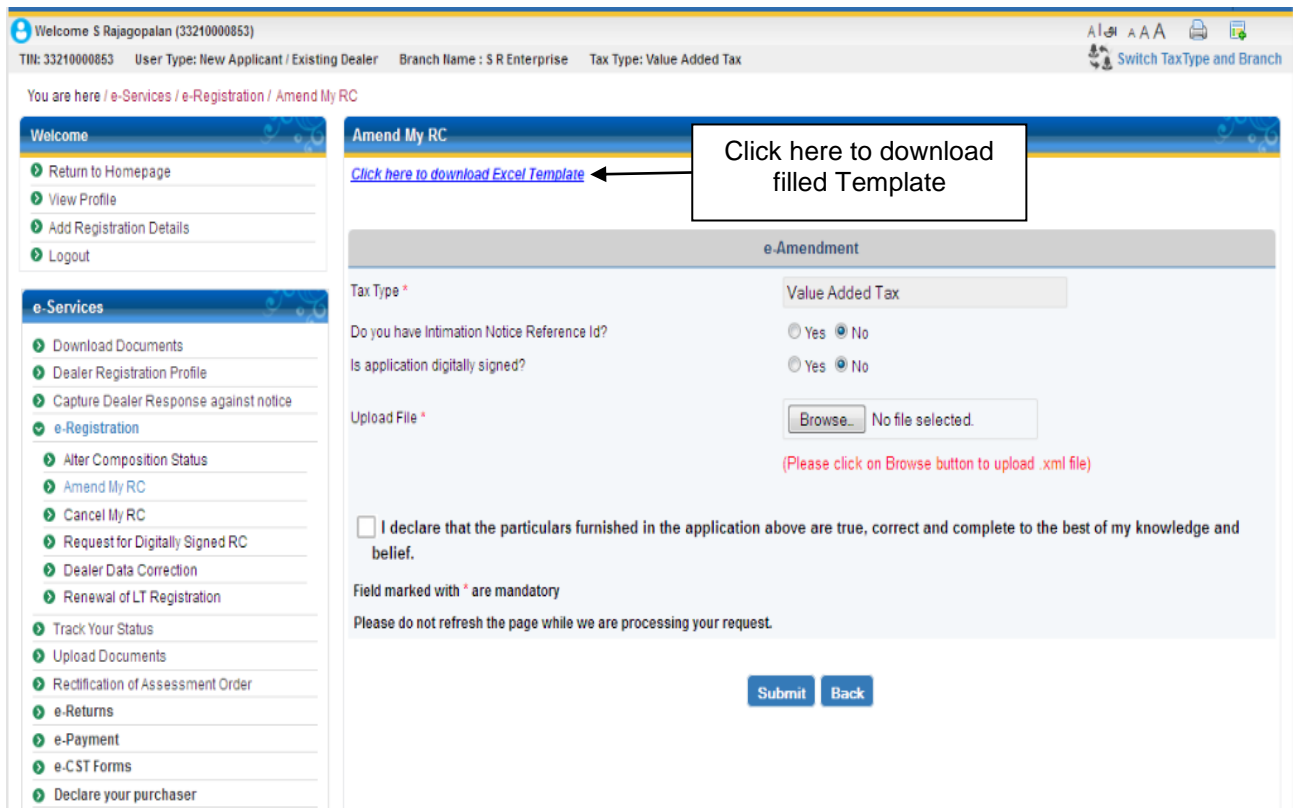


Figure 21: Template Save/Open Screen

5. Click Save File to save the template or Open With to open a template in the system.

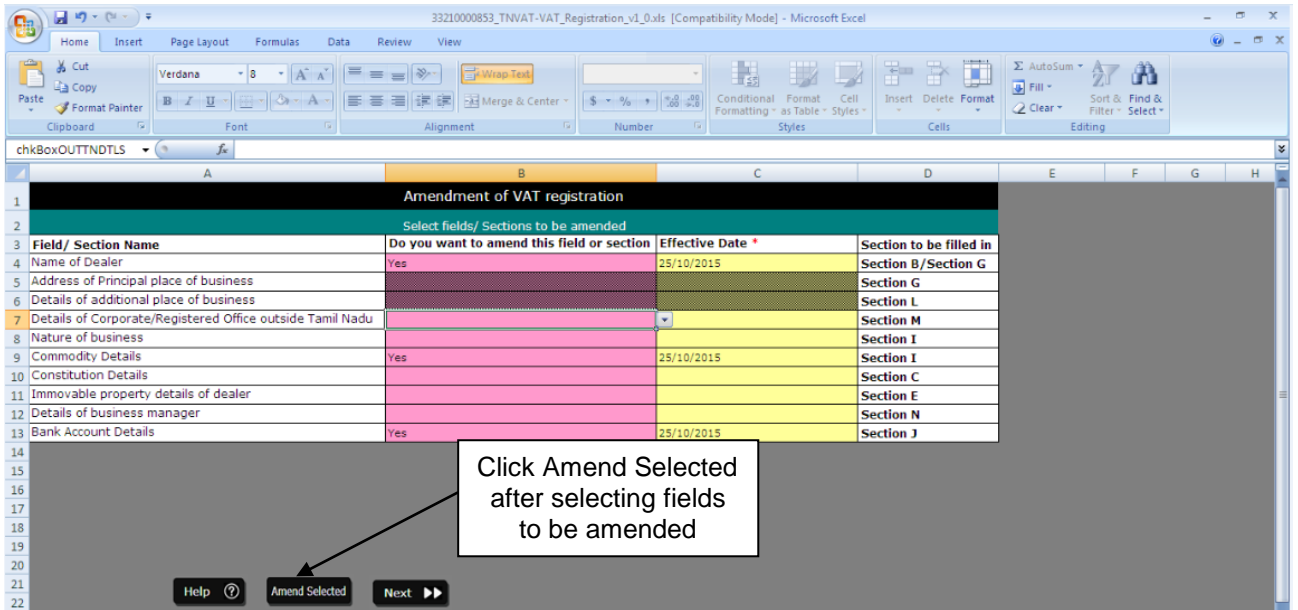


Figure 22: Excel Macro based Template for VAT Amendment

6. First sheet in template will be for selecting sections to be amended. Click Amend Selected after selecting fields to be amended and entering its respective effective date. After clicking on Amend Selected, selected sections become editable.
8. After filling the data in the template, click Validate Button to validate the data entered by you. If there is any error in the data, it will be displayed in Error sheet.

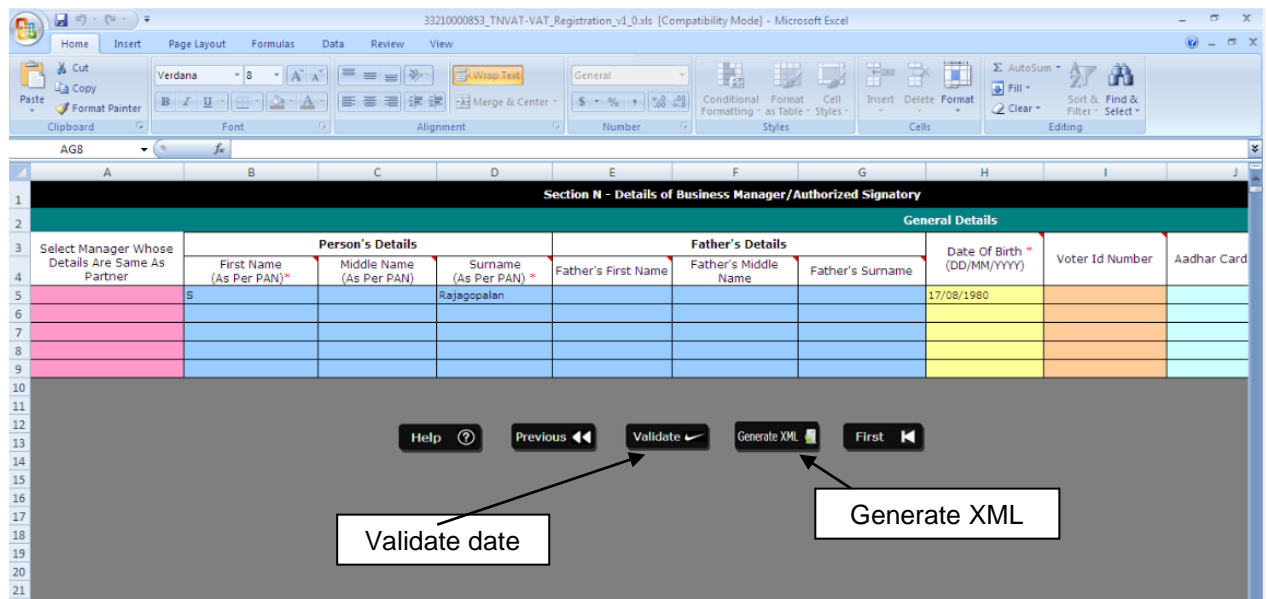


Figure 23: Validate and generate XML

9. If there is no error in the filled data it will say no error found in the work book. Generate XML by clicking on Generate XML.

Figure 24: Upload Screen

10. Browse the generated .XML file to upload and submit application.
11. Acknowledgement receipt is generated on submitting application.

GOVERNMENT OF TAMIL NADU
COMMERCIAL TAXES DEPARTMENT

10101002531547

e-Amendment Acknowledgement Receipt

We hereby acknowledge the receipt of your **Application for Amendment in the Registration Certificate Under The Tamil Nadu VAT Act, 2006** as follows

| | | |
|------------------------|---|-----------------|
| Act/Type | : | Value Added Tax |
| Acknowledgement Number | : | 10101002531547 |
| Date of Receipt | : | 15/10/2015 |
| TIN | : | 33210000853 |
| Trade Name | : | S R Enterprise |
| Legal Name | : | S R ENTERPRISE |

Amendment in Following Sections

| | | |
|---|--------------------------------|------------|
| 1 | Commodities details | 25/10/2015 |
| 2 | Firm Name | 25/10/2015 |
| 3 | Bank Account Details of Dealer | 25/10/2015 |

Figure 25: E-Amendment Acknowledgement Receipt

4. Dealer Data Correction

This section describes the process of Dealer Data Correction. This functionality is used to correct registration data of dealer registered in legacy application only.

4.1. Dealer Data Correction Application for Value Added Tax

Please follow the steps listed below to do dealer data correction application:

1. On the home page, after successful Authentication, click e-Registration link and select **Dealer Data Correction** sub link. The Dealer Data Correction screen opens.

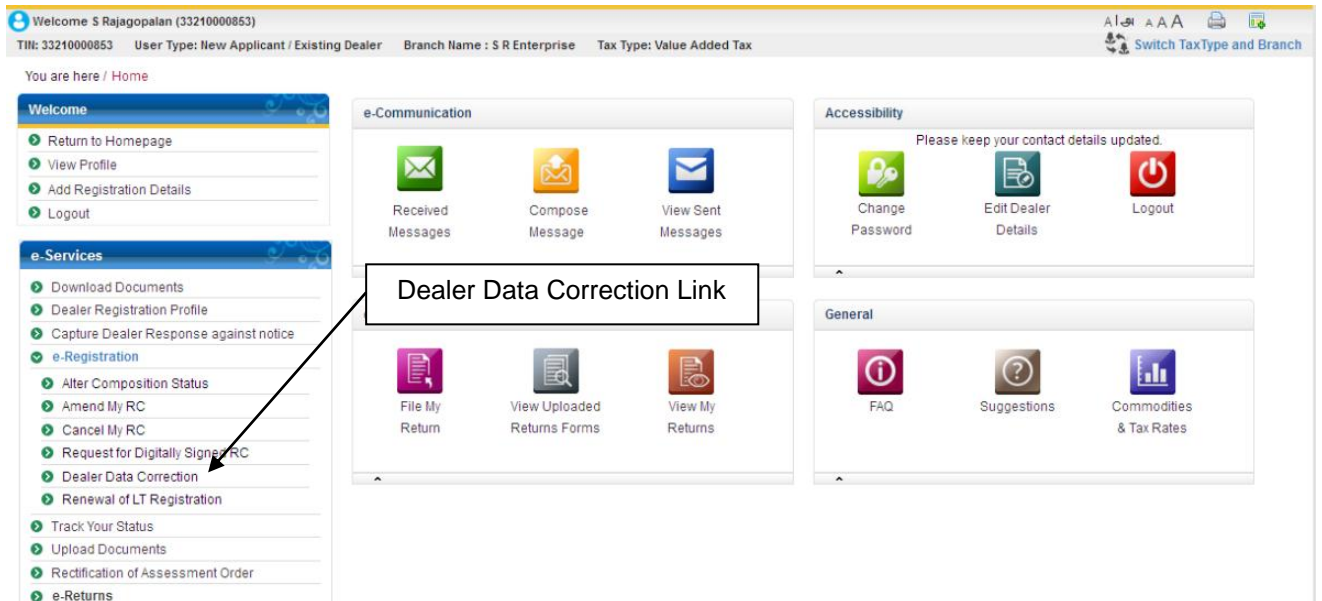


Figure 26: Dealer Data Correction Link

2. On Dealer Data Correction screen, you have to select tax type. Here you can view existing registration details by clicking on **View Registration Form**. Click **Next** to proceed with Data Correction.

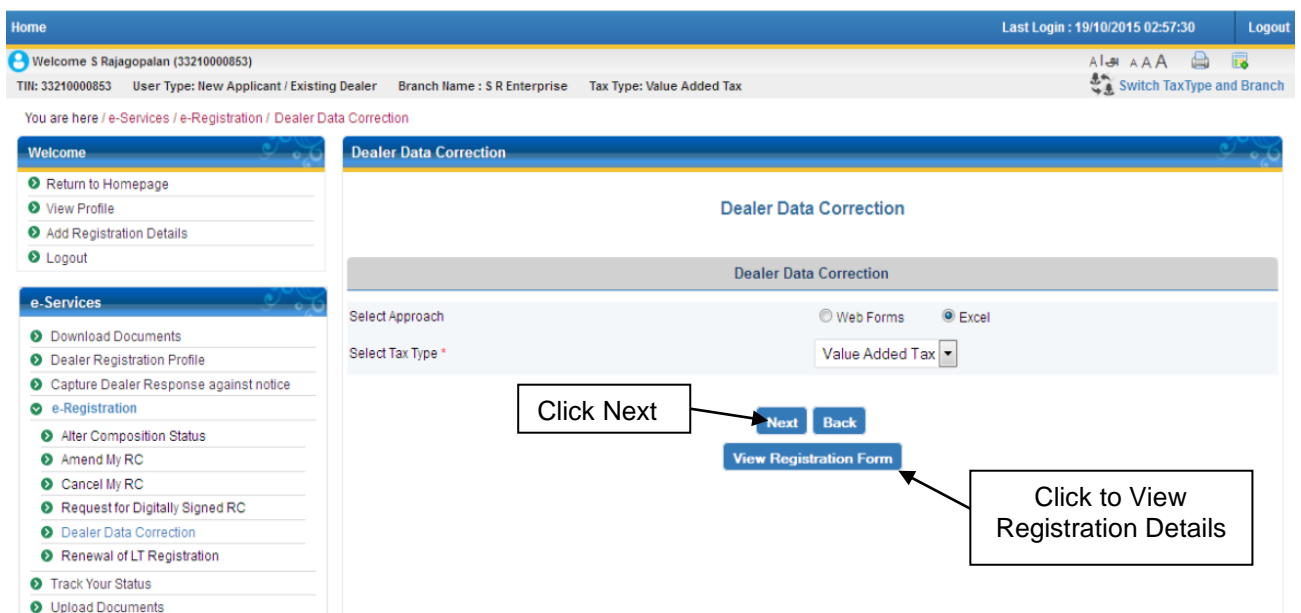


Figure 27: Dealer Data Correction Screen

- On clicking **Next**, you get following screen. You can download form template by clicking **Click Here to Download Excel Template**.

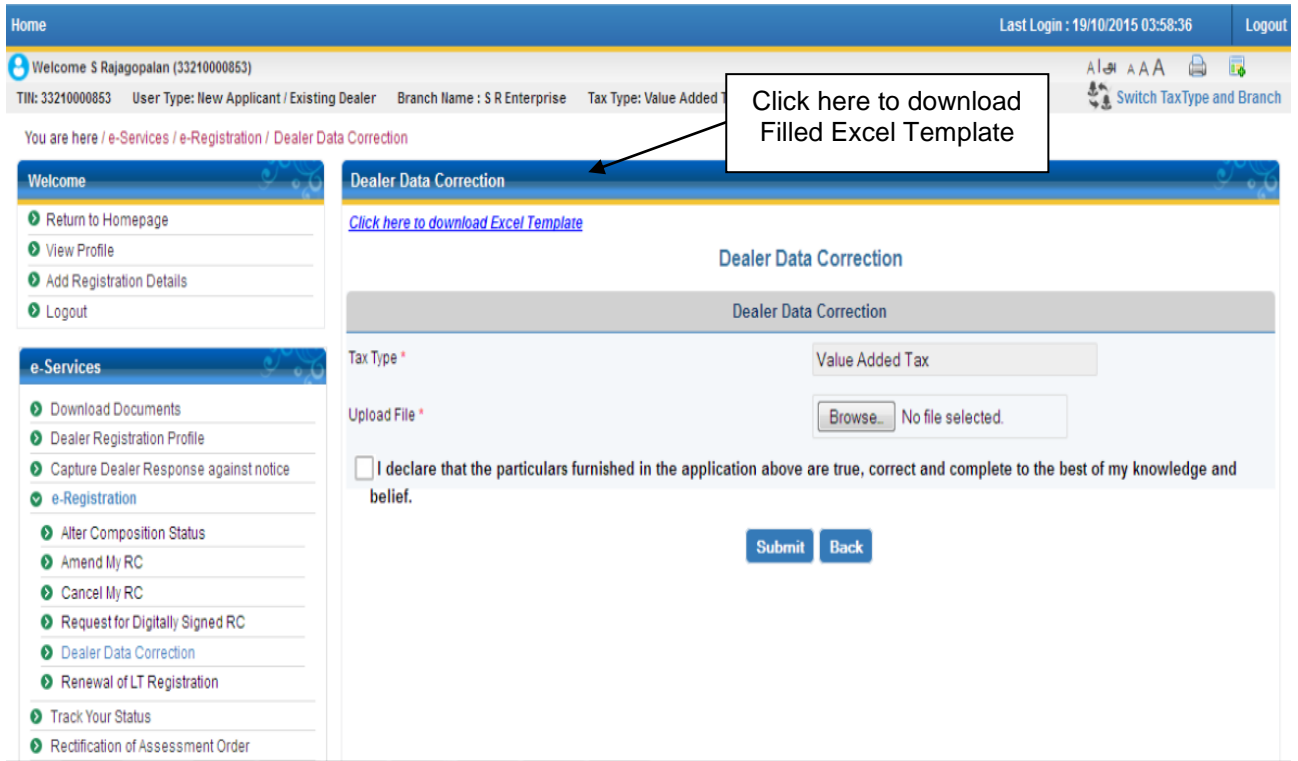


Figure 28: Saving Dealer Data Correction Template Screen

- The dealer will fill excel based macro dealer data correction form and press **Validate** button to validate data and generate the upload file by clicking on **Generate XML**.

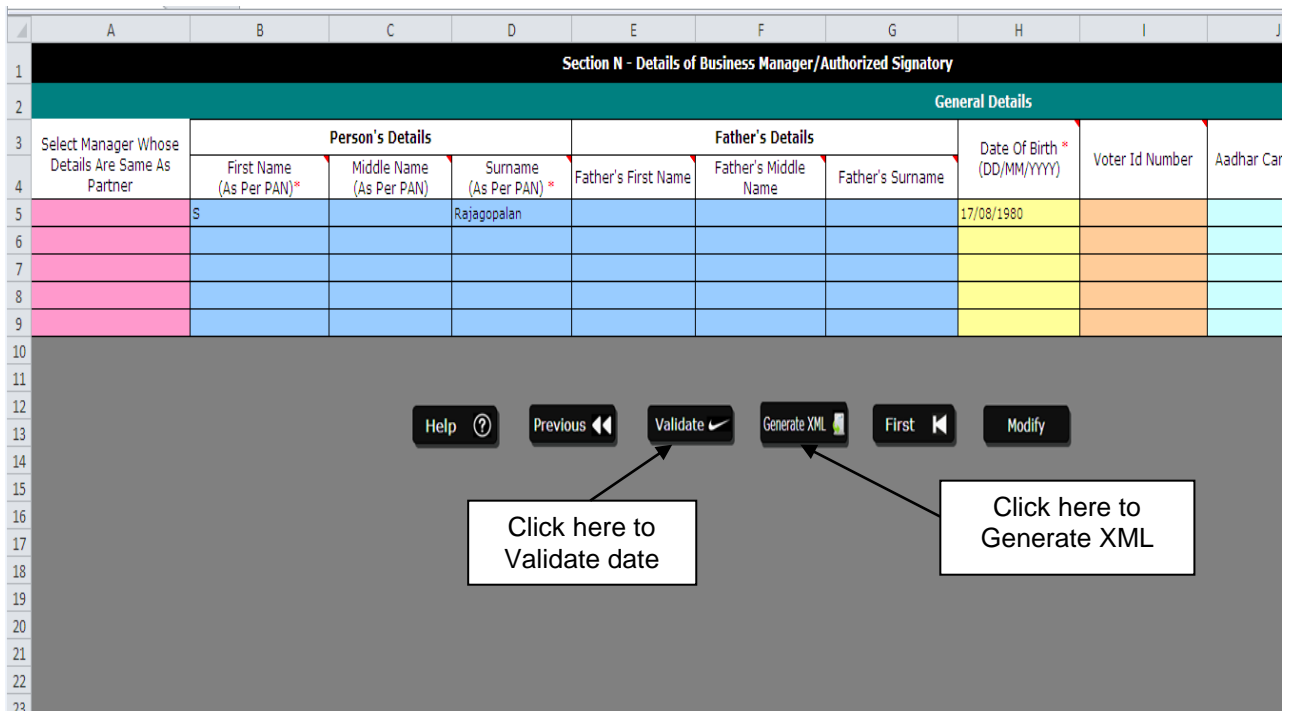


Figure 29: Validate and Generate XML from Macro Based Excel Template for Dealer Data Correction

5. Dealer has to upload generated XML file for dealer data correction as below:

Figure 30: Upload generated XML for Dealer Data Correction Application

6. Once the dealer Submit the application, acknowledgement receipt will be generated as shown in below figure:

| | | |
|------------------------|---|-----------------|
| Act/Type | : | Value Added Tax |
| Acknowledgement Number | : | 10101002531931 |
| Date of Receipt | : | 19/10/2015 |
| Trade Name | : | S R Enterprise |
| Legal Name | : | S R ENTERPRISE |

Figure 31: Acknowledgement Receipt of Dealer Data Correction Application

5. E-Cancellation

This section describes the process of E-Cancellation.

5.1. E-Cancellation Application

After log into the Web Portal with TIN, follow the steps listed below to do cancellation application:

1. On the home page, after successful Authentication, click e-Registration link and select **Cancel My RC** sub link. The e-Cancellation screen opens.

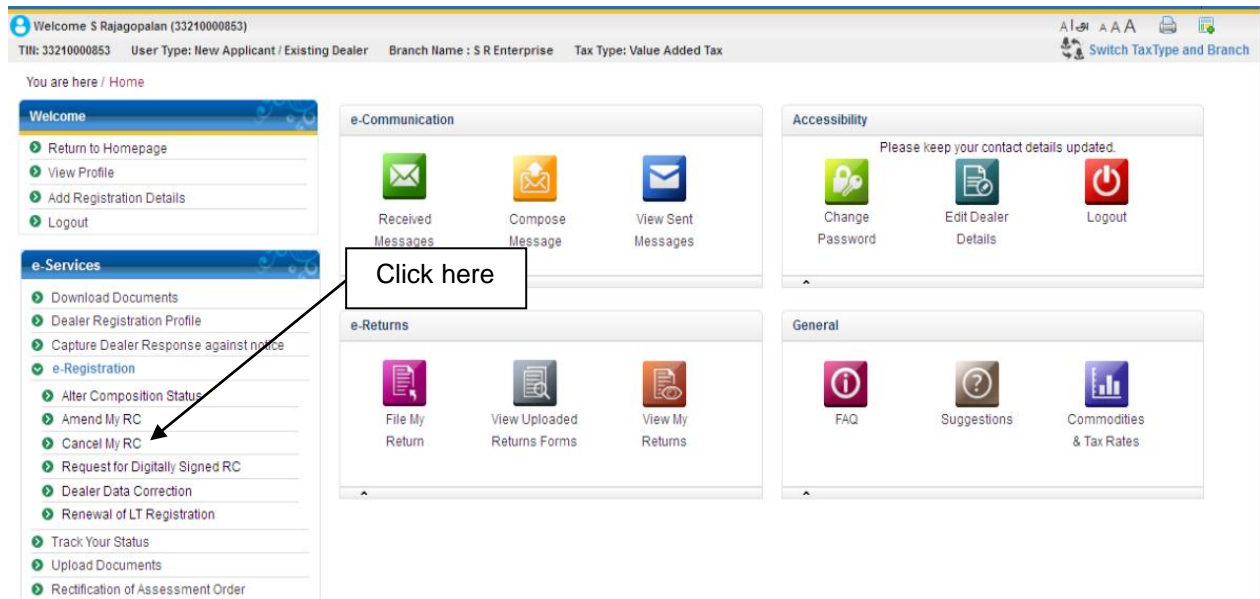


Figure 32: E-Cancellation Link

2. Select the approach for cancellation and click on Next

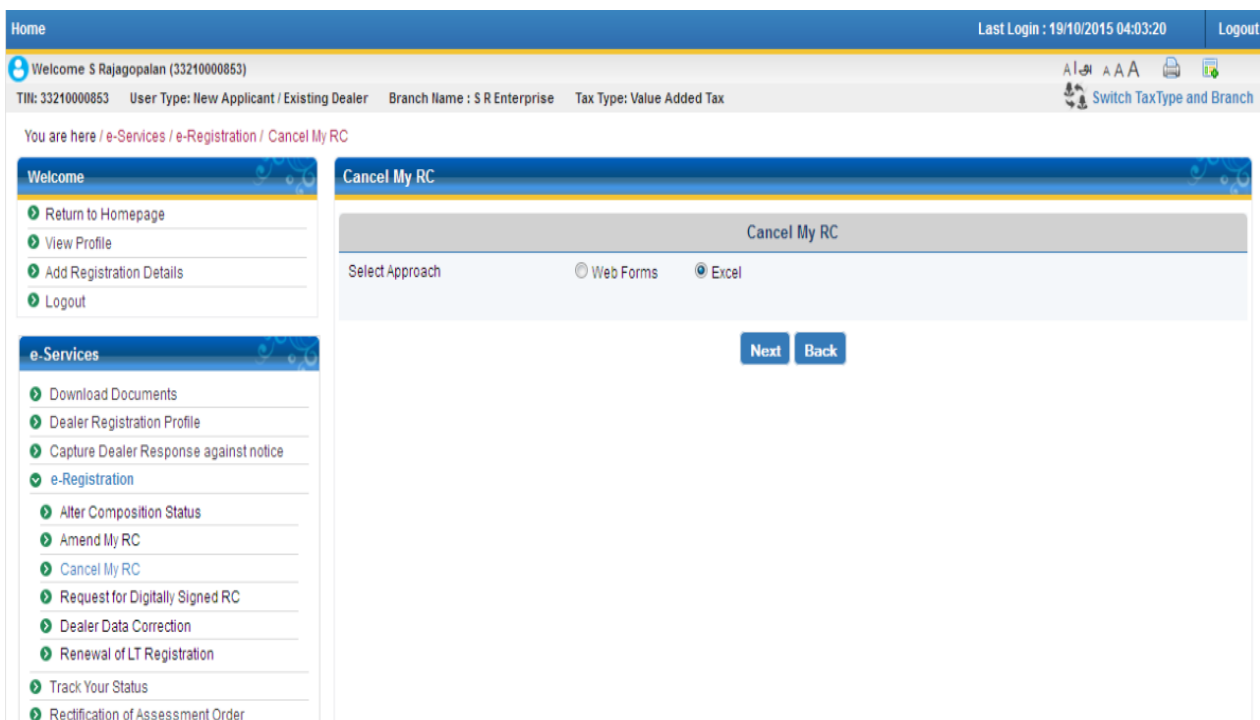


Figure 33: Select the Approach

3. On E-cancellation screen, click on link Click Here to download Cancellation form.
- 4.

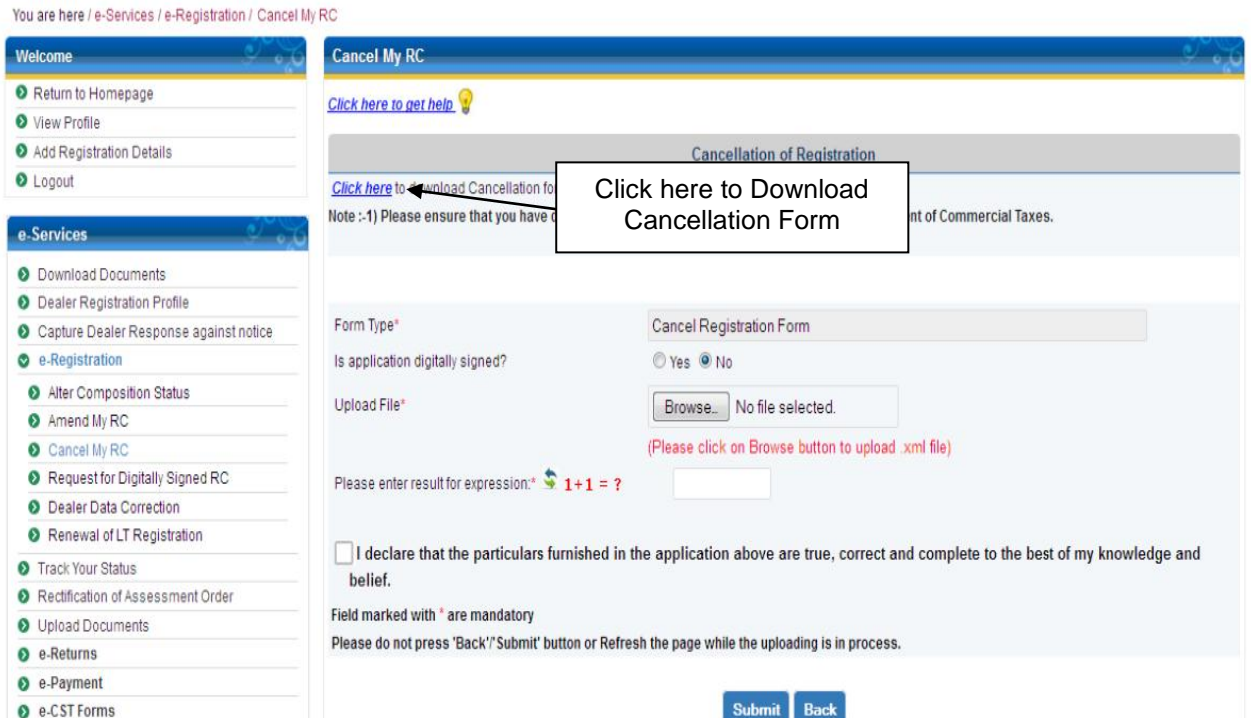


Figure 34: E-Cancellation Excel Based Macro Download

3. On clicking, the following screen will pop up to open/save the excel macro based cancellation

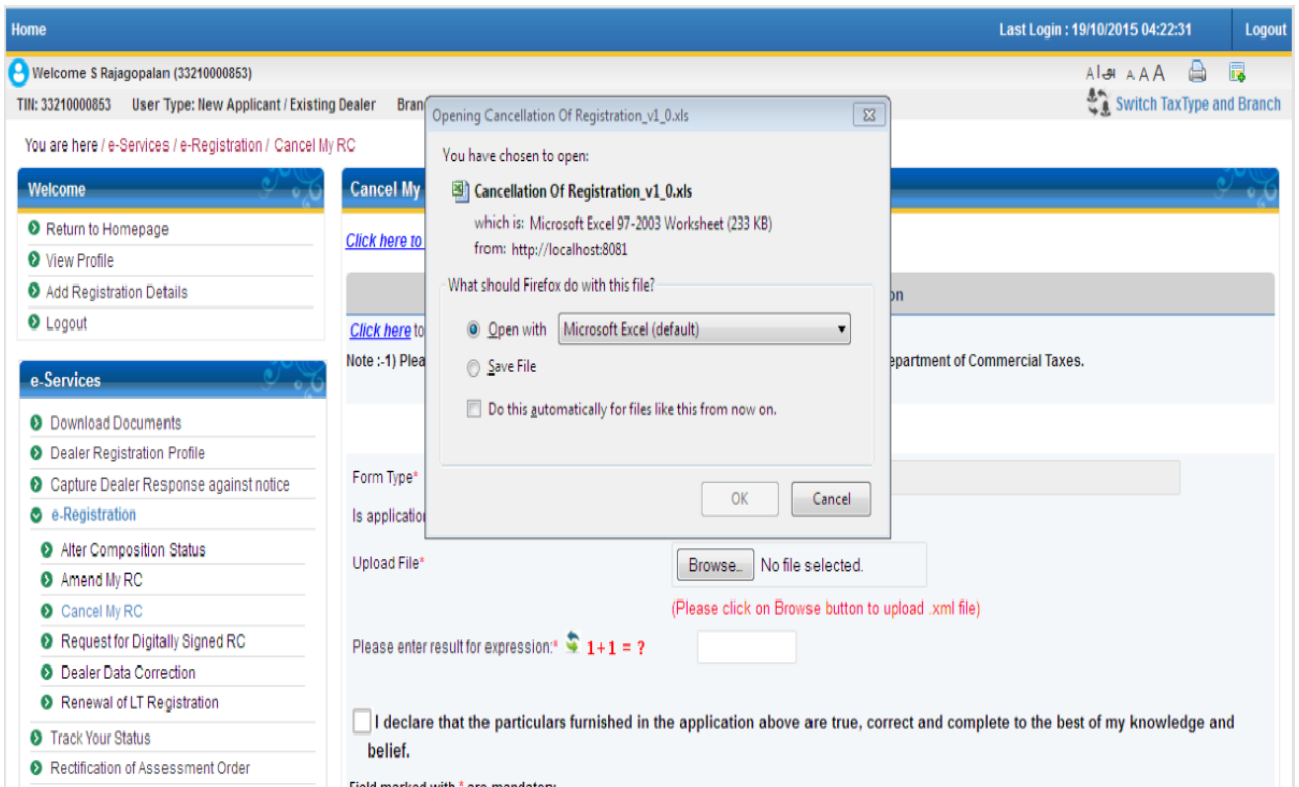


Figure 35: Saving Cancellation Template Screen

- The dealer will fill excel based macro cancellation form and press Validate button to validate data and generate the upload file by clicking on Generate XML.

| Application for Cancellation Of Registration | |
|---|----------------------------|
| Effective date* | 19/10/2015 |
| Reasons For Cancellation | Select wherever applicable |
| Turnover in each of the two consecutive years immediately preceding the application was less than limit specified in section 3 for VAT Act. | No |
| Registered dealer expired(applicable only for proprietor concerns). | Yes |
| Transfer or otherwise dispose of his business in whole or in part. | |
| Due to change in the ownership of business. | |
| Any Business in respect of which a certificate of Registration has been granted to a dealer on an application made,has been discontinued. | |
| Partnership firm/Association of persons dissolved. | |
| Change from one constitution type to another constitution type. | |
| Conclusion of business period(in case of casual dealers and non-resident dealers). | |
| Company winded up(in case of company on winding up). | |
| Merger and amalgamation of business with other business. | |
| Insolvency | |
| Others | |

Buttons: Reset, Help, Validate, Generate XML

Callouts: Click here to Validate, Click here to Generate XML

Figure 36: Macro Based Excel Template for Cancellation Application

- Browse generated XML and click on Submit to submit cancellation application.

Welcome

- Return to Homepage
- View Profile
- Add Registration Details
- Logout

e-Registration

- Download Documents
- Dealer Registration Profile
- Capture Dealer Response against notice
- e-Registration**
 - Alter Composition Status
 - Amend My RC
 - Cancel My RC**
 - Request for Digitally Signed RC
 - Dealer Data Correction
 - Renewal of LT Registration
- Track Your Status
- Rectification of Assessment Order
- Upload Documents
- e>Returns
- e-Payment
- e-CST Forms
- Declare your purchaser

Cancel My RC

[Click here to get help](#)

Cancellation of Registration

[Click here](#) to download Cancellation form

Note :-1) Please ensure that you have downloaded the latest template from web portal of Department of Commercial Taxes.

Form Type* Cancel Registration Form

Is application digitally signed? Yes No

Upload File* Cancellation OfRegistration_v1_0_upload.xml

(Please click on Browse button to upload .xml file)

Please enter result for expression: $1+1=?$

I declare that the particulars furnished in the application above are true, correct and complete to the best of my knowledge and belief.

Field marked with * are mandatory

Please do not press 'Back'/'Submit' button or Refresh the page while the uploading is in process.

Figure 37: Submit Cancellation Application

- If the dealer has selected cancellation reason which requires the supporting document to be uploaded then, system will redirect to the page asking to upload the document as shown below.

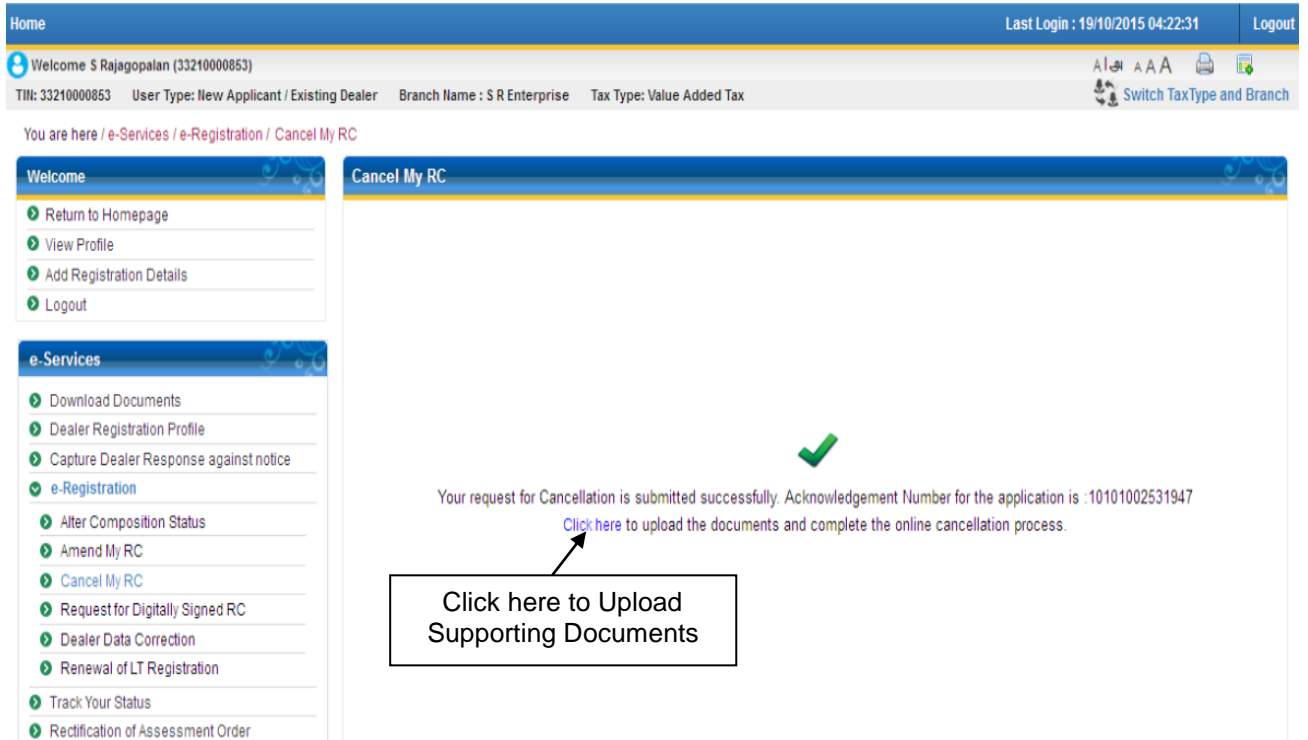


Figure 38: Message to Upload Supporting Documents for Cancellation Application

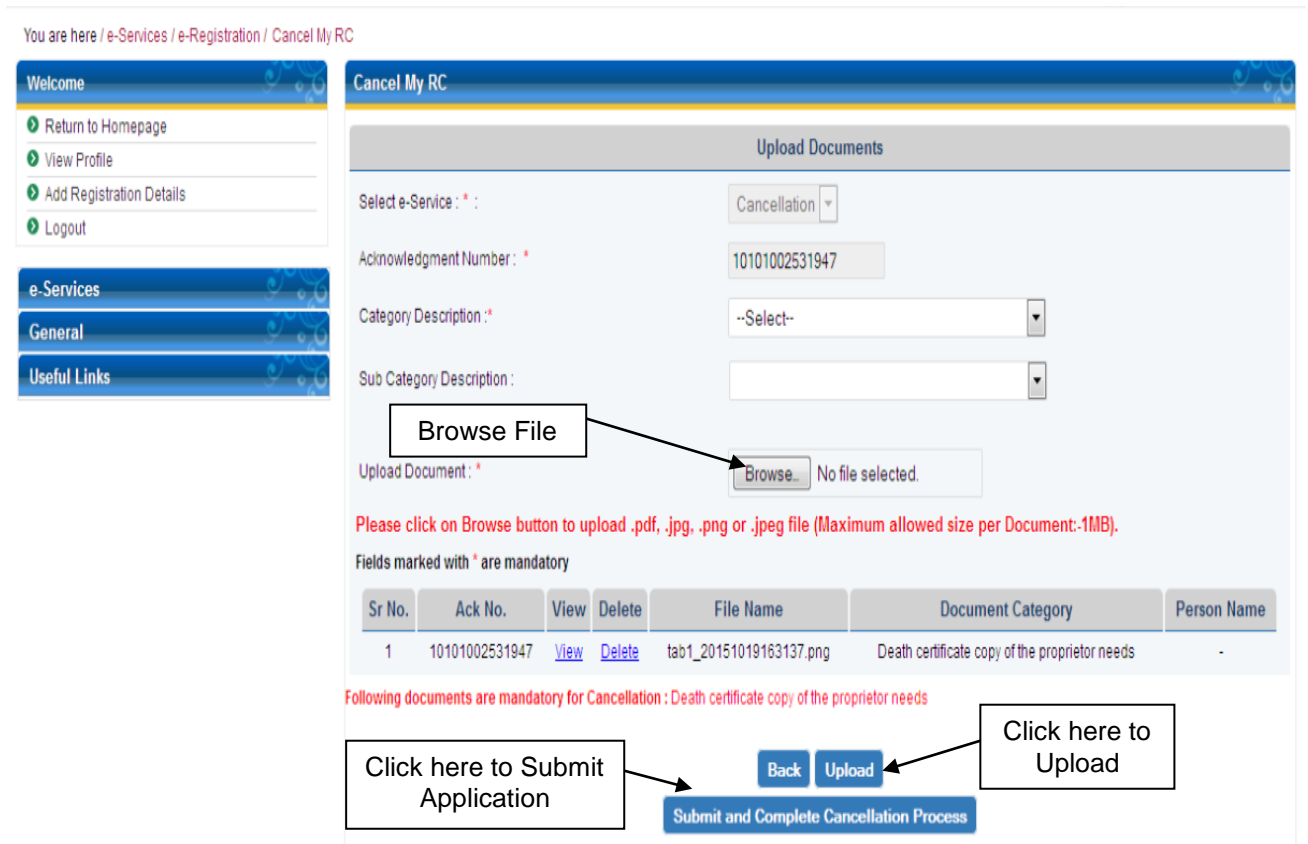


Figure 39: After Uploading Supporting Documents for Cancellation Application

7. Once the dealer upload supporting document and Submit and Complete Process button to generate acknowledgement receipt shown in below figure:



Figure 40: Acknowledgement Receipt of Cancellation Application