



Experience certainty: IT Services
Business Solutions
Outsourcing

# VATMIS User Manual for PT e-Registration Module – Online PT-Registration

Commercial Taxes Department
Government of Bihar, India

Tata Consultancy Services,
Biscomaun Tower
Floor – 13, Module – A4, Patna
Bihar – 800001

Version v04.00

#### Confidentiality

This document contains confidential information of TATA CONSULTANCY SERVICES, which is provided for the sole purpose of permitting the recipient to evaluate the proposal submitted herewith. In consideration of receipt of this document, the recipient agrees to maintain such information in confidence and to not reproduce or otherwise disclose this information to any person outside the group or the evaluation committee directly responsible for evaluation of its contents, except that there is no obligation to maintain the confidentiality of any information which was known to the recipient prior to receipt of such information from TATA CONSULTANCY SERVICES, or becomes publicly known through no fault of recipient, from TATA CONSULTANCY SERVICES, or is received without obligation of confidentiality from a third party owing no obligation of confidentiality to TATA CONSULTANCY SERVICES.

#### Security

The information contained herein is proprietary to TATA CONSULTANCY SERVICES and may not be used, reproduced or disclosed to others except as specifically permitted in writing by TATA CONSULTANCY SERVICES. The recipient of this document, by its retention and use, agrees to protect the same and the information contained therein from loss or theft.

#### TATA Code of Conduct

We, in our dealings, are self-regulated by a code of conduct as enshrined in the "Tata Code of Conduct". We request your support in helping us adhere to the code in letter and spirit. We request that any violation or potential violation of the code by any person be promptly brought to the notice of the Local Ethics Counselor or the Principal Ethics Counselor or the CEO of TCS. All communication received in this regard will be treated and kept as confidential.

#### Introduction

#### Background

VATMIS project has been implemented by TCS for CTD. This document forms an integral part of the application. The online application is web based and hosted in servers located at BRAIN DC. The connectivity to the different offices has been achieved through SECLAN and BSWAN.

### Online Registration Module

This module enables processing of professional Tax Registration details of dealer given by the dealer input for this module. This is entered along with other details in the application and related workflow is generated for required processing and report generation.

Online Registration User Manual

#### Purpose

This manual has been written to help you understand and use the registration module of professional Tax Management Information. It presents the functional capabilities and operational details of Tax types prescribed by CTD.

#### **Getting Started**

To login into the application, follow the below mentioned steps:

1. Click Internet Explorer icon then type URL <a href="https://biharcommercialtax.gov.in">https://biharcommercialtax.gov.in</a>. The following page will appear as per figure shown below



Home Page of Commercial tax web site

Click on e-registration for online registration.



# **Commercial Taxes Department**

GOVERNMENT OF BIHAR







					Hon'ble Minister				
About Us 🔻 Acts & Rules	▼ Notifications ▼ Tax S	ichedule 🔻 Tax Calend	dar 🔻 Forms	s 🔻 RTI	RTPS	Help			
			:: Order r	egarding Date Extensio	n for filing of Annual Return	of FY 2014-15	::		
: VAT Registration : CST Registration : Entry Tax Registration : Advertisement Tax Registration	New PT Registration								
: Entertainment Tax Registration	Applicant Name*			Name/Firm Nam	e*				
: Electricity Duty Tax Registration	Professional Type:*	Select	7						
: Luxury Tax Registration : Professional Tax Registration	Permanent Residential Address								
	Room/Block/Flat No.			BuildingName*					
	Municipality No			Street Name*					
	Town/City*	Select	•	District*					
	Circle*	Select	•	State*	Bihar	7			
	Area Locality*			PIN					
	Mobile No.*			Email Id.					
	PAN/TAN*			Fax No.					
	Bank Details								
	Bank Name* Select	7			Other Bank Name if other				
	Branch Name* Select			•	Other Branch Name				
	Account No.*				Account Type*	Select	7		
	Add								
	Daleta Bask	blana	Dropole Norse		ount blo	Account Turo			

Provide all the mandatory fields and click on "Add" button as shown in below figure:

		:: abc test	:: XCZVXZVXCV	:: TEST for NEV	/WAR ::File	Return in Adv	Tax
New PT Reg	stration						
Applicant Name	Bandana		Name/Fir	m Name* He	ealth Care		
Professional Ty	pe:* Organization	V					
Permanent Re:	sidential Address						
Room/Block/Fla	at No. 102		Building	Name* Bis	scoman Tower		
Municipality No	234		Street Na	ame* Pu	naichak		
Town/City*	Adhaura	V	District*	Bh	abhua		
Circle*	Bhabhua Ciro	cle 🔻	State*	Bi	har	٧	
Area Locality*	Patna		PIN	80	0023		
Mobile No.*	9876543210		Email Id.	ba	n@gmail.com		
TAN*	MNOP12345F	?	Fax No.	12	34567890		
Bank Details							
Bank Name*	Bank of Baroda	٧		Other B	ank Name if other	1	
Branch Name*	Basaithi, Araria			✓ Other B	ranch Name		
Account No.*	12345678901			Accoun	t Type*	Savings	٧
			Add				
Delete delete Br	Bank Name ank of Baroda	Bran Basaithi, Araria	ch Name	Account 2345678901		Account T	ype
DOTATO DI	and a series of	peranti pradito			Patr		
			Submit				

**NOTE**-This symbol \* indicating the fields are mandatory. It must be filled.

Following Pop up window should be displayed when click on "submit" button as shown in below figure.

New PT Reg	istration					
Applicant Nam Professional T		n 🔻	Name/Firm Nam	Health Care		
	sidential Address		B. Idio Month	Discoura Tours		
Room/Block/Fli Municipality No	Morean	e from webpage	dingName*	Biscoman Tower  Punaichak		
Town/City*	Ad ?	Are you sure want to submit th	rict*	Bhabhua		
Circle*	Bh	Ale you sale walk to sabilit ti	e*	Bihar	٧	
Area Locality*	Par	OK Cancel		800023		
Mobile No.*  TAN*	98" MNOP1234	5R	ail Id. Fax No.	ban@gmail.com 1234567890		
Bank Details						
Bank Name*	Bank of Baroda	V		Other Bank Name if othe	r	
Branch Name*	Basaithi, Araria		<b>v</b>	Other Branch Name		
Account No.*	12345678901			Account Type*	Savings	٧
			Add			
Delete	Bank Name	Branch Nam		Account No.	Account Type	e
delete B	ank of Baroda	Basaithi, Araria	12345678	3901 Sa	vings	
		Su	ubmit			

Click on "OK" to submit the PT registration form and generate the acknowledgment as shown in below figure:



# **Commercial Taxes Department**

### Government of Bihar

	Ac	knowledgement Receipt	
Applicant Name:	Bandana		
Application Receipt No.:	99900004896		
Firm Name:	Health Care		
Application Type:	Professional Tax		
Receipt Date	29/12/2015		
R.C. No.:	Applied for		
Payment Accompanied	None		
Local Tax Office Address		Circle :	Bhabhua Circle
Devi jee Mandir Road, in the house of Lal Mani Singh, Advocate, Kaimur, .		Division:	Bhabhua
		Print Back	

Note: Please submit hard copy of the form and all the related attachments to CTD office within 15 days

Acknowledgement No Page

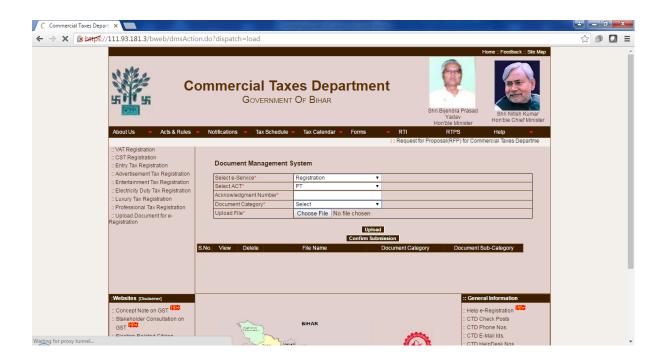
Click on print button and take the print out of Acknowledgement receipt.

### Documents required for registration Under Bihar Tax on professions, Trades, Callings and employments Act 2011

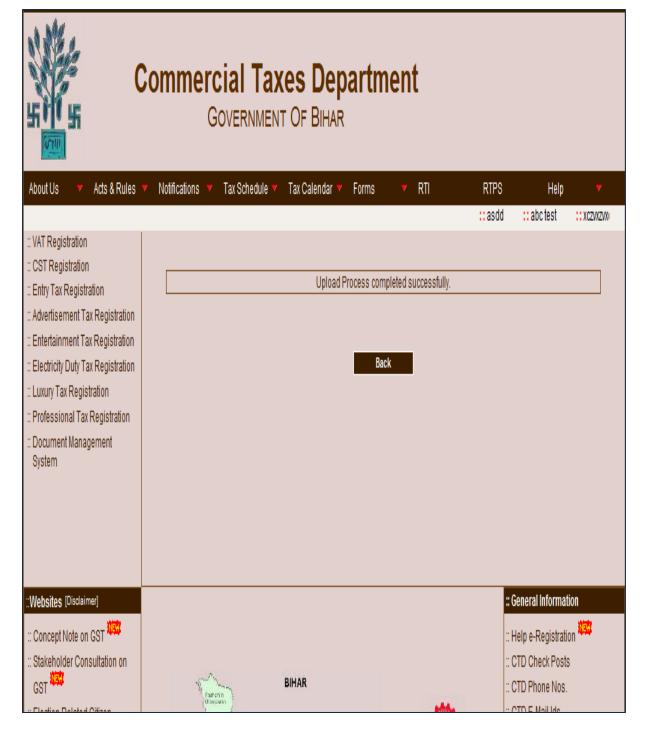
- 1 Signed copy of properly filled prescribed Application Form-PT-I / PT-I A
- 2. Two Passport size Photographs
- Bank Account Details through which transactions are carried out (copy of Passbook / statement of Bank Account showing Bank Name & Bank Account Numbers and other details)
- 4. Copy of PAN CARD / TAN CARD of Proprietor/ Partners/ Karta of HUF / employer
- Identity proof of Applicant like copy of Voter Identity Card/Aadhar Card/
   Driving License/ Passport
- 6. Address proof of Applicant like copy of electricity bill / telephone bill driving license / passport.

#### **Upload document for e-registration:**

- 1. User can upload scanned copies of documents which are required for e-registration online.
- 2. User can upload the required documents from homepage->e-registration->Upload document for -e-registration.







- After generation of acknowledgement number, Online Task of registration is processed at circle end.
- Once the registration is approved from the circle office, user will be intimated through SMS and e-mail.
- User can download the e-Certificate of registration online from Home Page->Track your Status->Registration Certificate.



# THANK YOU