USER MANUAL FOR E-AMENDMENT APPLICATION

REGISTRATION

1. Visit to http://comtaxup.gov.in/comtaxdealer/default.aspx Click on Register.
2. Fill your registered TIN, PAN, Email & Mobile Number. Click on register dealer. (You can also register with Un-registered Email Id or Mobile Number. In this case this will be treated as amendment in Email & Mobile Number & Registration Application for Online Services.)
3. A pop-up window will be open, take print out of this Registration Application form fill & Sign it.
4. Submit it to the corresponding Commercial tax office.
5. After approval of this application, you will get a OTP(One time password). Using this OTP & TIN you can login.

   Note: Please Submit the Registration Application form to the Commercial taxes office within 7 days of Application.

LOGIN

1. Visit to http://comtaxup.gov.in/comtaxdealer/default.aspx.
2. Enter your TIN & Password click on login.

FORGOT PASSWORD

1. Visit to http://comtaxup.gov.in/comtaxdealer/default.aspx. Click on forgot password.
2. Enter your TIN & PAN. Click on Send Password. This will reset your password & send your password to your email & Mobile Number.

E-AMENDMENT APPLICATION

1. Visit to http://comtaxup.gov.in/comtaxdealer/default.aspx. Login with valid credentials.
2. After successful login, you will be on Home page or My page. Click on E-amendment application at top left box.
3. Select Application for amendment from first dropdown.
4. Fill all the details on this page.
5. Select only those checkboxes for which you want to apply for amendment. You can select one or more checkboxes.
6. After successful submission, an application reference number will be provided to you. Click on pending application.

7. Select your application reference number from first drop down, Click on Submit. It will enable all those links for which you had applied for amendment in step 5.
8. Click on each link one by one, fill details & Click on Save. A message will be displayed.
9. After filling all the details for each head, Click on Save Application. This will give an alert message whether all the information for each head is saved or not.
10. If all the information for each head is saved, it will enable the confirm application button.
11. Click on confirm application button. It will open a confirmation box. If you are sure about the details filled Click on Ok otherwise Click on Cancel. Once you confirmed the Application, you cannot make changes in the details.
12. If you confirmed your application in step 11. Now you have to upload documents. Click on Upload documents. This will open a pop-up window.
13. Fill your PAN, Click on Submit Button. It will display the list of amendment heads in first dropdown. Select a head from first dropdown.
14. Select a document from the second dropdown & Upload your documents.
15. Upload required documents against all the heads. Once you upload all the documents Click on Finally Submit My Application. Now your application is submitted for Amendment.

Note: You have to complete the Steps From Step 7 to Step 15 within the 7 days of Step 6.

APPLICATION STATUS

1. Visit to http://comtaxup.gov.in/comtaxdealer/default.aspx. Login with valid credentials.
2. Click on Application Status. Select Application Reference Number, Click on Submit button.
3. It will display the status of the Selected Application.

CHANGE PROFILE

1. Visit to http://comtaxup.gov.in/comtaxdealer/default.aspx. Login with valid credentials.
2. Click on Change profile, here you can update your email id & Mobile Number.

Note: These Changes in Email Id & Mobile Number will be changed only in login credentials.

CHANGE PASSWORD

1. Visit to http://comtaxup.gov.in/comtaxdealer/default.aspx. Login with valid credentials.
2. Click on Change password.
3. Enter your current password, Enter New Password & Re-type your new password. Click on change password.

 Note: Please follow the password policy while changing the password.