

# USER MANUAL

## Dealer Module

- Concerned person(dealer) fills up the registration form either online or offline .
- Uploads the form along with scanned copies of some documents.
- After submission of the form ,receives a registration number using which he can track his application status.

Go to the following page for new registration(online or offline)

http://localhost:85/AssamTimsInfo/index.html

Dept. of Sales Tax

GOVERNMENT OF ASSAM  
COMMISSIONERATE OF TAXES

- e-Services
  - e-Registration
    - Online Registration
    - OffLine Registration
    - Track Status

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Select the preferred act under which Registration is to be performed then click on submit.

The screenshot displays a web browser window titled "Commissionerate of Taxes - Option of Registration - Windows Internet Explorer". The browser's address bar shows the URL "http://localhost:85/AssamTimsInfo...". The page header features the "GOVERNMENT OF ASSAM" logo and the text "COMMISSIONERATE OF TAXES" alongside a map of Assam. The main content area contains a blue box with the instruction "Please select the ACT under which Registration is to be performed". Below this, there are four radio button options: "Value Added Tax For VAT Dealer[Form-2]", "Value Added Tax For GRN Dealer [Form-4]", "Central Sales Tax [Form -A]", and "Entry Tax [Form-ET-1 ]". A blue "Submit" button is positioned at the bottom of the selection area. The footer of the page includes the text "Copyright © Commissionerate of Taxes, Govt. of Assam, 2010. Disclaimer" and "Last updated on 7 th October 2010". The Windows taskbar at the bottom shows the system clock as 13:35 on 26-05-2015.

Select District and location name in the dropdown list and click on submit button to download the registration excel file.

http://localhost:85/AssamTimsInfo/...  
Commissionerate of Taxes - Option of Registration - Windows Internet Explorer

GOVERNMENT OF ASSAM  
COMMISSIONERATE OF TAXES

**Please Select Your Location**

District:	Kamrup (U)
Location:	Guwahati-D Unit

[Submit](#) [Back](#) [Help](#)

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Last updated on 7 th October 2010

Do you want to open or save **vatForm.xls** from localhost? [Open](#) [Save](#) [Cancel](#)

13:36  
26-05-2015

# Fill the downloaded excel file.(Registration form and Annexure)

vatForm (8) [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer

Clipboard Font Alignment Number Styles Cells Editing

Security Warning: Macros have been disabled. Options...

E25

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	P	Q	R			
1	<p style="text-align: center;"><b>THE ASSAM VALUE ADDED TAX, 2005</b> <b>FORM-2</b> <b>VAT REGISTRATION FORM</b></p> <p>To, <span style="color: red;">Please Enter Status of Business</span></p> <p>The Prescribed Authority <span style="color: red;">Please Enter PAN NO.</span></p> <p>Assistant Commissioner Of Taxes</p> <p>I, <input type="text" value="Bhaskar Das"/> son of <input type="text" value="Avinash Das"/></p> <p>on behalf of the dealer carrying on business whose particulars are given below, hereby apply for registration under section <input type="text" value="22"/> of the Assam Value Added Tax Act, 2003.</p> <table border="1"><tr><td>1</td><td>Name and Style of the business</td><td>Steel and Hardware</td></tr></table>																	1	Name and Style of the business	Steel and Hardware
1																		Name and Style of the business	Steel and Hardware	
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				
13																				
14																				
15																				
16																				
17																				
18																				
19																				
20																				
21																				

Registration Form | Annexure-I | Annexure-I(Immovable List) | Annexure-I(Business List) | Annexure-II(Additional places) | Bank

Ready 85%

13:42 26-05-2015

# Contd.....

vatForm (8) [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer

Spelling Research Thesaurus Translate Proofing

New Comment Delete Previous Next Comments

Show/Hide Comment Show All Comments Show Ink

Protect Sheet Protect Workbook Share Workbook Track Changes Changes

Protect and Share Workbook Allow Users to Edit Ranges

Security Warning Macros have been disabled. Options...

U7

**THE ASSAM VALUE ADDED TAX, 2005  
FORM-2  
VAT REGISTRATION FORM**

**Annexure - I**

**Name and Address of the Proprietor/Managing Partner/Karta/Managing Director**

Sl. No.	Name of Partner			Age	Father's Name	Extent of Int.(%)*	Building name/No	Area/Road	Locality/Market	Town/City
	Last Name	First Name	Middle Name							
1	Sarma	Maucham		30	Avinav Sarma	10.00	build8	GS ROAD	Localty	Guwaha
2										
3										
4										
5										
6										
7										
8										

Registration Form **Annexure-I** Annexure-I(Immovable List) Annexure-I(Business List) Annexure-II(Additional places) Bank

Ready 100%

14:51 26-05-2015

Fill up Annexure I data.

Contd.....

**THE ASSAM VALUE ADDED TAX, 2005**  
**FORM-2**  
**VAT REGISTRATION FORM**

*Annexure - I*  
*Immovable properties owned*

SI No	Partner's Position	Partner's Name	Full Address where property is attached	Approximate value	Extent of Share
1	1	Maucham Sarma	guwahati	100000.00	100.00
2					
3					
4					
5					
6					
7					
8					
9					
10					

Fill up Annexure-I(Immovable List)



# Contd....

vatForm (8) [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer

Spelling Research Thesaurus Translate Proofing

New Comment Delete Previous Next Comments

Show/Hide Comment Show All Comments Show Ink

Unprotect Sheet Protect Workbook Share Workbook Track Changes Changes

Protect and Share Workbook Allow Users to Edit Ranges

Security Warning Macros have been disabled. Options...

E19

A B C D E F G H I J K

1 **THE ASSAM VALUE ADDED TAX, 2005**

2 **FORM-2**

3 **VAT REGISTRATION FORM**

4

5 **Annexure - I**

6 **Particulars of other business(es) in which the person has interest**

7

SI No	Partner's Position	Partner's Name	Name of Business	Address	Extent of Share
1	1	Maucham Sarma	steel and hardware	guwahati	100.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

Registration Form Annexure-I Annexure-I(Immovable List) **Annexure-I(Business List)** Annexure-II(Additional places) Bank

Ready 100%

14:52 26-05-2015

Fill up the Annexure-I(Business List)

# Contd.....

vatForm (8) [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer

Spelling Research Thesaurus Translate Proofing

New Comment Delete Previous Next Comments

Show/Hide Comment Show All Comments Show Ink

Unprotect Sheet Protect Workbook Share Workbook Track Changes Changes

Protect and Share Workbook Allow Users to Edit Ranges

Security Warning Macros have been disabled. Options...

L10 1234567890

**THE ASSAM VALUE ADDED TAX, 2005**  
**FORM-2**  
**VAT REGISTRATION FORM**

**Annexure - II**

Additional places of business/warehouse/godown inside(As per Annexure-II):

SI No	Office Type	Name of Office	Building name/No	Area/Road	Locality/Market	Pin Code	Town/City	E-mail ID	Telephone
1	Warehouse	office	build	area	market	781030	town	hh@gmail.com	
2									
3									
4									
5									
6									
7									
8									
9									

Registration Form / Annexure-I / Annexure-I(Immovable List) / Annexure-I(Business List) / **Annexure-II(Additional places)** / Bank

Ready 100%

14:52 26-05-2015

Fill up the Annexure-II(Additional places)

# Contd.....

vatForm (8) [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer

Spelling Research Thesaurus Translate Proofing

New Comment Delete Previous Next Comments

Show/Hide Comment Show All Comments Show Ink

Unprotect Sheet Protect Workbook Share Workbook Changes

Protect and Share Workbook Allow Users to Edit Ranges Track Changes

Security Warning Macros have been disabled. Options...

D9 Dispur

**THE ASSAM VALUE ADDED TAX, 2005**  
**FORM-2**  
**VAT REGISTRATION FORM**

**BANK**

SI No	Bank Name	Branch Name	Account No.	Account Type
1	sbi	Dispur	123456789	Savings
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

Registration Form / Annexure-I / Annexure-I(Immovable List) / Annexure-I(Business List) / Annexure-II(Additional places) / Bank

Ready 100%

14:53 26-05-2015

Fill up the Bank details

# Contd.....

vatForm (8) [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer

Spelling Research Thesaurus Translate New Comment Delete Previous Next Show/Hide Comment Show All Comments Show Ink Unprotect Sheet Protect Workbook Share Workbook Track Changes

Security Warning Macros have been disabled. Options...

D9 =TRIM(INDEX(Commodity!\$I\$8:\$I\$21,Commodity!\$I\$22))

**THE ASSAM VALUE ADDED TAX, 2005  
FORM-2  
VAT REGISTRATION FORM**

**Commodity Details**

SI No	Commodity Name	Purpose
1	Parts of Electronic goods	Consumption
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

Annexure-I(Business List) Annexure-II(Additional places) Bank Commodity Immovable List

Ready 100% 14:53 26-05-2015

Fill up Commodity details

# Contd....

**THE ASSAM VALUE ADDED TAX, 2005  
FORM-2  
VAT REGISTRATION FORM**

*Immovable properties owned wholly or partly by the business*

Sl No	Description or property	Address where property is attached	Approximate value	Extent of Share
1	steelss	guwahati	200000.00	10.00
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

Ready | Annexure-I(Business List) | Annexure-II(Additional places) | Bank | Commodity | **Immovable List** | 100% | 14:54 26-05-2015

Fill up Immovable List details

Again select the act under which Registration is to be performed(should match with the act specified during downloading the form) and Click on submit button

The screenshot displays a web browser window titled "Commissionerate of Taxes - Option of Registration - Windows Internet Explorer". The page header includes the "GOVERNMENT OF ASSAM" logo and a map of Assam. The main content area features a blue box with the instruction: "Please select the ACT under which Registration is to be performed". Below this, there are four radio button options: "Value Added Tax For VAT Dealer[Form-2]" (which is selected), "Value Added Tax For GRN Dealer [Form-4]", "Central Sales Tax [Form -A]", and "Entry Tax [Form-ET-1 ]". A "Submit" button is located below the options. The footer of the page contains the text: "Copyright © Commissionerate of Taxes, Govt. of Assam, 2010. Disclaimer" and "Last updated on 7 th October 2010".

On the left side of the browser window, a navigation menu is visible under the heading "e-Services". The menu items are: "e-Registration", "» Online Registration", "» OffLine Registration", "» Download", "» Upload", and "» Track Status". The "Upload" option is highlighted with a red border.

The browser's address bar shows the URL: "http://localhost:85/AssamTimsInfo/index.html#". The Windows taskbar at the bottom of the screen shows the system tray with the time "13:43" and date "26-05-2015".

Reselect concerned district and location name for uploading the excel file and click submit button.

The screenshot displays a web browser window titled "Commissionerate of Taxes - Option of Registration - Windows Internet Explorer". The browser's address bar shows the URL "http://localhost:85/AssamTimsInfo/index.html". The website header features the Government of Assam logo, the text "GOVERNMENT OF ASSAM COMMISSIONERATE OF TAXES", and a map of Assam. A navigation menu on the left lists "e-Services" with sub-items: "e-Registration", "Online Registration", "OffLine Registration", "Download", "Upload", and "Track Status". The main content area is titled "Please Select Your Location" and contains a form with two dropdown menus: "District:" set to "Kamrup (U)" and "Location:" set to "Guwahati-D Unit". Below the form are "Submit", "Back", and "Help" buttons. A footer contains the text "Copyright © Commissionerate of Taxes, Govt. of Assam, 2010. Disclaimer" and "Last updated on 7 th October 2010". The Windows taskbar at the bottom shows the system tray with the time "13:43" and date "26-05-2015".

GOVERNMENT OF ASSAM  
COMMISSIONERATE OF TAXES

GOVERNMENT OF ASSAM  
COMMISSIONERATE OF TAXES

Please Select Your Location

District: Kamrup (U)

Location: Guwahati-D Unit

Submit Back Help

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Last updated on 7 th October 2010

13:43  
26-05-2015

Upload the excel file,required scanned documents and click on upload button.

The screenshot displays the Assam Commissionerate of Taxes website in a Windows Internet Explorer browser window. The page title is "Assam Commissionerate of Taxes - TAX RETURN". The header features the Government of Assam logo and a map of Assam. The main content area is titled "Value Added Tax (VAT) Offline file upload". Below the title, there is a text input field for specifying a file, with the path "C:\Users\User\Downloads\vatForm (8).xls" entered and a "Browse..." button. A table lists six items for upload, each with a checkbox, a description, an "Upload File" button, and a status column. The first and fifth items, "Rent agreement\*" and "PAN(Copy)\*", have their checkboxes checked and show "File Successfully Upload..." in the status column. The other items have unchecked checkboxes and empty status columns. At the bottom of the table are "Upload" and "Cancel" buttons. The footer contains copyright information: "Copyright © Commissionerate of Taxes, Govt. of Assam, 2010. Disclaimer" and "Last updated on 7 th October 2010". The browser's address bar shows "http://localhost:85/AssamTimsInfo/index.html". The Windows taskbar at the bottom shows the system tray with the date "26-05-2015" and time "14:47".

GOVERNMENT OF ASSAM  
COMMISSIONERATE OF TAXES

### Value Added Tax (VAT) Offline file upload

Please specify a file: \*  

1	<input checked="" type="checkbox"/>	Rent agreement*	<input type="button" value="Upload File"/>	File Successfully Upload...
2	<input type="checkbox"/>	Deed of Partnership(Copy)		
3	<input type="checkbox"/>	Article of Association & Memorandum		
4	<input type="checkbox"/>	Municipal trade licence.(Copy)		
5	<input checked="" type="checkbox"/>	PAN(Copy)*	<input type="button" value="Upload File"/>	File Successfully Upload...
6	<input type="checkbox"/>	Bank Account(zerox copy of pass book/cheque)		

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Click on save and confirm button.

Dealer VAT Registration Act,2003 - Windows Internet Explorer

GOVERNMENT OF ASSAM  
COMMISSIONERATE OF TAXES

THE ASSAM VALUE ADDED TAX RULES, 2005  
FORM-2  
[See Rule 13(1)]  
APPLICATION FOR REGISTRATION

To  
The Prescribed Authority,  
Assistant Commissioner Of Taxes \* Of **Guwahati-D Unit**

I **Bhaskar das** \*son of **Avinash Das** on behalf of the dealer carrying on business whose particulars are given below, hereby apply for registration under Section 22\* of the Assam Value Added Tax Act, 2003.

01. Dealer Identity:

Name and Style of Business*	Steel and Hardware
-----------------------------	--------------------

02. Full Address of place of Business\*:

Building name/No.	5	Area/Road	G S Road
Locality Market	Ganeshguri	Town	Guwahati
Pin Code	781005	E-mail ID	steelhardware@gmail.com
Telephone No.	9865434567	Fax	9876567843

03. Status of Business(Put tick mark where applicable)\*



Partnership
-------------


100%

14:55  
26-05-2015

System generated acknowledgement number is shown as below.

Commissionerate of Taxes-Dealer registration Notices - Windows Internet Explorer

 **GOVERNMENT OF ASSAM**  
COMMISSIONERATE OF TAXES 



Acknowledgment Receipt	
Registration Number	260520158
Firm Name:	Steel and Hardware
Act:	The Assam Value Added Tax Act, 2005

[Print](#)


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Last updated on 7 th October 2010



100%

14:56  
26-05-2015

Dealer can check their registration status by entering their acknowledgment number.

Commissionerate of Taxes - Registration Dealer Approval - Windows Internet Explorer

 **GOVERNMENT OF ASSAM**  
COMMISSIONERATE OF TAXES

### Track Status By Dealer

Track No./Acknowledgment No.

**Track**

### Application Information

<b>INFORMATION</b>	Your Application has been sent to unit-in-charge of Guwahati -D Unit
--------------------	--

### Notice Board


<b>Hearing Notice</b>	<b>The Reminder Notice</b>	<b>The Security Notice</b>
-----------------------	----------------------------	----------------------------



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Last updated on 7 th October 2010

100% 16:59 26-05-2015

To view the status if “Remark” is given by the admin.

Commissionerate of Taxes - Registration Dealer Approval - Windows Internet Explorer

 **GOVERNMENT OF ASSAM**  
COMMISSIONERATE OF TAXES



### Track Status By Dealer

Track No./Acknowledgment No.

**Track**

### Application Information

INFORMATION	Your Application has been sent to circle-in-charge of Circle 01 Guwahati-D

### Remarks


Remarks	Remarks By
GOOD	Name: P K SINHA Designation: ASSTT. COMMISSIONER OF TAXES

### Notice Board

Hearing Notice	The Reminder Notice	The Security Notice

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Last updated on 7 th October 2010



100%




12:03  
27-05-2015

To view the status if “Hearing Notice” is given by the admin.

Commissionerate of Taxes - Registration Dealer Approval - Windows Internet Explorer

 **GOVERNMENT OF ASSAM**  
COMMISSIONERATE OF TAXES 

  
**Track Status By Dealer**  
Track No./Acknowledgment No.   
**Track**  
**Application Information**  

<b>INFORMATION</b>	Your Application has been sent to circle-in-charge of Circle 01 Guwahati-D
--------------------	--

  
**Remarks**  


Remarks	Remarks By
HJKK	Name: P K SINHA Designation: ASSTT. COMMISSIONER OF TAXES

  
**Notice Board**  

Hearing Notice	The Reminder Notice	The Security Notice
<a href="#">Open</a>		

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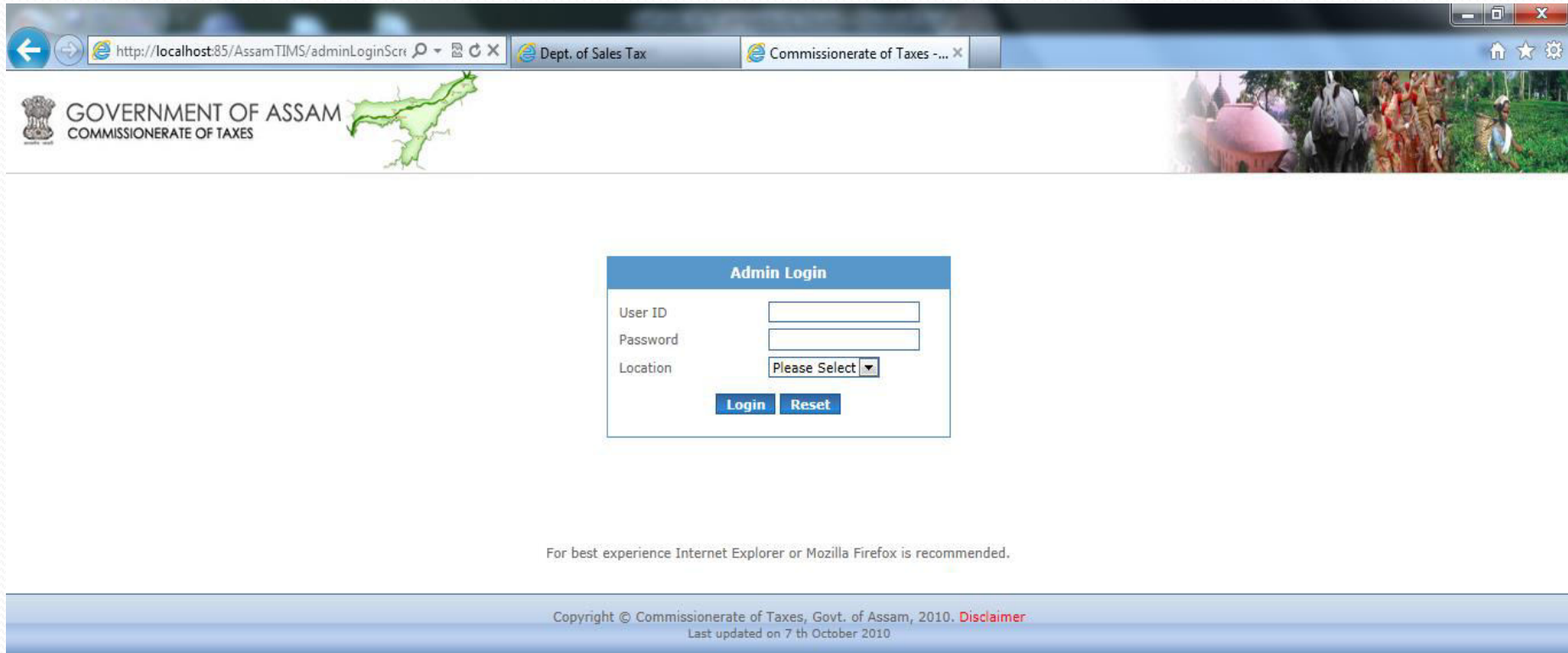
100% 12:35 27-05-2015



# ADMIN Module

- Registration request first goes to Assistant Commissioner of Taxes or Superintendent of Taxes Incharge .
- He assigns respective circle to the application.
- Application is then forwarded to the Circle Incharge.
- Circle Incharge verifies the complete registration request and accordingly processes the application.
- Processing of application includes-any remark ,order enquiry , order security hearing for new registration or he can directly choose for final approval of the registration.
- registration number is finally generated.

In order to complete the approval process , login using the userId and password.



The screenshot shows a web browser window with the following elements:

- Browser Address Bar:** `http://localhost:85/AssamTIMS/adminLoginScr`
- Browser Tabs:** "Dept. of Sales Tax" and "Commissionerate of Taxes -... X"
- Page Header:** "GOVERNMENT OF ASSAM COMMISSIONERATE OF TAXES" with a map of Assam and a decorative image of a rural scene.
- Admin Login Form:**
  - Title: "Admin Login"
  - Fields: "User ID" (text input), "Password" (password input), "Location" (dropdown menu with "Please Select" selected).
  - Buttons: "Login" and "Reset".
- Text:** "For best experience Internet Explorer or Mozilla Firefox is recommended."
- Page Footer:** "Copyright © Commissionerate of Taxes, Govt. of Assam, 2010. Disclaimer" and "Last updated on 7 th October 2010".

In the Home Page click on “Assignment of Registration” link.

The screenshot shows a web browser window with the following elements:

- Browser Address Bar:** <http://localhost:85/AssamTIMS/adminHome.jsp>
- Page Header:** "GOVERNMENT OF ASSAM COMMISSIONERATE OF TAXES" with a map of Assam and a photograph of a rural scene.
- Navigation Bar:** "Home" on the left and "Logout" on the right.
- Main Content Area:** A vertical stack of five blue buttons:
  - Admin Home
  - Fail Registration
  - IT Non-Response Details
  - Print Registration Certificate
  - Assignment Of Registration
- Footer:** "Copyright © Commissionerate of Taxes, Govt. of Assam, 2010. Disclaimer. Last updated on 7 th October 2010"
- Taskbar:** Windows taskbar at the bottom with various application icons and a system tray showing the time as 15:17 on 26-05-2015.



Assigns respective circles and click on submit button.

http://localhost:85/AssamTIMS/locationAllotme Dept. of Sales Tax Commissionerate of Taxes -...

GOVERNMENT OF ASSAM  
COMMISSIONERATE OF TAXES

Home Logout

### Assignment of Location for Registration

Sl.No.	Acknowledgment Id	Firm Name	Firm Address	Act Name	Create Date	Location	Open
1	260520156	aa	aa aa aa 784552	Value Added Tax Act	26/05/2015	--select--	Open <input type="button" value="Submit"/>
2	260520158	Steel and Hardware	5 G S Road Ganeshguri 781005	Value Added Tax Act	26/05/2015	--select--	Open <input type="button" value="Submit"/>

No Registration Alert has to be Assigned

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Last updated on 7 th October 2010

- select--
- Circle 99 Guwahati-D
- Circle 03 Guwahati-D
- Circle 01 Guwahati-D
- Circle 02 Guwahati-D
- Circle 04 Guwahati-D
- Circle 05 Guwahati-D
- Circle 06 Guwahati-D
- Circle 07 Guwahati-D
- Circle 08 Guwahati-D
- Circle 09 Guwahati-D
- Circle 10 Guwahati-D
- Circle 50 Guwahati-D

15:21  
26-05-2015

Enter concerned circle which was previously allotted to that dealer for further approval.

The screenshot shows a web browser window with the following elements:

- Browser Address Bar:** `http://localhost:85/AssamTIMS/adminLoginScr`
- Page Header:** "GOVERNMENT OF ASSAM COMMISSIONERATE OF TAXES" with a map of Assam and a photograph of a rural scene.
- Admin Login Form:**
  - Title:** Admin Login
  - User ID:** Input field containing "PKS"
  - Password:** Input field with masked characters "\*\*\*\*\*"
  - Location:** Dropdown menu showing "Circle 01 Guwahati-D"
  - Buttons:** "Login" and "Reset"
- Footer:** "Copyright © Commissionerate of Taxes, Govt. of Assam, 2010. Disclaimer. Last updated on 7 th October 2010"
- Taskbar:** Windows taskbar with icons for Internet Explorer, File Explorer, VLC, Chrome, and other applications. System tray shows the time as 15:29 on 26-05-2015.

In the Home Page clicks on “View Assigned Registration” link

The screenshot shows a web browser window with the following elements:

- Browser Address Bar:** <http://localhost:85/AssamTIMS/adminHome.jsp>
- Page Header:** "GOVERNMENT OF ASSAM COMMISSIONERATE OF TAXES" with a map of Assam and a decorative image of a rural scene.
- Navigation:** "Home" link on the left and "Logout" link on the right.
- Main Content Area:** A vertical stack of five blue buttons:
  - Admin Home
  - Fail Registration
  - IT Non-Response Details
  - Print Registration Certificate
  - View Assigned Registration** (highlighted)
- Footer:** "Copyright © Commissionerate of Taxes, Govt. of Assam, 2010. Disclaimer" and "Last updated on 7 th October 2010".
- Taskbar:** Windows taskbar at the bottom showing the Start button, Internet Explorer, File Explorer, and other applications. The system tray shows the time as 15:30 on 26-05-2015.

Open the registration form from the following list.

GOVERNMENT OF ASSAM  
COMMISSIONERATE OF TAXES

Home Logout

### Assigned Registration Form View

Sl.No.	Acknowledgment Id	Firm Name	Firm Address	Act Name	Create Date	Proceed
1	260520154	aa	aa aa aa 784552	Value Added Tax Act	26/05/2015	<a href="#">Open</a>
2	260520155	fcf	fff fdfd ff 784512	Value Added Tax Act	26/05/2015	<a href="#">Open</a>
3	260520158	Steel and Hardware	5 G S Road Ganeshguri 781005	Value Added Tax Act	26/05/2015	<a href="#">Open</a>

No Registration Alert has to be Assigned

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Last updated on 7 th October 2010

http://localhost:85/AssamTIMS/StRegPage.jsp#

15:30  
26-05-2015

# Verify and save the form.

Browser window: http://localhost:85/AssamTIMS/vatEditPage.jsp | Dept. of Sales Tax | Dealer VAT Registration Act...

**GOVERNMENT OF ASSAM**  
COMMISSIONERATE OF TAXES

**THE ASSAM VALUE ADDED TAX RULES, 2005**  
**FORM-2**  
[See Rule 13(1)]  
**APPLICATION FOR REGISTRATION**

To  
The Prescribed Authority,  
Superintendent of Taxes \* Of Circle 01 Guwahati-D

I Bhaskar das \*son of Avinash Das \* on behalf of the dealer carrying on business whose particulars are given below, hereby apply for registration under Section 23 \* of the Assam Value Added Tax Act, 2003.

01. Name and Style of Business\*  
Steel and Hardware

02. Full Address of place of Business\*  

Building name/No.	5	Area/Road*	G S Road
Locality/Market*	Ganeshguri	City/Town*	Guwahati
Pin Code*	781005	E-mail ID*	steelhardware@gmail.com
Telephone No.*	9865434567	Fax	9876567843

03. Status of Business(Put tick mark where applicable)\*  
Partnership

Windows taskbar: 15:30, 26-05-2015

Select an option in the registration processing by accessing officer window

The screenshot shows a web browser window with the following elements:

- Browser Address Bar:** <http://localhost:85/AssamTIMS/approvalDealer...>
- Page Header:** "GOVERNMENT OF ASSAM COMMISSIONERATE OF TAXES" with a logo and a map of Assam.
- Navigation:** "Home" link on the left and "Logout" link on the right.
- Main Content Area:**
  - Registration processing By Assessing Officer** (Section Header)
  - Any Remarks For The Dealer
  - Remarks:
  - 
  - Order Enquiry
  - Order Security Hearing For New Registration
  - Proceed For Final Approval
- (at the bottom of the form)

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Taskbar: Windows 7 taskbar with icons for Internet Explorer, File Explorer, VLC, Chrome, and others. System tray shows the time 15:34 and date 26-05-2015.

If there is any remark ,order enquiry, order security hearing for new registration officer will select preferred option and send an alert to the dealer, else the officer directly choose for final approval of the registration

# Contd.....

http://localhost:85/AssamTIMS/orderEnquiry.jsf Dept. of Sales Tax Commissionerate of Taxes

GOVERNMENT OF ASSAM  
COMMISSIONERATE OF TAXES

Home Logout

### Order Enquiry

TC No./RC No.

Firm Name.

ACT Name.

### Enquiry Order

Hearing Date\*

Hearing Time [HH:MM AM/PM]\*

Remarks\*

Enquiry Order Date	Enquiry Date	Conducted By	Status	Details
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15:35  
26-05-2015

(Order Enquiry ) Alert

# Contd....

The screenshot shows a web browser window with the following details:

- Address bar: `http://localhost:85/AssamTIMS/adminSecurityC`
- Page Title: `Dept. of Sales Tax`
- Page Subtitle: `Commissionerate of Taxes`
- Header: **GOVERNMENT OF ASSAM**  
**COMMISSIONERATE OF TAXES**
- Navigation: [Home](#) | [Logout](#)

The main content area is titled **Security Order Processing** and contains the following form fields:

- TC No./RC No.:
- Security Category\*:
- Firm Name.:
- ACT Name.:
- Balance Security(Rupees).:

Below this is the **Security Hearing Order** section with the following fields:

- Proposed Security Amount (Rs):
- Hearing Date\*:
- Hearing Time [HH:MM AM/PM]\*:
- Remarks\*:
- Send Reminder Notice To Dealer:

At the bottom of the form are **SAVE** and **CANCEL** buttons. The Windows taskbar at the bottom shows the system tray with the time **15:35** and date **26-05-2015**.

Security order processing alert



# Contd....

The screenshot shows a web browser window with the following details:

- Address bar: <http://localhost:85/AssamTIMS/finalApprovalSc>
- Page Title: Dept. of Sales Tax
- Page Subtitle: Commissionerate of Taxes
- Header: GOVERNMENT OF ASSAM, COMMISSIONERATE OF TAXES
- Navigation: Home, Logout
- Form Title: Final Approval For New Registration
- Form Fields:
  - TC No./RC No.: 260520158
  - Firm Name: Steel and Hardware
  - ACT Name: VAT
- Section: Approval/Rejection Details
- Table:

Date of Liability of Registration*	01/05/15
Effective Date of Registration*	30/04/15
First Year Tax Payable Date	01/05/15
No. Of Branch RCs*	1
Remarks*	Approved
- Buttons: Approve, CANCEL
- Footer: Copyright © Commissionerate of Taxes, Govt. of Assam, 2010. Disclaimer. Last updated on 7 th October 2010
- Taskbar: Windows 7 taskbar with various application icons and system tray showing 15:36 on 26-05-2015.

Final approval alert

# After Final approval 11 digit registration number will be generated



The screenshot shows a web browser window with the following details:

- Address bar: <http://localhost:85/AssamTIMS/DealerFinalAppr>
- Page Title: Dept. of Sales Tax
- Page Subtitle: Commissionerate of Taxes
- Header: GOVERNMENT OF ASSAM, COMMISSIONERATE OF TAXES
- Image: A map of Assam and a photograph of a rural scene with a water buffalo and people.
- Message Box:
  - Title: Registration Successfully Done
  - Registration Number: 18710041971
  - Firm Name: Steel and Hardware
  - Act: The Assam Value Added Tax Act, 2005
  - Button: Ok
- Footer: Copyright © Commissionerate of Taxes, Govt. of Assam, 2010. [Disclaimer](#)  
Last updated on 7 th October 2010



Thank you...