E-APPLICATION FOR REGISTRATION UNDER VAT & CST

USER MANUAL

National Informatics Centre, WBSC

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

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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.

National Informatics Centre, WBSC

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".

COVERNMENT OF WEST BENCAL	Gov Dire	ernment o ctorate of Co	f West E ommercia	Bengal		
Home About Us Act & F	Rule 🔸 Circular / Notification	n 🔸 Schedules & Forms 🔸 I	Dealer / Form Search +	e-Services Users +		
		(And)		Registration	Know you	r jurisdiction
Awards		all a		Waybill	e-Registr	ation
8- 8-		THE A		e-Return	e-Amendi	ment of Registration
Recognistions		State 1	I slept and drea	e-Payment	e-Cancell	lation 8
			I awore and say	e-Refund	-	Go to Profession Ta
- ^ -			1 acteu ana ven	e-VRPS		
Other Services 16	. *** New version of onlin	ne filing of Appeal Application	on under section 87 l	e-Grievance	ortal on (Facilitation Centre
Dealer Status			All built of the second second second	e-Forms (CST)		Login for Facilitation Centres
Login for CTD Official	The second second	General	User	e-Transit Declaration (TD)		List of Facilitation Centres
G2G Service	Noticeboard	Informations	Manuals	e-Enrollment of Transporters		Notice
User Manual for G2G Service				e-Submission of Form 16		
Cyber Fraud Prevention			Characteristic	e-Appeal / e-Revision / e-Review	-	More
Publications		What	's New	e-STDS / e-TDS		Important Links
Statistics				e-IPAS		Dept. of Finance, West Beng
Tender Notice						TINXSYS
Help Desk for e-Services						 The national parts of India

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 c) 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 bedisplayed. Click on 'Apply online for Registration'.

	ONLINE APPLICATIO	N a Varian 2
only online for Registration	Click Here for Application Status	Submit Payment Details For Registration
ppij onine for Registration		Submit Payment Details For Tatkhanik Registration
VAT Registration		Reprint VAT Acknowledgment
CST Registration		Reprint CST Acknowledgement

Picture - 3

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



Picture - 4

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

Directorate of Commercial Taxes	Department of Finance, Govt. of WB
Do you have Pr Profession Tax Enrollmer	ofession Tax Enrollment Number ? Yes No No Number: SUBMIT
	Site designed, hosted and maintained by National Informatics Centre

Picture - 5



e-Application for VAT & CST Registration

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



Picture - 6

e-Application for VAT & CST Registration

- 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

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 BENG Applik [Se [Please see Instru	FORM1 FORM1 Cation for New F e sub-rule (1) ctions before fi	ED TAX RU Registration of rule 5] Iling up the	Application]		
nfo Branch Office Contact Pe	rson Warhouse & Factory Con	modity Bank Detail	Annexure A	Partner Bank Detail	Annexure B	Sul
If it is an application for New Registration,state whether	Compulsory under sectio	n 24(1)(a) 💿	Voluntar	y under section 24	(1)b O	
Name Of the Applicant: First Name * Middle Name Last Name * Gender Father's Name /Husband's	Male 💿 Female 🔿			ī		
Name			aue Name-			
Room/ Flat No. Street" Post Office District* Telephone No.* Mobile No.	select	Pr Cit Pin Mu Fa	emise No ty/Town/Village n Code= unicipal/Local Bo x	dy]	
Occupancy Status*	select	St	atus of the Isiness *	select	*	
Number Of Partner	select 💌					
Nature of Business.)select 💌			B)select D)select	×	
Profession Tax Enrolment No. ECC Number under the central Excise and Tariff Act,1985.		PA th	N/TAN Number e Firm(if any) *	of		
Trade License/Certificate o	FEnlistment issued by the Muni	pal/Local Body:				
Trade License/Enlistment Certificate No Date of last renewal of the certificate		- Da th	ite of first issue e certificate	of	(dd-mm-yyyy)	
Total amont of purchases, sa	les and contractual transfer pr	ice(C.T.P) of goods:				
Last Year Purchase(Rs.) Last Year C.T.P(Rs.)		La	st Year Sales(R:	5.)		
Last Quarter Purchase(Rs.) Last Quarter C.T.P(Rs.)		La (R	st Quarter Sale s.)	s		
Date of commencement of p	urchase,sale and works contra	ct:				
Date of commencement of purchase	(dd-mm-yyyy)	Da co sa	ite of mmencement of le		(dd-mm-yyyy) 🗖	
Date of commencement of works contract	(dd-mm-yyyy)	P				
Voluntary Liability						
Gross sales first exceeded sales of Rs.50,000/-	(dd-mm-yyyy)	CT ex Rs	P sales first ceeded sales of . 50,000/-		(dd-mm-yyyy) 🔳	
Accounting Year	From APR M TO MAR					
		the same state				

Picture - 7

e-Application for VAT & CST Registration

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

	Address of all Branch Offices w	ithin West Bengal					
	Room/Flat No			District	Selec	· +	
	Premises No. & Street*			Pin Code*			
	City/Town*			Municipal/Local	oody		
	Telephone No						
				ADD			
	NB:After e	ntering 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	СНССИСИ	BARDHAMAN	777777	ASDAD	44444444444	DELETE EDIT
	Succession and State		State	RC No.			
	Address*						
	Address* Central RC No.			Vat R	C No		
	Address* Central RC No.	ntering the data click on "ADE)" button.In this way you can	Vat Ri add multiple entry.To go	C No to next tab click on "NEXT"	button	
	Address* Central RC No. NB:After e	ntering the data click on "ADI	9" button. In this way you can ADD Save & proce	Vat R/ add multiple entry.To go ed	C No to next tab click on "NEXT"	button	
	Address* Central RC No. NB:After e	ntering the data click on "ADC	9" button. In this way you can ADD Save & proce	Vat Ri add multiple entry.To go ed	C No to next tab click on "NEXT"	button	
	Address* Central RC No. NB:After e	ntering the data click on "ADI	o" button.In this way you can ADD Save & proce	Vat R/	7 No to next tab click on "NEXT"	button	Devel

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Process is same for other pages which are shown below.

		THE WEST BENGAL VALUE ADDED TAX RULES, 2005 FORM1 Application for New Registration [See sub-rule (1) of rule 5A] [Please see Instructions before filling up the Application]									
Dealer Info	Branch Office	Contact Person	Warehouse &	k Factory	Commodity Bank Deta	il Annexure/	Partner Ban	c Detail Annexi	are B Submi		
				Cor	itact Person detail is mandatory						
	Contrast Da	an an Datall		(*) specified fields are madatory						
	Contact Pe	rson Detail									
	Name*				Telephor	ne No.(with STD)					
	Designation	Sela	+		Mobile N						
	Cargination	-366	•		Hoone H						
	Email				Fax No.						
	Address*										
				400	Save & proceed						
		NB:After en	ering the data click o	n "ADD" button.	In this way you can add multiple ent	ry.To go to next tab d	ick on "NEXT" button				
Name	Status		Address		Telephone No	Mobile No	Fax No	E-mail			
sadasdasc	PROPRIET	6666666	6666666	6666666	11111111	11111111	23232323	wewewwi	DELETE EDIT		

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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

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

User Manual

Annexure A page is show below:

			THE W (Please se	ST BENGAL VALUE ADDED TAX RI FORM1 Application for New Registrati [See sub-rule (1) of rule SA] E Instructions before filling up to	Your Record is to internet	saved temporary.If you have any proble connection ,then you can retrieve your r License Enlistment Cert	m to submit your registration app cord by giving your PAN/TAN an fficate number.	plication nd Trade	
Dealer Info	Branch Office	Contact Person	Warehouse & Factory	Commodity	Bank Detail	Assessed	Partner Bark Detail	Americe B	Submit
			You must have to make atles	st one entry in Annexure A(If it i	s Limited company it is	optional)			
Travel and a				(*) specified fields are mandate	pry				
Ministra Sama									
Last Same 1									
		100-0							
Cate of Sirth		Deuble siek on the field	te entroit Data	Father's/ Husband	s name				
Extent of interes	t in the business	Sele 🖕 %		How long associat	ed with the business		-5 y years -5 y month	5	
Other business	nterest in the state	-Sele 🚽 %		Other business int	erest outside the state		Sele 🗸 🖏		
Present Address				Permanent Accres				-	
Telephone No.				Maarie No.					
Pax No.				Email 1d *					
Details of perso	al immovable assets:			Income Tax Pan N	L.*				
ND:After entering the data of	ikk on "ADD" button. In this way (you can add multiple entry. To go to next t	ib click on "NEXT" betton	ADD Save & proceed					
st Name Middle Name	Last Name Date of Birth Exter	nt of interest in the business Other busine	iss interest in the state. Father's Hosbar	d's name How long associated with t	he business Other business	interest outside the state			
A. A		0	0	00 00		D TORLE	TE BOTT		
Present A	ódress	Permanent A	Sóress	Telephone No. Mobile No.	Fax No.	Email Id	Details of personal immovable as	nets: Income Tar	x Pan N
A A	A	A A	A			assa ()000 com		8VHPK67	754R
								D	evaloped
									per

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.

User Manual

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

					[See sub-ru [Please see Instructions b	le (1) of rule SA] efore filling up the App	dcation]					
Dealer Isfo	Branch Off	ce	Contact Person	Warehouse & Factor	y Comm	stiry	Back Detail	AnnexureA	d	Partner Bank Detail	 Annexuce B	Sub
	Name of the Man Pirat Name*	aging Director/Direct	tor/Secretory/Trustee		(*)specified h	sids are mandatory						
	Lest Name*											
	Date Of Birth		terito i	(22 mm yyy) Iai an the field to extent date from salandar								
	Official Designation					но	v long associated with the business		-S y YEAR	s -s 🖕 молтна		
	Present Address - Texephone No. Fax No.					No.	manent Address* Die fie. al 12 *					
	Income Tax Pan No				8	Mark V # Non-reald	ential Indian.					
r entering the data o	lick on "ADD" button. In	this way you can add	i multiple entry. To go to ner	t tab click on "NEXT" button	ADD	ave & proceed						
at Name Mid	dle Name Last N	ame Date of Bin	th Official Designation	How long associated with the business	Present Address							
	A			00 00 A	A	DELETTE BOUT	0					
Permanent Ad	Sdress T	elephone No 3	lobile No Fax No.	Email Id	Income Tax Pan No.	k√ if Non-residential Indian.						
A A												

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User Manual	anual
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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.

Dealer Info	Eranch Office Contact Person Warehouse & Factory Commodity Bank Detail Partner Bank Detail AnnexureA AnnexureB Submit
	The contents of this tab can not be saved temporarily. So, please complete and save properly other tabs and finally fill this tab. (*)specified fields are mandatory
	Please check the type of the documents you have to upload. At least one document upload from each category is mandatory. Categories: I. CHALLAN * Browse
	2 . ADDITONAL PLACES(S) OF BUSSINESS Add More ADDITONAL PLACES(S) OF BUSSINESS
	3 . FACTORY(IES)
	4 . WAREHOUSE(S)

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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.

If you have more th	in one challan, plea: If your ch	se upload the rest challan allan is not verified from	s through the external link after con GRIPS, you can not proceed.	apleting the application.	
Bank Name :*	Select Ba	nk 👻			(
Branch Name:*	Select Bra	inch 👻			
GRN Number(Space and'-' not allowed) : *			Verified		
GRN Date :					
Amount :					
	C	ick This "Add" button to ad	d your payment details.		
Bank Name Branch Name		GRN no	GRN date	Amount	Delete
AXIS BANK KOLKATA(FOCAL)		19201617000939202:	18/06/2016	25000	Delete

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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.

e-Application for VAT & CST Registration



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.



National Informatics Centre, WBSC

Signature?*	• Yes
	Insert Smart Card/USB Token
	OBrowse the Certificate File
	Read Card Press Upload Button
I declare that the state	ments given so far are correct and true. 1 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 (
Post/ Courier to the of	ficer of Central Registration Cell within three days from the date of filing the application.
	× ? a 9
	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.

ACKNOLEDGEMENT SLIP

FORM1

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.		2014005917		
Date of Application		20-02-2014(DD-MM-)	(200	
Name of the Applicant		SAYAN GHOSH		0
Status of the Applicant		PARTNER		1
Trade Name	AC 24 111	GHOSH	4.6455	
Address of Principal Place of 7	Susiness in West Sungel	SHIBACHAL Promise No	. KOLKATA Postoffice: 5:RAT: Pin.700051 District.NORTH (24 PARGANAS
You are requested to send a du a binovidegement Silv & self a service to Senset Charge, 52/ within ten working days (non t Trade License of: (s) Print service (d) Pacto PAN Card of the Dempen s. PAN Card of the Dempen (s) PAN Card of the Dempen (s) PAN Card of the Prop./P Proof of Residence of The following (s) Starting D Card. (b) P (e) Current(se sveilable) 4. Senk Pasa book(Sevings /	Ny signed print-out of the applicable theated shabecopies of the followin 5, K N C Roed, Benaset, 24 Pgs (N), the dets of fuling the online applicat cipal Place of Susiness. (5) Shonch (sry,3' any: y/Portnership firm entner/Directors/Korts of the 5 HU Prop./The Pertner/Directore/Korts assport. (c) Driving License(Not La Bectricity Sill. (f) Cornent(cs evolle (; C) of Proprietor/Portner/Directore/Korts	n slong with a photocopy of the g documents, by hend/postel/cour PDR-700124 ion: office.if ony. (c) Werehouse.if F r of HUP-(Any Two Proofs of the erner's). (d) Retion Cord. ble) Talephone bill. a./Kerbe of HUP.	ίνη.	
5. Legel Occupency of Princi Susiness and Branch as a) Dumership : Current to b) Dented - Sant and	ps] ploce of Business/Fectory/Wor applicable : x psid receipt issued by Corporation	ehouse/Additional Place of n/Municipality/Panchayat.		
the Lendlard/Q Corporation c) Rent Free Accommodel box	twar of the hours and <u>Property Tes</u> /Monicipality/Pancheyat of the Lo ion : No Objection Certificate of <u>the</u>	Receipt issued by ndiard Lendlard along with property		
to	receipt of the original Lendlord.			
 Loose/Rent Agreement R with current Property Tex Daed of Pertnership/Hem 	ant bill with nome, address and tele Receipt of the Lendlord. orandum & Articles of Association.	sphone No. of the Leosor slong		
 Certificate of Enrolment u Up to date Statement of A nerration of the transacti 	nder the Profession Tex Act'1979. Scounts of the Current Account had on more then Rs. 20.000/* or above.	d since inception supported by		
 Profit & Loss Account and 31. A statement of sales/war purchase and sale/works contract 	Belence Sheet since inception . As contract receipt and purchase for bill/work order.	or the geor with let & last		
12: Lotest Forms 32 and 15 at	ubmitted under Companies Act 1956			
 Proof of first sole under the such sole. (bill & transport 	he CST Act' S5 for those who have a t documents)	ireedy affected		
14. For Emporters, copy of the	e first sole bill and the concerned co	apy of the endorsed way bill.		
 Duly signed copy of the pr photographs posted there 	int-out of Annexure A/B with self a on.	ittested		
16. Original of Benk Challen e 28 Rs. 25/- under CST Act.	poinst poyment of Rs. 100/- cs fee (As per <u>CST Registration</u> & Turnova	for Registration under VAT Act r Rules 1957)		
PRINT FORM	PRINT ANNEXURE	PRINT ANNEXURE	PRINT ACKNOWLEDGEM	Developed by NIC

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

ONL	INE APPLICATION
	e-Version 3.0
Apply online for Registration Click He	re 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 :	Show Status
	Important Note
n Registration, Email will be used for future correspon	Important Note

HOW TO FILL UP APPLICATION FOR CST REGISTRATION

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

Directorate of Commercial Taxes	в
Select the online application type	
Select Application Type VAT Whether Applyint CST atkhanik Registration	
Whether applying for first Whether applying after rejection of Application Whether applying after Tempore save of the Application	iry
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) b) Business Details (In case of CST) b) Business	

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e-Application for VAT & CST Registration

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 Profesion Tax registration Link. Otherwise give the PT enrolment number.

Directorate of Commercial Taxes	Department of Finance, Govt. of WB
Do you have Profession Tax E Yes Profession Tax Enrollment Number:	Enrollment Number ? No SUBMIT
Important Links Disclaimer Informatio	e designed, hosted and maintained by National Informatics Centre n provided and updated by Directorate of Commercial Taxes, Govt. of WB

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For the Registration applicant has to select the charge.



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e-Application for VAT & CST Registration

CST registration form will be opened.

	The Central Sales Tax (Registra FOR (See R APPLICATION FO [Under Section 7(1)/7(2) of the	tion and Turnover) Rules, 19 M A ule 3) R REGISTRATION a Central Sales Tax Act, 1956]	57
DEALER DETAILS ADDL. PLACE OF	BUSINESS WAREHOUSE COMMOD	TY DETAILS PROPRIETOR-PAR	INERS-KARTA BUSINESS DETAILS
	NOTE :- * Marked ar	re mandatory field.	
You are liable to pay tax under the W.B.V.A. Applicant either have to give TEN number or	T. Act,2003 under section 10(7). VAT application number.[Not both]		
If you are a registered dealer under	WBVAT ACT 2003 mention the TIN*		
If you have applied online for regist	ration under the WBVAT Act 2003 the	e application number	
I. Name* son/dau	ohter of Father Name*	on behalf of ti	he dealer carrying on the business
under the trade name Trade Name	* within the State of WEST	BENGAL hereby apply for a cer	rtificate of Registration under
Section 7(1) of the Central Sale	s Tax Act, 1956.		
Room/Flat No.	5	Premise No.	
Ctreet"		Churthand A 700-10-	
Post Office *		District*	Select District
State"	WEST BENGAL	Pin Code"	
E-MAIL *		Phone Number(With STD)*	
Fax Number (with STD)(if any)		Mobile Number(if any)	
2. Particulars relating to registration licence	e, permission etc. issue under any law for the	time being in force.	
Enrolment no. (if any) under West B	engal State Tax on Professions, Trade	es, Callings and Employments A	sct, 1979
PAN / TAN Number of the dealer/cor	ncern under the Income Tax Act,1961	*	
ECC No. under the Central Excise an Certificate of Enlistment issued by Municipa	nd Tariff Act, 1985 (if any) d /Local Body		
Name of Municipal /Local Body			
Enlistment No.		Date of Issue	CALENDAR To remove double click on
3. We observe the ENGLISH V calendar	and for the purpose of accounts.		'Date of Issue' input box
Accounting year	From *	APRIL Y To *	MARCH
 4. We make up our accounts of sale 5. CONTACT PERSON Name of the person deemed to be the State of West Bengal[®] Status or relationship of the person 6. Name of the applicant * 	is to the date at the end of every he Manager in relation to the business who makes this application *	Account period V	ect Status
Status in relation to the dealer *		Select Status	✓
6 Name of the applicant *			
Status in relation to the dealer *		Select Status	Y
I declare that the above state	ements are tru e and correct. I wo	uld post/send a printed copy	of the application duly signed along
Central Registration Cell within 3	Read the characters/numbers from left to righ Enter the code from above imag	at and enter the code below.(No blank a	DEVELOPED BY NIG
	Picture -	– 19	
Enter TIN number or VAT You have to fill up all mar details are not mandatory All the multiple entry fields	application number. ndatory fields marked (*), a , s must be added by clickin	additional place of bus	siness & warehouse

ADDL. PLACE OF BUSINESS

	The Cer	APPLIC	(Registration and Tur FORM A (See Rule 3) CATION FOR REGISTRA)/7(2) of the Central Sale	TION Is Tax Act, 1956]	
DEALER DETAILS	ADDL. PLACE OF BUSINESS	WAREHOUSE	COMMODITY DETAILS	PROPRIETOR-PARTNERS-F	CARTA BUSINESS DETAILS
		NOTE :- *	Marked are mandato	ry field.	
l. Name(s) of the other	r place(s) in the State of West Beng	al where business i	is carried on and address of e	very such place	
Room/Flat No.			Premise No.]
Street*			City/Town/Vill	age*	
Post Office *	1		District*	Select Dis	strict
State*	WEST BENGAL	~	Pin Code*		
E-Mail(if any)		1	Phone Numbe	r (if any)	
Fax Number (if ar	y) (yr				
			ADD		
Delete Modify I	Room/Flat No. Premise No.	Street City/To	own/Village Post Office	District State Pin Code	e E-Mail Phone Number FAX
List of the place of b	usiness in each of the other States	ogether with the a	ddress of every such place		
Room/Flat No.			Premise No.		
Street"			City/Town/Vill	age"	
Post Office *			District*		
E-Mail(if any)			Phone Numbe	r(With STD) (if any)	
Fax Number(with	STD) (if any)				
		1	ADD		
Delete Modify	Room/Flat No. Premise No.	Street City To	own/Village Post Office	District State Pin Code	e E-Mail Phone Number FAX
entral Registrat	Read the char	the date of fil	rom left to right and enter the	code below.(No blank space)	DEVELOPED BY
DD informati	ion of additional brar	ich office o	Picture- f Bengal.	- 20	
			1		

User N	/lanual
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WAREHOUSE

		The Central Sale	es Tax (Regist FO (See PPLICATION F on 7(1)/7(2) of	ration and Tu RM A Rule 3) OR REGISTRA the Central Sale	rnover) Rules, 19 TION 25 Tax Act, 1956]	957	
DEALER DETAILS	ADDL. PLACE OF	BUSINESS WAREH	IOUSE COMM	DDITY DETAILS	PROPRIETOR-PAR	RTNERS-KARTA	BUSINESS DETAILS
		NOT	E :- * Marked	are mandato	ry field.		
Complete list of the wa Premise No. City/Town/Village* State* Pin Code* Phone Number(wit Delete Modify Delete Modify Delete Modify Delete Additional Modify	rehouses in the Stat ch STD) (if any) Premise No. t the above state a acknowledgen ion Cell within 3	e of West Bengal where g WEST BENGAL Street City/Town/ tements are true a ment slip & photoco d days from the date Read the characters/num Enter the	village for order relating to the village for nd correct. I we pies of focum of filing the a of strong the a press from left to r code from above in Set	s business are wan Street* Post Office * District* E-Mail(if any) Fax Number(v DD toffice Dist vould post/see ents through application. ght and enter the age age	rehoused and address with STD) (if any) rict State Pin (end a printed cop the Department code below.(No blank	of every such warel	Phone Number FAX Ation duly signed along lier to the officer of DEVELOPED BY N
			Pictu	ıre - 21			
ADD inf	ormation of	warehouse.					
COMMODITY	(
		The Central Sale [Under Sect	As Tax (Regist FO (See APPLICATION F ion 7(1)/7(2) of	ration and Tu RM A Rule 3) OR REGISTRA the Central Sale	rnover) Rules, 19 TION es Tax Act, 1956]	957	
DEALER DETAILS	ADDL. PLACE OF	F BUSINESS WAREH	IOUSE COMM	DDITY DETAILS	PROPRIETOR-PAP	TNERS-KARTA	BUSINESS DETAILS
		NOT	E :- * Marked	are mandato	ry field.		
Please select atle The following good	<mark>east one comm</mark> is or classes of g	odity from below gi goods are purchased	<mark>ven list</mark> by the dealer ir	the course of	Inter-State trade	e or commerce f	or:
Select Nature of	Dealing						ADD
Delete	Nature of D	ealing	SELECT COMMC	DITT	Commodity		100
OR Generate or distrib	oute the following	g form of power					
SELECT FORM OF I	POWER 💌			Form of Power	ADD	- /	
☐ I declare tha with a copy of the Central Registrat	t the above sta e acknowledgen ion Cell within 3	tements are tru e a nent slip & photoco 3 days from the dat	nd correct. I v pies of docum e of filing the a	vould post/se ents through application.	end a printed corr the Department	of the applic of Post / Cour	ation duly signed along ier to the officer of
		Paul the characters (nur	nod oc				DEVELOPED BY NI
		Enter the	code from above in	nage			
\DD informat	ion of comn	nodity.	Pictu	ıre - 22			
PROPRIETO	R-PARTNE	RS-KARTA					
							25

ser Manual				6	-Applicatio	on for VAT & C	CST Registration
	т	he Centr [Und	ral Sales Tax APPLIC er Section 7(1	(Registration and FORM A (See Rule 3) CATION FOR REGIS	l Turnover) Ru TRATION Sales Tax Act,	l les, 1957 1956]	
DEALER DETAILS	ADDL. PLACE OF BUS	INESS	WAREHOUSE	COMMODITY DETA	ILS PROPRIET	OR-PARTNERS-KAR	TA BUSINESS DETAILS
			NOTE :- *	Marked are mand	atory field.		
Name(s) and address(e	s) of the proprietor of the b	usiness/pa	rtners of the bu	siness/all persons havin	g any interest in t	ie business together w	ith their age,father's name etc.
1. Name in Full [*]							
2. Father's / Husb	ands Name [*]						
3. Date of Birth (D	D/MM/YYYY)*				CALEND/	R	
4. Extent of Intere	st in the business *			%			
5. Present Residential	Address*						
]					
6. Permanent Residen	tial Address*	1					
		1					
				SAME	AS ABOVE		
		ļ		ADD			
Delete Modify Name	in Father's/Husbands	Date of	Extent of	Present Residential Res	Parmanent	Signature Ar	Idress & Signature of witness

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 Cen	APPLIC	(Registration and Tur FORM A (See Rule 3) ATION FOR REGISTRA)/7(2) of the Central Sale	nover) Rules, 1957 ITON s Tax Act, 1956]	
DEALER DETAILS	ADDL. PLACE OF BUSINESS	WAREHOUSE	COMMODITY DETAILS	PROPRIETOR-PARTNERS-KARTA	BUSINESS DETAILS
		NOTE :- *	Marked are mandator	y field.	
1. The business is *					
Wholly		🔲 Mainly		Partly	
Select Wholly	ADD	Select Mainly	×	ADD Select Partly	ADD
Delet	•		Nature of Business		Туре
2. We are membe	rs of	Enter the name	of the Chamber of Com	merce,Trade Association or Con	nmercial body)
3. We keep our ac	counts in	language a	nd script.		
5. The first sale in I declare tha with a copy of the Central Registrat	n the course of inter-State t It the above statements ar e acknowledgement slip & ion Cell within 3 days from	rade was effect e tru e and co photocopies o the date of fil	rrect. I would post/see f documents through ing the application.	nd a printed copy of the appli the Department of Post / Cou	ication duly signed along irier to the officer of DEVELOPED BY NIC
You can only You can only	select Wholly A	Enter the code fr DD. Partly and	om above image Submit Picture -24	Code y10%.(No blank space)	
rou can only		Partiy 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



e-Application for VAT & CST Registration

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

THE WEST BENGAL VALUE ADDED Application for New Tatkhanik I [See sub-rule (1) of rule [Please see Instructions before filling	TAX RULES , 2005 Registration © 5A] up the Application]
The Below Details are mandatory for Tatk	hanik Registration
Tatkhanik Registration Details	
Registration Number under Service tax Rules,1994 of India(if any) : Registration Certificate number under Value Added tax Rules in any States in India(if any) : CIN under the Companies act,1956 of India(if any) : NB:After entering the data click on "Save & proceed "	(15 Character and specified format only) (15 Character only) (Upto 15 Character) 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.

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Definition in the product online application for VAT Registration (The NATION CONTRACT AND			ACKNOWLEDGEM	ENT SLIP	
Implementation min. Desked of against in the second of the s		Thanks for	your online application fo	r VAT Registration TATKHANIK	
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	PRINT PORM	PRINT ANNEXURE	PRINT ANNEXURE	PRINT ACKNOWLEDGEN	Developed by NIC

Picture - 27

Department of Finance, Govt. of WB

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.



Re-Print Acknowledgementslip of VAT Registration



- 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.

Directorate of Commercial Tax	Department of Finance, Govt. of WB
WELCOME D	EALER TO e-Service World
Generate/See UserID * Generate UserID of newly n * Existing Dealer whose User	to avail online e-Services egistered dealer rID is despatch by POST can see UserID
t in the colling states that is many here if the set states as a fi	Important Note
* In UserID generation Telephone number & Mobile num	nber will be used for future correspondence.
Important Links Disclaimer	Site designed, hosted and mentained by National Informatics Centre Information provided and updated by Directorate of Commercial Taxes. Govt. of WB

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.

Directorate of Commercial Taxes	Department of Finance, Govt. of W
UserID Ackn	iowledgement
Acknowledgement Number	Send by Post
Acknowledgement Date	
VAT/ST Registration Certificate Number	19450177034
Trade Name	INTERNATIONAL COMM.CORPORATION
UserID	INTE 9867
	Print EXIT

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.

	Dealer's TIN (VAT RC No.) :	19674163032	
	Dealer's CST RC No.	19674163226	
	Dealer's ST RC No.		
	Trade Name:	HI-TECH ENGINEERING	
	Address of the Principal Place of Business :	337 PURBA SINTHEE ROAD Ghughudanga KOLKATA Pin code :700030 State : WEST BENGAL	
	Email Id :	htesales@gmail.com	
	PAN No.	AHYPR9054L	
_	Mobile No.	7890185779	
	Change Password	Update Email and Mobile No	
		Menu	
	RegistrationReturnAppealAsses	smentAuditTROWaybillSTDSPaymentDeclaration Forms	
	Download Registration Certificate		
	View Registration Details		
	Know Your Application Status		

User Manual

e-Application for VAT & CST Registration

Picture-33



Picture-33

National Informatics Centre, WBSC

A sample VAT registration certificate:

(See Ru Certificat	I-ORM 3 le 6 and Rule 6B) te 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 t West Bengal Value Added Tax Act, 2003.	Conference of the section 24 of the
1) Name and style of business: -	MB TECHNOLOGIES
2) Address of principal place of business:	Room/Flat No-72/11
	P.OBIRATI,NORTH 24 PARGANAS,PIN- 700051
3) Constitution of business: -	Proprietorship
4) Nature of business: -	Retailer
 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
	SLAL TADES
Date : 16 January 2014	JOINT COMMISSIONER, COMMERCIAL TAXES Designation of Registering Authority
This being a dematerialized form of Certificate o Note : The above Registration Certificate Number must ap - Tax Invoices / Invoices / Cash - Tax Returns; - Applications and Corresponds It is compulsory for the dealer to keep and display conspic of provision of the West Bengal Value added Tax Rules, 20	If Registration no signature of registering authority is required. pear on all the following documents of the dealer — Memo / Challans / Forwarding Notes etc; ences with the Commercial Taxes Directorats. successity the Certificate of Registration at his place of business in term 05.

Picture-34

A sample CST registration certificate:

THE CENTRAL SALES TAX(R	EGISTRATION AND TURNOVER) RULES, 1957 FORM B
	(See Rule 5(1))
Certi	ficate Of Registration
Registration Certificate Number	1 9 6 6 1 1 9 0 9 3
Name of the Charge	BARRACKPORE
THIS IS TO CERTIFY THAT	
RHEOPLAST TECHNOLOGY PVT LTD	
whose only place of bu 41 D N CHETTER JEE STREET KOLKATA - 700	siness within the state of West Bengal is situated at 1056
has been registered as a dealer under Sec	tion 7(1) of the Central Sales Tax Act, 1956.
The Business is	
Mai	nly Wholesale Distribution
The class(es) of goods specified for the p is/are as follows and the sales of these go taxable at the rate specified in that sub-su- contineat	urpose of sub-sections (1) and (3) of Section 8 of the said Act ods in the course of inter-state trade to the dealer shall be ection subject to the provision of sub-section (4) of the said
Securit	
(a) For resale : CHI	EMICALS
(b) For use in the manufacture or process	ing of goods for sale :
(c) For use in mining or in telecommunica	fion network :
(d) For use in generation or distribution of	f electricity or any other form of power :
(e) For use in the packing of goods for sal	e / resale :
The dealer manufactures processes or ea	dracts in mining the following classes of goods or
generates or distributes the following for	n of power :
The dealer has no additional place of busi	ness / has additional place of business as stated
a) in the State of registration : No	ne
b) in other states : in :	1 States / U1
The dealer keeps warehouse within the St	ate of registration : None
The desire is liable to any tax under the C	ET Aut 1955 with effect from
The certificate is valid from	21 September 2011
The certificate is valid from 21 Sept	lember 2011 unbl cancelled.
Place : BARRACKPORE	Particular and states of the second
Date : 21 Sentember 2011	CTO Designation of Registering Authority
21 September 2011	acadiment of the sectory

Picture-35