

E-APPLICATION FOR REGISTRATION UNDER VAT & CST

USER MANUAL

Preface:

Government desires to reorient itself towards Citizen centric Services, to bring more transparency in provisioning of the services. Introduction of ICT was already introduced in most of the departments. With the fast changing world, it is the need of time to introduce e-Governance solution in the Government. In Consequence, transformation in Government functions is aimed towards better orientation of service provision, keeping transparency in service availability and enabling simplification in availing the service. The Directorate of Commercial Taxes, Government of West Bengal, is no exception in its stride to attain and retain its goal to provide all possible services, available by simple and transparent manner.

Purpose:

This User Manual explains the steps for electronic-submission of a application for getting registration under VAT Act 2003 or CST Act 1956. This Manual details various steps and the procedure that is to be followed while submission of application for registration on-line.

Definition, Acronyms & Abbreviations:

Acronym	Description
DCT	Directorate of Commercial Taxes
ICT	Information and Communication Technology
VAT	Value Added Tax
CST	Central Sales Tax
TIN	Tax Identification Number
RC	Registration Certificate

TABLE OF CONTENTS

Heading	Page Number
Pre-requisite for e-Application for Registration	2
E-Application for Registration Process Flow	4
How to fill up application for VAT Registration	11
How to fill up application for CST Registration	19
How to fill up application for TATKHANIK Registration	27
How to Re – Print Acknowledgement Slip	32
How to Sign up to avail e-Services	35
How to download registration certificates	37
Sample VAT registration certificate	39
Sample CST registration certificate	40

Pre-requisite for e-Application for Registration

- Application must get a PAN No. / TAN No. from Income Tax Department.
- Applicant must have a valid e-mail id for future correspondence.
- Applicant must have a class 2 organization based digital signature certificate and pan no must be included in digital signature certificate.
- Client computer must have the following components installed.
- Internet Explorer v6.0 and above or Firefox 51.0 and below.
- USB token driver must be installed in the client computer.
- USB token must be inserted in the client computer before applying for registration.

E-APPLICATION FOR REGISTRATION

PROCESS FLOW:

***The applicant should pay the security deposit of 25000 (for normal) / 100000 (for tatkal) through GRIPS. The GRN number is needed at the time of Registration.

1. Dealers are required to visit the website of Directorate of Commercial Taxes and follow the link “e-Registration”.



The screenshot shows the website of the Government of West Bengal, Directorate of Commercial Taxes. The header includes the state emblem and the text "Government of West Bengal Directorate of Commercial Taxes". The navigation menu includes "Home", "About Us", "Act & Rule", "Circular / Notification", "Schedules & Forms", "Dealer / Form Search", "e-Services", and "Users". The "e-Services" dropdown menu is open, showing options like "Registration", "Waybill", "e-Return", "e-Payment", "e-Refund", "e-VRPS", "e-Anti evasion System", "e-Grievance", "e-Forms (CST)", "e-Transit Declaration (TD)", "e-Enrollment of Transporters", "e-Submission of Form 16", "e-Appeal / e-Revision / e-Review", "e-STDS / e-TDS", and "e-IPAS". The "e-Registration" option is highlighted with a red box. Other visible elements include "Noticeboard", "General Informations", "User Manuals", "What's New", "Facilitation Centres", and "Important Links".

Picture - 1

2. After clicking on 'e-Registration' the following page will be displayed.

LIST OF DOCUMENTS REQUIRED FOR NEW REGISTRATION

1. Trade License of :
(a) Principal Place of Business, (b) Branch office, if any, (c) Warehouse, if any,
2. PAN Card :
 - a. PAN Card of the Company/Partnership Firm/HUF.
 - b. PAN Card of the Prop./Partner/Directors/Karta of the HUF
3. Proof of Residence of The Prop./Partners/Directors/Karta of HUF: (any one of the following)
(a) Election ID Card. (b) Passport. (c) Driving License (Not Learner's). (d) Ration Card.
(e) Current Electricity Bill. (f) Current Telephone bill (BSNL Landline) (g) Aadhar Card.
4. First and last page of Updated Bank Statement of Current Account of the Firm.
5. Legal Occupancy of Principal place of Business/Factory/Warehouse/Additional Place of Business and Branch – as applicable:
 - a) Ownership: Current tax paid receipt issued by Corporation/Municipality/Panchayat.
 - b) Rental : Rent receipt and copy of the Tenancy Agreement, if any.
 - c) Rent Free Accommodation: No Objection Certificate of the Landlord along with Property tax receipt of the original Landlord.
6. Deed of Partnership/Memorandum & Articles of Association.
7. Form 32 and 18 under Companies Act, 1956 or in the appropriate Form under the Companies Act, 2013,
8. Duly signed copy of the print-out of Annexure A/B with self attested photographs pasted there on.
9. **In case of any problem, please contact Central Registration Unit**
(Phone: 033 71221487; e-mail: sjc-cru.ctd-wb@wbcomtax.gov.in)

[Continue.....](#)

Picture - 2

3. Clicking on 'Continue....' the next page will be displayed. Click on 'Apply online for Registration'.

ONLINE APPLICATION

e-Version 3.0

Apply online for Registration	Click Here for Application Status	Submit Payment Details For Registration
		Submit Payment Details For Tatkhnik Registration
* VAT Registration		Reprint VAT Acknowledgment
* CST Registration		Reprint CST Acknowledgment

Important Note

* In Registration, Email will be used for future correspondence.

Picture - 3

4. For application for vat e-Registration user will have to select the VAT from the dropdown box and for CST e-Registration user will have to select the CST.



Department of Finance, Govt. of WB

Directorate of Commercial Taxes

Select the online application type

Select Application Type VAT

Whether Applying for Tatkhank Registration

Whether applying for first time
 Whether applying after rejection of Application
 Whether applying after Temporary save of the Application

SUBMIT

INSTRUCTIONS FOR E- APPLICATION FOR REGISTRATION

1. Applicant must get a valid E-Mail address and PAN number before going for e-application.
2. Select the online application type.
3. On the "Dealer Info/Dealer Details" page, applicant should enter all details. After filing of "Dealer Info/Dealer Details" page, applicant may click other tabs for entering
 - a) Branch office details/Addl. Place of business
 - b) Contact Person (In case of VAT)
 - c) Warehouse address (In case of CST)
 - d) Warehouse & Factory address (In case of VAT)
 - e) Commodity details
 - f) Bank Details (In case of VAT)
 - g) Proprietor-Partners-Karta (In case of CST)
 - h) Business Details (In case of CST)
4. For Proprietorship / Partnership firm, then Annexure - A should be mandatorily filled in (In case of VAT)
5. If the applicant dealer's firm is Pvt. Company, Annexure-B should be mandatorily filled in (In case of VAT)
6. At least the mandatory details such as Name, Trade Name, Address of Principal place of business, Status of business, Nature of business, Occupancy status of applicant, status of applicant etc. should be filled in.
7. In case the data in any of the fields is not entered, then the applicant would get error message and would be prompted to enter the said data.
8. After the completely filled application form is submitted then the acknowledgment slip generated along with "Application Number".
9. Print the acknowledgment slip & copy of application with data.
10. Make payment of Rs.100/- in appropriate bank challan as "Fee for Registration"
11. Send all the necessary documents duly signed as mentioned in Acknowledgment Slip along with printed copy of application with data & acknowledgment slip, within three days of application.
12. Applicant may use Temporary save feature against PAN and Trade License/Enlistment Certificate No.

For all correspondence please mention Application Number.

Select VAT / CST

Picture - 4

- The next page will ask for Profession Tax enrolment number. The applicant does not have any profession tax registration then click 'No' and he will get Profession Tax registration Link. Otherwise give the PT enrolment number.



The screenshot shows a web form for entering a Profession Tax Enrollment Number. The header includes the logo of the Government of West Bengal and the text 'Department of Finance, Govt. of WB' and 'Directorate of Commercial Taxes'. The main question is 'Do you have Profession Tax Enrollment Number?' with radio buttons for 'Yes' (selected) and 'No'. Below this is a text input field for the enrollment number and a 'SUBMIT' button. The footer contains links for 'Important Links' and 'Disclaimer', and a note about the site being designed and maintained by the National Informatics Centre.

Department of Finance, Govt. of WB

Directorate of Commercial Taxes

Do you have Profession Tax Enrollment Number ?

Yes No

Profession Tax Enrollment Number:

Important Links Disclaimer

Site designed, hosted and maintained by National Informatics Centre
Information provided and updated by Directorate of Commercial Taxes, Govt. of WB

Picture - 5

- 6. For the Registration applicant has to select the charge.



Picture - 6

7. On the "Dealer Info/Dealer Details" page, applicant should enter all details. After filing of "Deal Info/Dealer Details" page, applicant may click other tabs.
- i. Branch office details / Addl. Place of business.
 - ii. Contact Person (In case of VAT).
 - iii. Warehouse address (In case of CST).
 - iv. Warehouse & Factory address (In case of VAT).
 - v. Commodity details.
 - vi. Bank Details (In case of VAT).
 - vii. Partner Bank Detail (In case of VAT).
 - viii. Proprietor-Partners-Karta (In case of CST).
 - ix. Business Details (In case of CST).

For Proprietorship / Partnership firm **Annexure–A** should be mandatorily filled in (In case of VAT). For Private Company, **Annexure-B** should be mandatorily filled in (In case of VAT)

At least the mandatory details such as Name, Trade Name, Address of Principal place of business, Status of business, Nature of business, Occupancy status of applicant, status of applicant etc. should be filled in.

In case the data in any of the fields is not entered, then the applicant would get error message and would be prompted to enter the said data.

After the completely filled application form is submitted then the acknowledgement slip is generated along with "Application Number".

HOW TO FILL UP APPLICATION FOR VAT REGISTRATION

User will follow the link “Application for VAT registration” in the website of Commercial Taxes. All the multiple entry fields must be added by clicking add button. The “Dealer Info” page is shown below.

THE WEST BENGAL VALUE ADDED TAX RULES , 2005			
FORM I			
Application for New Registration			
[See sub-rule (1) of rule 5]			
[Please see Instructions before filling up the Application]			
Dealer Info	Branch Office	Contact Person	Warehouse & Factory
Commodity	Bank Detail	Annexure A	Partner Bank Detail
Annexure B	Submit		
If it is an application for New Registration, state whether		Compulsory under section 24(1)(a) <input checked="" type="radio"/> Voluntary under section 24(1)b <input type="radio"/>	
Name Of the Applicant:			
First Name *	<input type="text"/>		
Middle Name	<input type="text"/>		
Last Name *	<input type="text"/>		
Gender	Male <input checked="" type="radio"/> Female <input type="radio"/>		
Father's Name /Husband's Name	<input type="text"/>	Trade Name*	<input type="text"/>
Address of Principal place of Business:			
Room/ Flat No.	<input type="text"/>	Premise No	<input type="text"/>
Street*	<input type="text"/>	City/Town/Village*	<input type="text"/>
Post Office*	<input type="text"/>	Pin Code*	<input type="text"/>
District*	--select--	Municipal/Local Body	<input type="text"/>
Telephone No.*	<input type="text"/>	Fax	<input type="text"/>
Mobile No.	<input type="text"/>		
Occupancy Status*	--select--	Status of the business *	--select--
Number Of Partner	--select--		
Nature of Business.	A) --select-- B) --select-- C) --select--	D) --select-- E) --select--	
Profession Tax Enrolment No.	<input type="text"/>	PAN/TAN Number of the Firm(if any) *	<input type="text"/>
ECC Number under the central Excise and Tariff Act,1985 .	<input type="text"/>		
Trade License/Certificate of Enlistment issued by the Munalpal/Local Body:			
Trade License/Enlistment Certificate No	<input type="text"/>	Date of first issue of the certificate	<input type="text"/> (dd-mm-yyyy) <input type="button" value=""/>
Date of last renewal of the certificate	<input type="text"/> (dd-mm-yyyy) <input type="button" value=""/>		
Total amont of purchases,sales and contractual transfer price(C.T.P) of goods:			
Last Year Purchase(Rs.)	<input type="text"/>	Last Year Sales(Rs.)	<input type="text"/>
Last Year C.T.P(Rs.)	<input type="text"/>		
Last Quarter Purchase(Rs.)	<input type="text"/>	Last Quarter Sales (Rs.)	<input type="text"/>
Last Quarter C.T.P(Rs.)	<input type="text"/>		
Date of commencement of purchase,sale and works contract:			
Date of commencement of purchase	<input type="text"/> (dd-mm-yyyy) <input type="button" value=""/>	Date of commencement of sale	<input type="text"/> (dd-mm-yyyy) <input type="button" value=""/>
Date of commencement of works contract	<input type="text"/> (dd-mm-yyyy) <input type="button" value=""/>		
Voluntary Liability			
Gross sales first exceeded sales of Rs.50,000/-	<input type="text"/> (dd-mm-yyyy) <input type="button" value=""/>	CTP sales first exceeded sales of Rs. 50,000/-	<input type="text"/> (dd-mm-yyyy) <input type="button" value=""/>
Accounting Year	From APR <input type="button" value="v"/> TO MAR <input type="button" value="v"/>		
<input type="button" value="NEXT"/>			

Developed by NIC

Picture - 7

Applicant fills the details and clicks the 'Add' button. They can add more than one row. After adding row/rows, click 'Save & continue'

(*) Specified fields are mandatory

Address of all Branch Offices within West Bengal

Room/Flat No District

Premises No. & Street* Pin Code*

City/Town* Municipal/Local body

Telephone No

ADD

NB: After entering the data click on "ADD" button. In this way you can add multiple entry. To go to next tab click on "NEXT" button

Room/Flat No	Premises No. & Street	City/Town	District	Pin Code	Municipal/Local body	Telephone No.	
FFF	HH	HJHJH	BARDHAMAN	77777	ASDAD	4444444444	DELETE EDIT

Name of the State and Registration Number of the Branch Offices outside West Bengal (if any)

Name of the State* Name*

Address* State RC No.

Central RC No. Vat RC No.

NB: After entering the data click on "ADD" button. In this way you can add multiple entry. To go to next tab click on "NEXT" button

ADD

Save & proceed

Developed by: NB

Picture - 8

Process is same for other pages which are shown below.

THE WEST BENGAL VALUE ADDED TAX RULES , 2005
FORM 1
Application for New Registration
[See sub-rule (1) of rule 5A]
[Please see Instructions before filling up the Application]

Your Record is saved temporary.If you have any problem to submit your registration application due to internet connection ,then you can retrieve your record by giving your PAN/TAN and Trade License/Enlistment Certificate number.

Dealer Info | Branch Office | **Contact Person** | Warehouse & Factory | Commodity | Bank Detail | Annexure A | Partner Bank Detail | Annexure B | Submit

Contact Person detail is mandatory
specified fields are mandatory

Contact Person Detail

Name* Telephone No. (with STD)

Designation* --Select-- Mobile No.

Email Fax No.

Address*

NB: After entering the data click on "ADD" button. In this way you can add multiple entry. To go to next tab click on "NEXT" button

Name	Status	Address	Telephone No	Mobile No	Fax No	E-mail			
sadasdsc	PROPRIET	aaaaaaaa	aaaaaaaa	aaaaaaaa	11111111	11111111	23232323	wevevwrf	<input type="button" value="DELETE"/> <input type="button" value="EDIT"/>

Picture - 9

NB: The users are here by suggested to fill annexure A before filling the partner bank detail. Otherwise Account Holder list will not be populated consequently the user will not be able to add data for Partner Bank Account.

VALIDATIONS IN CASE OF APPLICATION FOR VAT

Some important validation are kept E-registration

- Date validation: dd-mm-yyyy.
- PAN number validation: Pan Number must be in XXXXX0000X.
- In "Bank Detail" & "Partner Bank Detail" data after selecting a particular bank name from the list.
- Invalid special characters are: \?=_<>characters\$%! Etc.

Annexure A page is show below:

THE WEST BENGAL VALUE ADDED TAX RULES, 2005
FORM I
 Application for New Registration
 [See sub-rule (1) of rule 5A]
 [Please see Instructions before filling up the Application]

Your Record is saved temporary. If you have any problem to submit your registration application to internet connection, then you can retrieve your record by giving your PAN/TAN and Trade License/Enrollment Certificate number.

Define Info	Branch Office	Contact Person	Warehouse & Factory	Commodity	Bad Debt	Annexure A	Partner/Bad Debt	Annexure B	Submit		
You must have to make atleast one entry in Annexure A (If it is Limited company it is optional) (*) specified fields are mandatory											
First Name*	<input type="text"/>										
Middle Name	<input type="text"/>										
Last Name*	<input type="text"/>										
Date of Birth	<input type="text"/> (dd/mm/yyyy) <small>Double click on the field to select date</small>			Father's / Husband's name			<input type="text"/>				
Extent of interest in the business	--Select-- %			How long associated with the business			--Y-- YEARS --M-- MONTHS				
Other business interest in the state	--Select-- %			Other business interest outside the state							
Present Address*	<input type="text"/>										
Permanent Address*	<input type="text"/>										
Telephone No.	<input type="text"/>			Mobile No.			<input type="text"/>				
Fax No.	<input type="text"/>			Email Id*			<input type="text"/>				
Details of personal immovable assets:						Income Tax Pan No.*					
NB: After entering the data click on "ADD" button. In this way you can add multiple entry. To go to next tab click on "NEXT" button											
ADD SAVE & PROCEED											
First Name	Middle Name	Last Name	Date of Birth	Extent of interest in the business	Other business interest in the state	Father's / Husband's name	How long associated with the business	Other business interest outside the state			
A	A	A	0	0	0		00 00	0	DELETE ADD		
Present Address			Permanent Address			Telephone No.	Mobile No.	Fax No.	Email Id	Details of personal immovable assets:	Income Tax Pan No.
A A A			A A A						www@000.com		BVPHK754E
Developed by											

Picture 10

If it is not a private company user will have to at least one entry in Annexure –A, otherwise user will not be able to submit the form.

In the 'Dealer Info' page if 'Pvt. Limited Company' is selected, user will have to fill Annexure B.

FORM 1
Application for Registration
(See sub-rule (1) of rule 5A)
(Please see instructions before filling up the Application)

Dealer Info Branch Office Contact Person Warehouse & Factory Commodity Bad Debt Annexure A Partner Bad Debt **Annexure B** Submit

(*) Specified fields are mandatory

Name of the Managing Director/Director/Secretary/Trustee
First Name: _____
Middle Name: _____
Last Name: _____

Date of Birth: _____ (DD/MM/YYYY)
DD/MM/YYYY (DD) (MM) (YYYY) is not a valid date. Please correct date from calendar.

Official Designation: _____ How long associated with the business: -1- YEARS -2- MONTHS

Present Address: _____
Telephone No.: _____
Fax No.: _____

Permanent Address: _____
Mobile No.: _____
Email Id: _____

Income Tax Pan No: _____ Mark ✓ if Non-residential Indian.

After entering the data click on "ADD" button. In this way you can add multiple entry. To go to next tab click on "NEXT" button.

ADD **Save & Proceed**

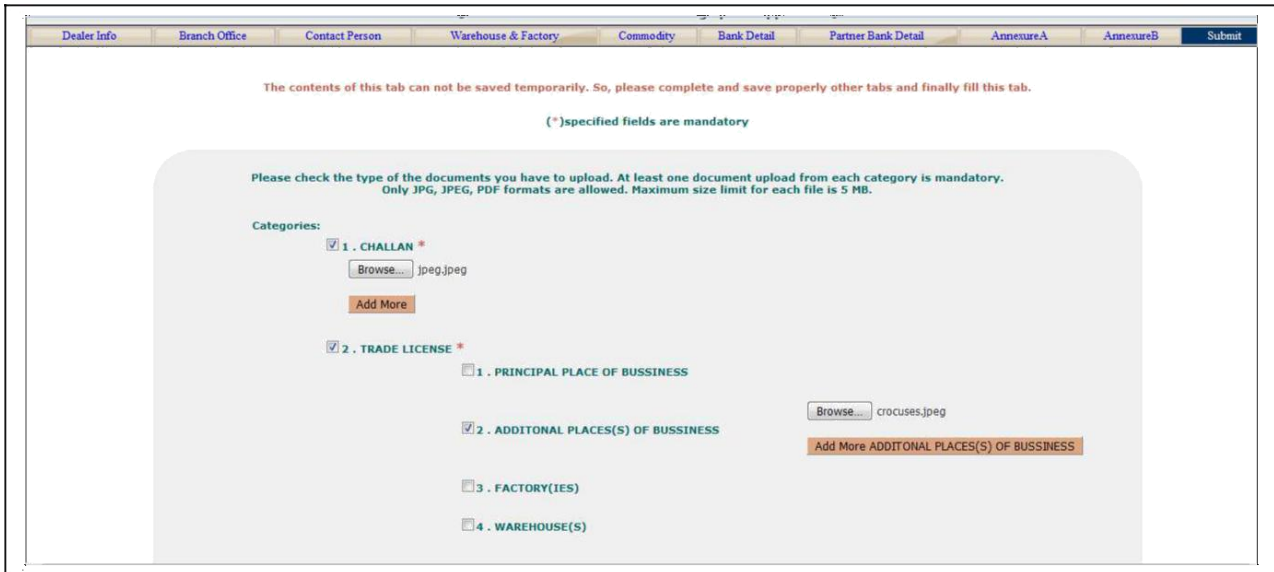
First Name	Middle Name	Last Name	Date of Birth	Official Designation	How long associated with the business	Present Address
A		A			00 00	A A

REMOVE **EDIT**

Permanent Address	Telephone No.	Mobile No.	Fax No.	Email Id	Income Tax Pan No.	Mark ✓ if Non-residential Indian.
A A				aaa@xxx.com	AAAAA12345	<input type="checkbox"/>

Picture - 11

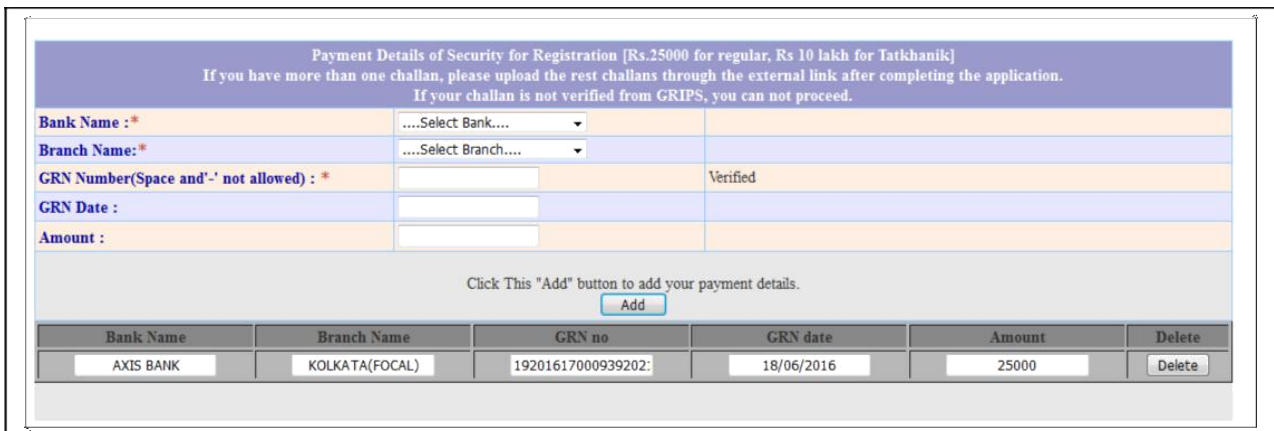
The final and most important tab is 'Submit' tab. The contents of this tab cannot be saved temporarily. When the applicant is ready to submit the details, fills this tab and submit.



Picture – 12

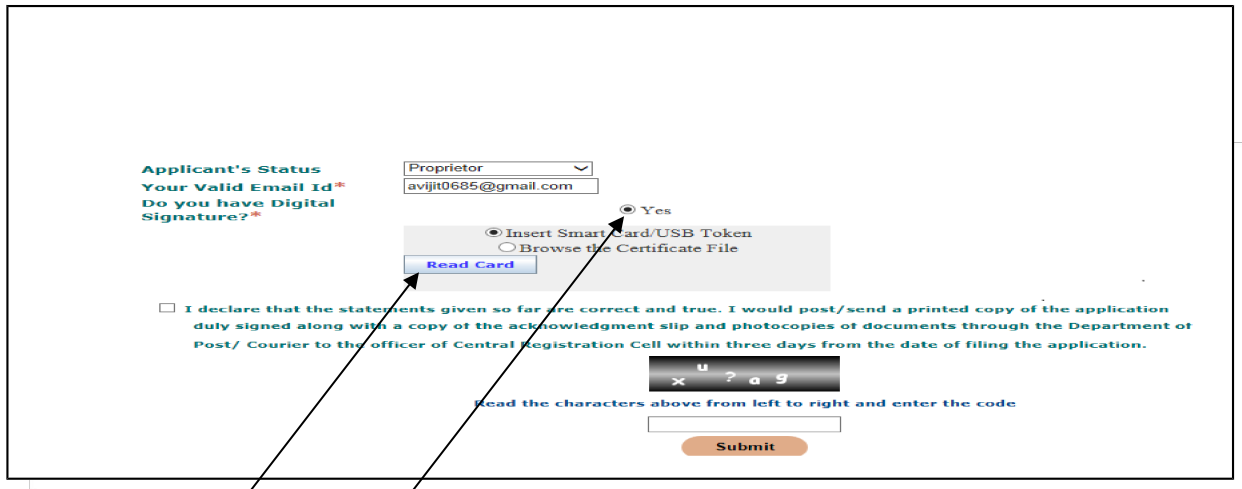
The first section is for uploading scanned documents. Applicant have browse and select at least one document under the five categories (Challan of security deposit, Trade licence, PAN of firm, PAN of owner, Address Proof).

Select sub categories whichever is applicable. Applicant can add more than one documents clicking on 'Add more' button. The size of scanned document should be less than 5 MB and formats should be PDF, DOC, JPEG, JPG.



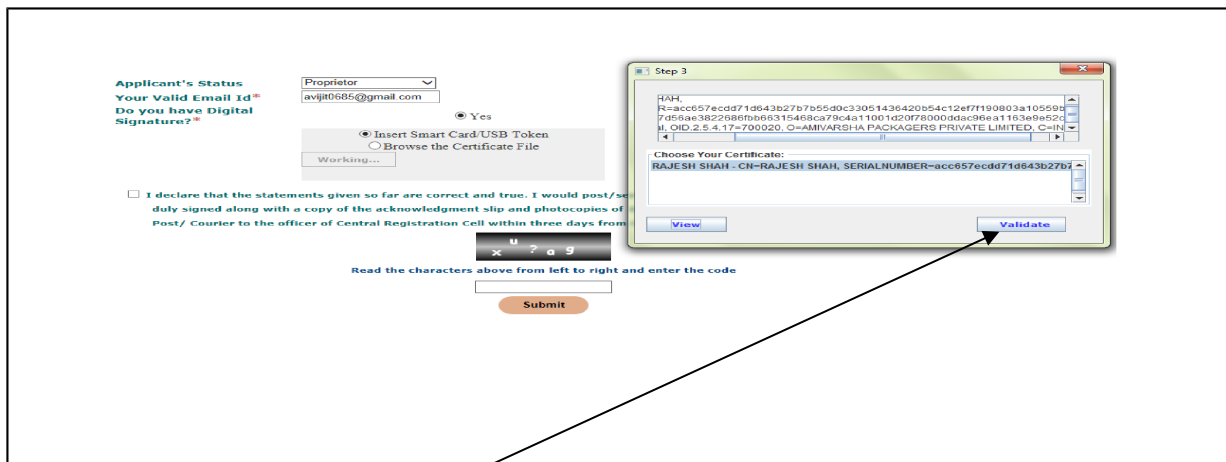
Picture – 13

The second section is for uploading details of security deposit. One or more challans can be added. At least Rs. 25000 for normal and Rs. 100000 tatkhanik challan details have to be given otherwise the form cannot be submitted.



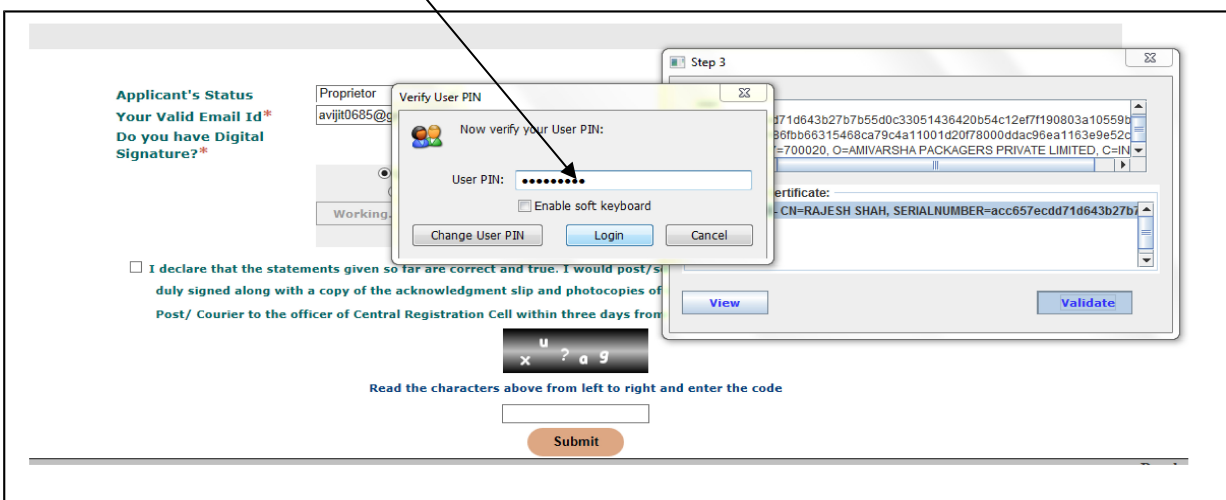
Picture – 14

After uploading payment details, dealer must upload his/her digital signature certificate. For this, dealer must select the radio button. Once it is selected, a window appeared where dealer should click on the “Read Card ” button. When dealer click on the “Read Card ” then the following window appears.



Picture – 14(a)

After click on the “validate” button on the window, following window appears where dealer input his/her digital signature certificate password. After the input, dealer should click “Login”.



Picture – 14(b)

do you need digital
Signature?*

Yes

Insert Smart Card/USB Token
 Browse the Certificate File

Read Card **Press Upload Button**

I declare that the statements given so far are correct and true. I would post/send a printed copy of the application duly signed along with a copy of the acknowledgment slip and photocopies of documents through the Department of Post/ Courier to the officer of Central Registration Cell within three days from the date of filing the application.

x u ? a g

Read the characters above from left to right and enter the code

xu?ag

Submit

Picture – 14(c)

“**CAPTCHA** is incorporated in the submit page. In the submit page a **code** will be displayed. What the user has to do is to read the code carefully from left to right, enter that code in the **input box** given there and submit the form.

ACKNOWLEDGEMENT SLIP**FORM 1****Application for New Registration**

[See sub-rule (1) of rule 5]

[Please see Instructions before filling up the Application]

ACKNOWLEDGEMENT SLIP

Thanks for your online application for VAT Registration

Application No.	2014009917
Date of Application	20-02-2014 (DD-MM-YYYY)
Name of the Applicant	SAYAN GHOSH
Status of the Applicant	PARTNER
Trade Name	GHOSH
Address of Principal Place of Business in West Bengal	5/1 BACHAL Premise No. KOLKATA PostOffice: BIRATJ Pin:700051 District:WORTH 24 PARGANAS

You are requested to send a duly signed print-out of the application along with a photocopy of this Acknowledgement Slip & self attested photocopies of the following documents, by hand/postal/courier service to **Benshet Cherge, 52/5, K N C Road, Benshet, 24 Pgs (N), PIN-700124** within **ten working days** from the date of filing the online application:

- Trade License of: (a) Principal Place of Business; (b) Branch office, if any; (c) Warehouse, if any; (d) Factory, if any;
- PAN Card :
 - PAN Card of the Company/Partnership Firm
 - PAN Card of the Prop./Partner/Directors/Karte of the HUF
- Proof of Residence of The Prop./The Partner/Directors/Karte of HUF:(Any Two Proofs of the following)
 - Election ID Card, (b) Passport, (c) Driving License(Not Learner's), (d) Ration Card, (e) Current(as available) Electricity Bill, (f) Current(as available) Telephone Bill.
- Bank Pass book(Savings A/C) of Proprietor/Partner/Directors/Karte of HUF.
- Legal Occupancy of Principal place of Business/Factory/Warehouse/Additional Place of Business and Branch- as applicable :
 - Ownership : Current tax paid receipt issued by Corporation/Municipality/Panchayat.
 - Rent : Rent receipt and Tenancy Agreement with name,Address & Telephone No. of the Lendlord/Owner of the house and **Property Tax Receipt** issued by Corporation/Municipality/Panchayat of the Lendlord.
 - Rent Free Accommodation : No Objection Certificate of **the Lendlord** along with property tax receipt of the original Lendlord.
- Lease/Rent Agreement :Rent bill with name, address and telephone No. of the Lessor along with current Property Tax Receipt of the Lendlord.
- Deed of Partnership/Memorandum & Articles of Association.
- Certificate of Enrolment under the Profession Tax Act 1979.
- Up to date Statement of Accounts of **the Current Account** held since inception supported by narration of the transaction more than Rs.20,000/- or above .
- Profit & Loss Account and **Balance Sheet** since inception .
- A statement of sales/works contract receipt and purchase for the year with 1st & last purchase and sale/works contract bill/work order.
- Latest Forms 32 and 35 submitted under Companies Act 1956.
- Proof of first sale under the CST Act' 55 for those who have already effected such sale.(bill & transport documents)
- For Importers, copy of the first sale bill and the concerned copy of the endorsed way bill.
- Duly signed copy of the print-out of Annexure A/B with self attested photographs pasted there on.
- Original of Bank Challen** against payment of Rs. 100/- as fee for **Registration** under VAT Act & Rs. 25/- under CST Act.(As per **CST Registration & Turnover Rules 1957**)

PRINT FORM

PRINT ANNEXURE

PRINT ANNEXURE

PRINT ACKNOWLEDGEM

Developed by NIC

Picture - 15

After getting an acknowledgment number, the applicant can check the status of the application from the application status link.

Directorate of Commercial Taxes

ONLINE APPLICATION

e-Version 3.0

Apply online for Registration	Click Here for Application Status	Submit Payment Details For Registration
		Submit Payment Details For Tatkhanik Registration
* VAT Registration		Reprint VAT Acknowledgment
* CST Registration		Reprint CST Acknowledgement

Enter Your Application Number :

Important Note
In Registration, Email will be used for future correspondence.

Important Links Disclaimer

Site designed, hosted and maintained by National Informatics Centre
Information provided and updated by Directorate of Commercial Taxes, Govt. of WB

HOW TO FILL UP APPLICATION FOR CST REGISTRATION

User will follow the CST link registration. User will be redirected to Dealer Details page.

Department of Finance, Govt. of WB

Directorate of Commercial Taxes

Select the online application type

Select Application Type

Whether Applying for Atkhanik Registration

Whether applying for first time
 Whether applying after rejection of Application
 Whether applying after Temporary save of the Application

SUBMIT

INSTRUCTIONS FOR E- APPLICATION FOR REGISTRATION

1. Applicant must get a valid E-Mail address and PAN number before going for e-application.
2. Select the online application type.
3. On the "Dealer Info/Dealer Details" page, applicant should enter all details. After filing of "Dealer Info/Dealer Details" page, applicant may click other tabs for entering
 - a) Branch office details/Addl. Place of business
 - b) Contact Person (In case of VAT)
 - c) Warehouse address (In case of CST)
 - d) Warehouse & Factory address (In case of VAT)
 - e) Commodity details
 - f) Bank Details (In case of VAT)
 - g) Proprietor-Partners-Karta (In case of CST)
 - h) Business Details (In case of CST)

Picture - 16

The next page will ask for Profession Tax enrolment number. The applicant does not have any profession tax registration then click 'No' and he will get Profession Tax registration Link. Otherwise give the PT enrolment number.



The screenshot shows a web form for the Department of Finance, Govt. of WB, Directorate of Commercial Taxes. The form asks, "Do you have Profession Tax Enrollment Number?" with radio buttons for "Yes" (selected) and "No". Below this is a text input field for the "Profession Tax Enrollment Number:" and a "SUBMIT" button. The footer contains "Important Links", "Disclaimer", and site information: "Site designed, hosted and maintained by National Informatics Centre. Information provided and updated by Directorate of Commercial Taxes, Govt. of WB".

Department of Finance, Govt. of WB

Directorate of Commercial Taxes

Do you have Profession Tax Enrollment Number ?

Yes No

Profession Tax Enrollment Number:

Important Links Disclaimer

Site designed, hosted and maintained by National Informatics Centre
Information provided and updated by Directorate of Commercial Taxes, Govt. of WB

Picture - 17

For the Registration applicant has to select the charge.

Department of Finance, Govt. of WB

Directorate of Commercial Taxes

APPLICATION FOR REGISTRATION

To,
The Registering Authority,
Select Registering Authority*

I hereby submit the e-application for Registration under VAT Act 2003.

....Select Charge....

Select Charge Name

[Help for Charge Jurisdiction](#)

Important Links Disclaimer

Site designed, hosted and maintained by National Informatics Centre
Information provided and updated by Directorate of Commercial Taxes, Govt. of WB

Picture - 18

CST registration form will be opened.

The Central Sales Tax (Registration and Turnover) Rules, 1957
FORM A
 (See Rule 3)
APPLICATION FOR REGISTRATION
 [Under Section 7(1)/7(2) of the Central Sales Tax Act, 1956]

NOTE :- * Marked are mandatory field.

You are liable to pay tax under the W.B.V.A.T. Act, 2003 under section 10(7).
 Applicant either have to give TIN number or VAT application number. [Not both]

If you are a registered dealer under WBVAT ACT 2003 mention the TIN*
 If you have applied online for registration under the WBVAT Act 2003 the application number thereof*

I, **Name*** son/daughter of **Father Name*** on behalf of the dealer carrying on the business under the trade name **Trade Name*** within the State of WEST BENGAL hereby apply for a certificate of Registration under Section 7(1) of the Central Sales Tax Act, 1956.

1. Address of the Principal Place of Address

Room/Flat No.	<input type="text"/>	Premise No.	<input type="text"/>
Street*	<input type="text"/>	City/Town/Village *	<input type="text"/>
Post Office *	<input type="text"/>	District*	Select District <input type="text"/>
State*	WEST BENGAL <input type="text"/>	Pin Code*	<input type="text"/>
E-MAIL *	<input type="text"/>	Phone Number(With STD) *	<input type="text"/>
Fax Number (with STD)(if any)	<input type="text"/>	Mobile Number(if any)	<input type="text"/>

2. Particulars relating to registration licence, permission etc. issue under any law for the time being in force.

Enrolment no. (if any) under West Bengal State Tax on Professions, Trades, Callings and Employments Act, 1979

PAN / TAN Number of the dealer/concern under the Income Tax Act, 1961 *

ECC No. under the Central Excise and Tariff Act, 1985 (if any)

Certificate of Enlistment issued by Municipal /Local Body

Name of Municipal /Local Body

Enlistment No. Date of Issue (DD/MM/YYYY) CALENDAR To remove double click on 'Date of Issue' input box

3. We observe the ENGLISH calendar and for the purpose of accounts.

Accounting year From* APRIL To* MARCH

4. We make up our accounts of sales to the date at the end of every Account period

5. CONTACT PERSON

Name of the person deemed to be the Manager in relation to the business of the dealer in the State of West Bengal*

Status or relationship of the person who makes this application *

6. Name of the applicant *


Status in relation to the dealer *

6. Name of the applicant *

Status in relation to the dealer *

I declare that the above statements are true and correct. I would post/send a printed copy of the application duly signed along with a copy of the acknowledgement slip & photocopies of documents through the Department of Post / Courier to the officer of Central Registration Cell within 3 days from the date of filing the application.

DEVELOPED BY NIC



Read the characters/numbers from left to right and enter the code below: (No blank space)

Enter the code from above image

Picture – 19

Enter TIN number or VAT application number.

You have to fill up all mandatory fields marked (*), additional place of business & warehouse details are not mandatory.

All the multiple entry fields must be added by clicking add button.

ADDL. PLACE OF BUSINESS

The Central Sales Tax (Registration and Turnover) Rules, 1957
FORM A
 (See Rule 3)
APPLICATION FOR REGISTRATION
 [Under Section 7(1)/7(2) of the Central Sales Tax Act, 1956]

NOTE :- * Marked are mandatory field.

1. Name(s) of the other place(s) in the State of West Bengal where business is carried on and address of every such place

Room/Flat No. Premise No.
 Street* City/Town/Village*
 Post Office* District*
 State* Pin Code*
 E-Mail(if any) Phone Number (if any)
 Fax Number (if any)


ADD

Delete	Modify	Room/Flat No.	Premise No.	Street	City/Town/Village	Post Office	District	State	Pin Code	E-Mail	Phone Number	FAX
2. List of the place of business in each of the other States together with the address of every such place												
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ADD

I declare that the above statements are true and correct. I would post/send a printed copy of the application duly signed along with a copy of the acknowledgement slip & photocopies of documents through the Department of Post / Courier to the officer of Central Registration Cell within 3 days from the date of filing the application.

DEVELOPED BY NIC



Read the characters/numbers from left to right and enter the code below.(No blank space)

Enter the code from above image

Submit

Picture- 20

ADD information of additional branch office of Bengal.

ADD information of additional branch office of other state.

WAREHOUSE

The Central Sales Tax (Registration and Turnover) Rules, 1957
FORM A
 (See Rule 3)
APPLICATION FOR REGISTRATION
 [Under Section 7(1)/7(2) of the Central Sales Tax Act, 1956]

NOTE :- * Marked are mandatory field.

Complete list of the warehouses in the State of West Bengal where goods relating to the business are warehoused and address of every such warehouse

Premise No. Street*
 City/Town/Village* Post Office*
 State* District*
 Pin Code* E-Mail(if any)
 Phone Number(with STD) (if any) Fax Number(with STD) (if any)

ADD

Delete	Modify	Premise No.	Street	City/Town/Village	Post Office	District	State	Pin Code	E-Mail	Phone Number	FAX

I declare that the above statements are true and correct. I would post/send a printed copy of the application duly signed along with a copy of the acknowledgement slip & photocopies of documents through the Department of Post / Courier to the officer of Central Registration Cell within 3 days from the date of filing the application.

DEVELOPED BY NIC



Picture - 21

ADD information of warehouse.

COMMODITY

The Central Sales Tax (Registration and Turnover) Rules, 1957
FORM A
 (See Rule 3)
APPLICATION FOR REGISTRATION
 [Under Section 7(1)/7(2) of the Central Sales Tax Act, 1956]

NOTE :- * Marked are mandatory field.

Please select atleast one commodity from below given list

The following goods or classes of goods are purchased by the dealer in the course of Inter-State trade or commerce for:

Select Nature of Dealing SELECT COMMODITY **ADD**

Delete	Nature of Dealing	Commodity

OR

Generate or distribute the following form of power

SELECT FORM OF POWER **ADD**

Delete	Form of Power

I declare that the above statements are true and correct. I would post/send a printed copy of the application duly signed along with a copy of the acknowledgement slip & photocopies of documents through the Department of Post / Courier to the officer of Central Registration Cell within 3 days from the date of filing the application.

DEVELOPED BY NIC



Picture - 22

ADD information of commodity.

PROPRIETOR-PARTNERS-KARTA

The Central Sales Tax (Registration and Turnover) Rules, 1957
FORM A
 (See Rule 3)
APPLICATION FOR REGISTRATION
 [Under Section 7(1)/7(2) of the Central Sales Tax Act, 1956]

NOTE :- * Marked are mandatory field.

Name(s) and address(es) of the proprietor of the business/partners of the business/all persons having any interest in the business together with their age,father's name etc.

1. Name in Full*

2. Father's / Husbands Name*

3. Date of Birth (DD/MM/YYYY)*

4. Extent of Interest in the business * %

5. Present Residential Address*

6. Permanent Residential Address*

Delete	Modify	Name in Full	Father's/Husbands Name	Date of Birth	Extent of Interest	Present Residential Address	Parmanent Residential Address	Signature (Column9)	Address & Signature of witness attesting signature in Column 9

I declare that the above statements are true and correct. I would post/ send a printed copy of the application duly signed along with a copy of the acknowledgement slip & photocopies of documents through the Department of Post / Courier to the officer of Central Registration Cell within 3 days from the date of filing the application

Picture - 23

ADD information of **PROPRIETOR/PARTNERS/KARTA**.

Note: -

1. Extent of Interest in the business must a Whole number and cannot be greater than 100.
2. Date of birth of PROPRIETOR/PARTNERS/KARTA must be greater than 18 years.

BUSINESS DETAILS

The Central Sales Tax (Registration and Turnover) Rules, 1957
FORM A
(See Rule 3)
APPLICATION FOR REGISTRATION
[Under Section 7(1)/7(2) of the Central Sales Tax Act, 1956]

NOTE :- * Marked are mandatory field.

1. The business is*
 Wholly Mainly Partly
Select Wholly Select Mainly Select Partly

Delete	Nature of Business	Type

2. We are members of (Enter the name of the Chamber of Commerce, Trade Association or Commercial body)

3. We keep our accounts in language and script.

4. Business in respect of which this application is made, was first started on * CALENDAR (DD/MM/YYYY)

5. The first sale in the course of inter-State trade was effected on CALENDAR (DD/MM/YYYY)

I declare that the above statements are true and correct. I would post/send a printed copy of the application duly signed along with a copy of the acknowledgement slip & photocopies of documents through the Department of Post / Courier to the officer of Central Registration Cell within 3 days from the date of filing the application.

DEVELOPED BY NIC



Read the characters/numbers from left to right and enter the code below. (No blank space)

Enter the code from above image

Picture -24

You can only select Wholly
You can only select Mainly

ADD.
Partly and ADD.

Enter the code shown in image and click on submit.

E-Application for Registration Process Flow For TATKHANIK**NOTICE FOR TATKHANIKREGISTRATION**

A new "Tatkhanik" scheme of registration has been introduced as per amended provision of rule 6B of WBVAT Rules, 2005, w.e.f. 01.04.2013 [Trade Circular 07 of 2013 dated 01.04.2013]. Till recently, the new scheme was not integrated in the existing online registration system, i.e., there was no separate scope of any dealer to get registered particularly under this scheme using the online module. To facilitate the registration process for the intending dealers, the Commercial Tax Directorate has integrated the scheme in the existing online format as under:-

Any intending dealer has to tick a check box in the home page to submit his intention to get registered under Tatkhanik scheme of registration with voluntary payment of security of `10 lakh.

Next, he has to fill up an extra page to declare at least one of the following information:-

- (a) Registration No. Under the Companies Act, 1956 (CIN No.)
- (b) Registration No. (TIN) under VAT Act of any other State of India where the Applicant is registered for more than a year
- (c) Registration No. Under the Service Tax Act, 1994

The respective acknowledgement slip shall contain the additional information that the dealer has applied under "Tatkhanik" scheme of registration.

Dealer then has to upload payment details of `10 lakh through „Upload Payment Details" link in the website, failing which the application would not be disposed. Payment has to be made through e-payment only and system shall verify the GRN no. and certify for registering authority.

In case of „Voluntary" application, no further security of `25000/- shall be demanded.

Such application would be enabled for approval only after the payment is verified through system.

Once a dealer is registered under this scheme, he shall automatically be eligible for generating dematerialised waybill through e-service, irrespective of whatever has been mentioned in Trade Circular no. 09 of 2011 regarding eligibility criteria for getting demat waybill service [Addendum to Trade Circular No. 09 of 2011 dated 07.02.2014].

By Order

(BINOD KUMAR)
Commissioner

Commercial Taxes, West Bengal.
25.02.2014

User Manual

e-Application for VAT & CST Registration

Select the online application type

Select Application Type

Whether Applying for Tatkhanik Registration

Whether applying for first time Whether applying after rejection of Application Whether applying after Temporary save of the Application

SUBMIT

INSTRUCTIONS FOR E- APPLICATION FOR REGISTRATION

1. Applicant must get a valid E-Mail address and PAN number before going for e-application.
2. Select the online application type.
3. On the "Dealer Info/Dealer Details" page, applicant should enter all details. After filing of "Dealer Info/Dealer Details" page, applicant may click other tabs for entering
 - a) Branch office details/Addl. Place of business
 - b) Contact Person (In case of VAT)
 - c) Warehouse address (In case of CST)
 - d) Warehouse & Factory address (In case of VAT)
 - e) Commodity details
 - f) Bank Details (In case of VAT)
 - g) Proprietor-Partners-Karta (In case of CST)
 - h) Business Details (In case of CST)
4. For Proprietorship / Partnership firm, then Annexure - A should be mandatorily filled in (In case of VAT)
5. If the applicant dealer's firm is Pvt. Company, Annexure-B should be mandatorily filled in (In case of VAT)
6. At least the mandatory details such as Name, Trade Name, Address of Principal place of business, Status of business, Nature of business, Occupancy status of applicant, status of applicant etc. should be filled in.
7. In case the data in any of the fields is not entered, then the applicant would get error message and would be prompted to enter the said data.
8. After the completely filled application form is submitted then the acknowledgment slip generated along with "Application Number".
9. Print the acknowledgment slip & copy of application with data.
10. Make payment of Rs.100/- in appropriate bank challan as "Fee for Registration"
11. Send all the necessary documents duly signed as mentioned in Acknowledgment Slip along with printed copy of application with data & acknowledgment slip, within three days of application.
12. Applicant may use Temporary save feature against PAN and Trade License/Enlistment Certificate No.

For all correspondence please mention Application Number.

Picture - 25

Click on check box for TATKHANIK REGISTRATION

Applicant has to click on check box for "TATKHANIK" REGISTRATION.

For **TATKHANIK** Registration, applicant has to give the following information.

THE WEST BENGAL VALUE ADDED TAX RULES , 2005
Application for New Tatkhnik Registration
[See sub-rule (1) of rule 5A]
[Please see Instructions before filling up the Application]

The Below Details are mandatory for Tatkhnik Registration

**Tatkhnik Registration
Details**

Registration Number under Service tax Rules,1994 of India(if any) : (15 Character and specified format only)

Registration Certificate number under Value Added tax Rules in any States in India(if any) : (15 Character only)

CIN under the Companies act,1956 of India(if any) : (Upto 15 Character)

Save & proceed

NB:After entering the data click on "Save & proceed " button to fillup the Main Form

Picture - 26

Must filled one of the following field

VALIDATIONS IN CASE OF APPLICATION FOR TATKHANIK REGISTRATION

Some important validation are kept TATKHANIK E-registration

- a) Registration Number under Service Tax Rules, 1994 of India should be 15 characters and specified format only.
- b) Registration Certificate Number under Value Added Rules in any States in India should be 15 characters.
- c) CIN under the Companies Act,1956 of India up to 15 characters.

Applicant should follow the same process (Shows from page: - 5 to page: - 16) of REGISTRATION after fill up the detail of “TATKHANIK ” page shows in picture: - 26,

Applicant will get same as like Acknowledgement Slip Registration with “TATKHANIK” Shows in picture:- 25.

FORM 1
Application for New Registration
[See sub-rule (1) of rule 5]
(Please see Instructions before filling up the Application)

ACKNOWLEDGEMENT SLIP

Thanks for your online application for VAT Registration. **TATKHANIK**

Application No.	2014009917
Date of Application	20-02-2014 (DD-MM-YYYY)
Name of the Applicant	SAYAN GHOSH
Status of the Applicant	PARTNER
Trade Name	GHOSH
Address of Principal Place of Business in West Bengal	501BACHAL, Premiac No., KOLKATA Postoffice: SIRAT; Pin:700081 District:NORTH 24 PARGANAS

You are requested to send a duly signed print-out of the application along with a photocopy of this Acknowledgement Slip & self attested photocopies of the following documents, by hand/postal/courier service to **Bansat Charge, 52/5, K.N.C Road, Bansat, 24 Pgs (N), PIN-700124** within **ten working days** from the date of filing the online application:

- Trade License of: (a) Principal Place of Business; (b) Branch office, if any; (c) Warehouse, if any; (d) Factory, if any.
- PAN Card :
 - PAN Card of the Company/Partnership Firm
 - PAN Card of the Prop./Partner/Directors/Karte of the e HUF
- Proof of Residence of The Prop./The Partner/Directors/Karte of HUF:(Any Two Proofs of the following)
 - Election ID Card, (b) Passport, (c) Driving License(Not Learner's), (d) Ration Card, (e) Current (as available) Electricity Bill, (f) Current (as available) Telephone bill.
- Bank Pass book (Savings A/C) of Proprietor/Partner/Directors/Karte of HUF.
- Legal Occupancy of Principal place of Business/Factory/Warehouse/Additional Place of Business and Branch- as applicable :
 - Ownership : Current tax paid receipt issued by Corporation/Municipality/Panchayat.
 - Rentel : Rent receipt and Tenancy Agreement with name, Address & Telephone No. of the Lendlord/Owner of the house and **Property Tax Receipt** issued by Corporation/Municipality/Panchayat of the Lendlord.
 - Rent Free Accommodation : No Objection Certificate of **the Lendlord** along with property tax receipt of the original Lendlord.
- Lease/Rent Agreement ,Rent bill with name, address and telephone No. of the Lessor along with current Property Tax Receipt of the Lendlord.
- Deed of Partnership/Memorandum & Articles of Association.
- Certificate of Enrolment under the Profession Tax Act'1979.
- Up to date Statement of Accounts of **the Current Account** held since inception supported by narration of the transaction more than Rs. 20,000/- or above.
- Profit & Loss Account and **Balance Sheet** since inception.
- A statement of sales/works contract receipt and purchase for the year with 1st & last purchase and sale/works contract bill/work order.
- Latest Forms 32 and 38 submitted under Companies Act 1956.
- Proof of first sale under the CST Act' 58 for those who have already effected such sale. (Bill & transport documents)
- For Importers, copy of the first sale bill and the concerned copy of the endorsed way bill.
- Duly signed copy of the print-out of Annexure A/B with self attested photographs pasted there on.
- Original of Bank Challen** against payment of Rs. 100/- as fee for **Registration** under VAT Act & Rs. 25/- under CST Act. (As per **CST Registration & Turnover Rules 1957**)

TATKHANIK Acknowledgement Slip

[PRINT FORM](#) [PRINT ANNEXURE](#) [PRINT ANNEXURE](#) [PRINT ACKNOWLEDGEM](#) Developed by NIC

Picture – 27

HOW TO REPRINT ACKNOWLEDGEMENT SLIP

For Reprint Acknowledgement Slip (VAT / TATKHANIK) applicant has to give his / her Application Number shows in picture:-26 after click on respective link on picture:-2.

Department of Finance, Govt. of WB

Directorate of Commercial Taxes

Re-Print Acknowledgementslip of VAT Registration

Enter Application Number :

ACKNOWLEDGEMENTSLIP PRINT FORM1 PRINT ANNEXURE A PRINT ANNEXURE B

Back

Important Links Disclaimer

Site designed, hosted and maintained by National Informatics Centre
Information provided and updated by Directorate of Commercial Taxes, Govt. of WB

Application Number

Picture-28

- Under ideal circumstances, if all the uploaded documents and the given details in online registration are correct then the applicant will get his/her registration certificate number via Email and SMS within a day.
- After getting the RC number, the applicant has to sign up to avail the e-services of commercial taxes.
- After signing up the applicant will get User Id and password to sign in to Dealer Profile where he can download registration certificate.

Dealer Sign Up:



Picture-29

The applicant will go to User Id generation link. He will be directed to 'Dealer sign up' page.



Picture-30

The applicant will click on 'Generate User Id link'. A form will open. Applicant has to fill it and submit.

Acknowledgement number will be generated.



Department of Finance, Govt. of WB
Directorate of Commercial Taxes

UserID Acknowledgement

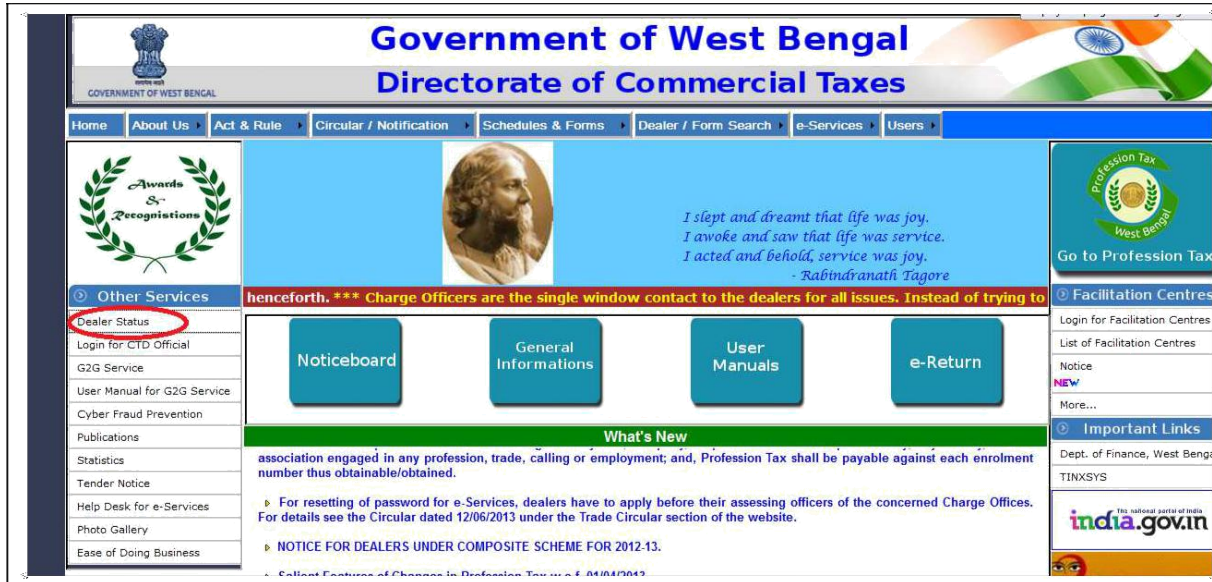
Acknowledgement Number	Send by Post
Acknowledgement Date	
VAT/ST Registration Certificate Number	19450177034
Trade Name	INTERNATIONAL COMM CORPORATION
UserID	INTE9887
	Print EXIT

Important Links Disclaimer

Site designed, hosted and maintained by National Informatics Centre
Information provided and updated by Directorate of Commercial Taxes, Govt. of WB

Picture-31

To download the certificate, applicant has to go to the 'Dealer Status' link. It will direct the applicant to dealer profile page. The applicant has to log in with the provided User Id and password.



Picture-32

A link at the bottom is available 'Download registration Certificate'. Here the applicant can download the registration certificate.



Picture-33



Picture-33

A sample VAT registration certificate:

THE WEST BENGAL VALUE ADDED TAX RULES, 2005	
FORM 3	
(See Rule 6 and Rule 6B)	
Certificate Of Registration	
Registration Certificate Number	1 9 6 6 1 3 9 4 7 2 8
Name of the Charge	BARRACKPORE
THIS IS TO CERTIFY THAT	
MOUMITA BANERJEE	
engaged in business, whose details are given below, is registered as a dealer under section 24 of the West Bengal Value Added Tax Act, 2003.	
1) Name and style of business: -	MB TECHNOLOGIES
2) Address of principal place of business:	Room/Fiat No-72/11 M.B. ROAD P.O.-BIRATI,NORTH 24 PARGANAS,PIN- 700051
3) Constitution of business: -	Proprietorship
4) Nature of business: -	Retailer
5) Address of additional place(s) of business:- (only one address will be printed)	None
6) Registration Certificate is valid from :-	28 December 2013
7) The dealer is liable to pay tax under the WBVAT Act, 2003 with effect from :-	28 December 2013
Place :	BARRACKPORE CHARGE
Date :	16 January 2014
	JOINT COMMISSIONER, COMMERCIAL TAXES Designation of Registering Authority
This being a dematerialized form of Certificate of Registration no signature of registering authority is required.	
Note : The above Registration Certificate Number must appear on all the following documents of the dealer —	
<ul style="list-style-type: none"> - Tax Invoices / Invoices / Cash Memo / Challans / Forwarding Notes etc; - Tax Returns; - Applications and Correspondences with the Commercial Taxes Directorate. 	
It is compulsory for the dealer to keep and display conspicuously the Certificate of Registration at his place of business in terms of provision of the West Bengal Value added Tax Rules, 2005.	

Picture-34

A sample CST registration certificate:

THE CENTRAL SALES TAX(REGISTRATION AND TURNOVER) RULES, 1957	
FORM B	
(See Rule 5(1))	
Certificate Of Registration	
Registration Certificate Number	1 9 6 6 1 1 9 0 9 3 1
Name of the Charge	BARRACKPORE
THIS IS TO CERTIFY THAT	
RHEOPLAST TECHNOLOGY PVT LTD	
whose only place of business within the state of West Bengal is situated at	
4/1,D N CHETTERJEE STREET,KOLKATA - 700056,	
has been registered as a dealer under Section 7(1) of the Central Sales Tax Act,1956.	
The Business is	Mainly Wholesale Distribution
The class(es) of goods specified for the purpose of sub-sections (1) and (3) of Section 8 of the said Act is/are as follows and the sales of these goods in the course of inter-state trade to the dealer shall be taxable at the rate specified in that sub-section subject to the provision of sub-section (4) of the said section:-	
(a) For resale :	CHEMICALS
(b) For use in the manufacture or processing of goods for sale :	
(c) For use in mining or in telecommunication network :	
(d) For use in generation or distribution of electricity or any other form of power :	
(e) For use in the packing of goods for sale / resale :	
The dealer manufactures, processes or extracts in mining the following classes of goods or generates or distributes the following form of power :	
The dealer has no additional place of business / has additional place of business as stated	
a) in the State of registration :	None
b) in other States :	in 1 States / UT
The dealer keeps warehouse within the State of registration :	None
The dealer is liable to pay tax under the CST Act,1956 with effect from	21 September 2011
The certificate is valid from	21 September 2011
	until cancelled.
Place :	BARRACKPORE
Date :	21 September 2011
	CTO Designation of Registering Authority
<small>This being a dematerialized form of Certificate of Registration no signature of registering authority is required</small>	

Picture-35