



DEALER USER GUIDE

E-REGISTRATION

Introduction

The e-Registration process explained in this guide is to be used only by following process :

1. Those dealers who do not yet have a Tax Identification Number (TIN)
2. Dealers who already have a TIN in VAT Tax type can log onto our website, <http://www.rajtax.gov.in> and apply for Other tax types like CST / ET /LT.

E-registration is designed to enable dealer to register online. Anyone with internet facilities will be able to register for a TIN from anywhere, on the Commercial Tax web portal, <http://www.rajtax.gov.in>.

1. New Registration (Those dealers who do not yet have a Tax Identification Number (TIN))

Through the facility of New E-Registration, any dealer of Rajasthan can fill and submit his Form VAT-01 for registration to the website of Commercial Taxes Department, Rajasthan.

- Click Internet Explorer icon. The browser will appear. Other browsers like Firefox and chrome are also supported.
- Type the URL <http://rajtax.gov.in/> in the address bar
- Once the website is connected, the RajTax Home page will appear as shown below in *Figure 1*.
- On the left hand corner (left menu) of the Home page there is an *e-Registration* link under *e-Services*. Click on this link.

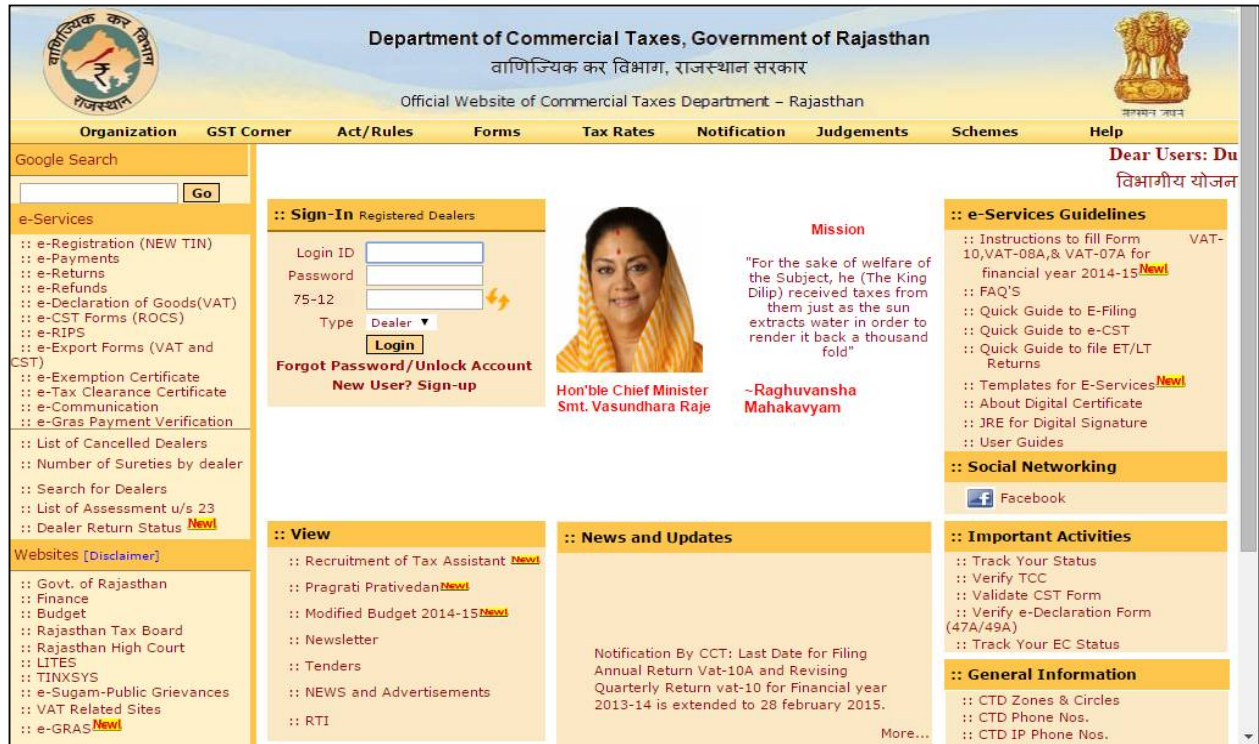


Figure 1: Website home page

After clicking on e-Registration, a new screen as shown in Figure 2 will open.

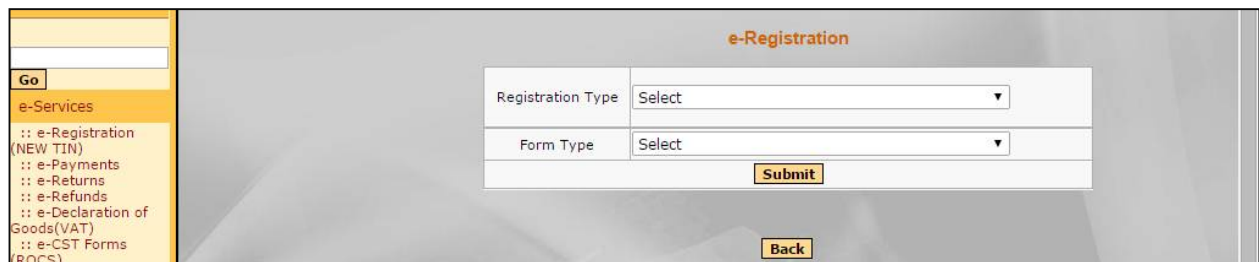


Figure 2: e-Registration selection

Select 'Registration Type' and 'form Type' from the dropdown list as shown in Figure 3 and Figure 4 below.

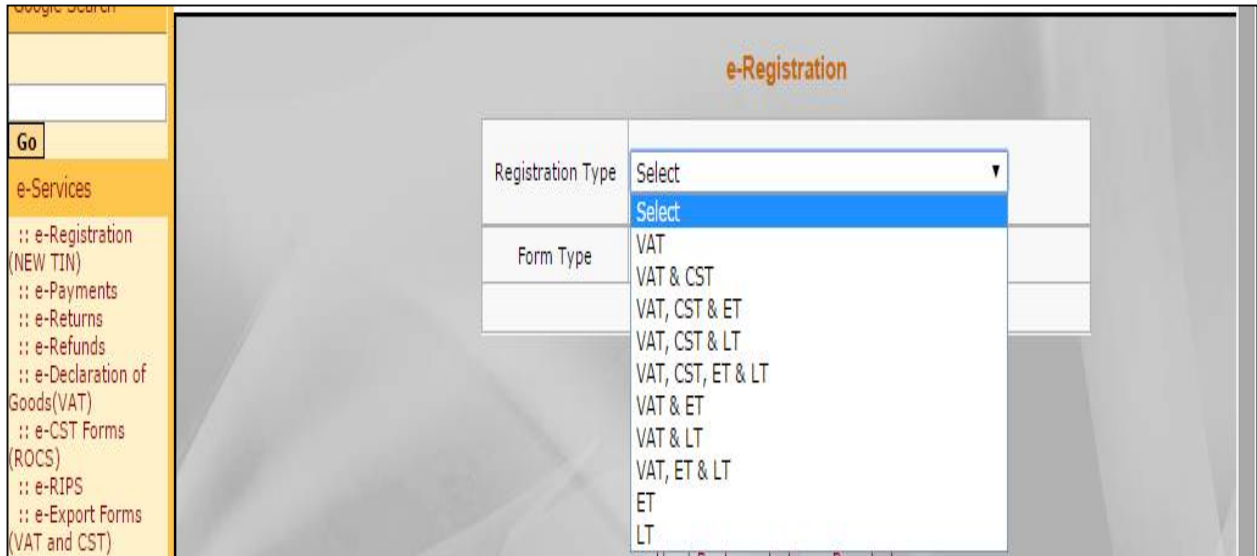


Figure 3: Registration Type selection

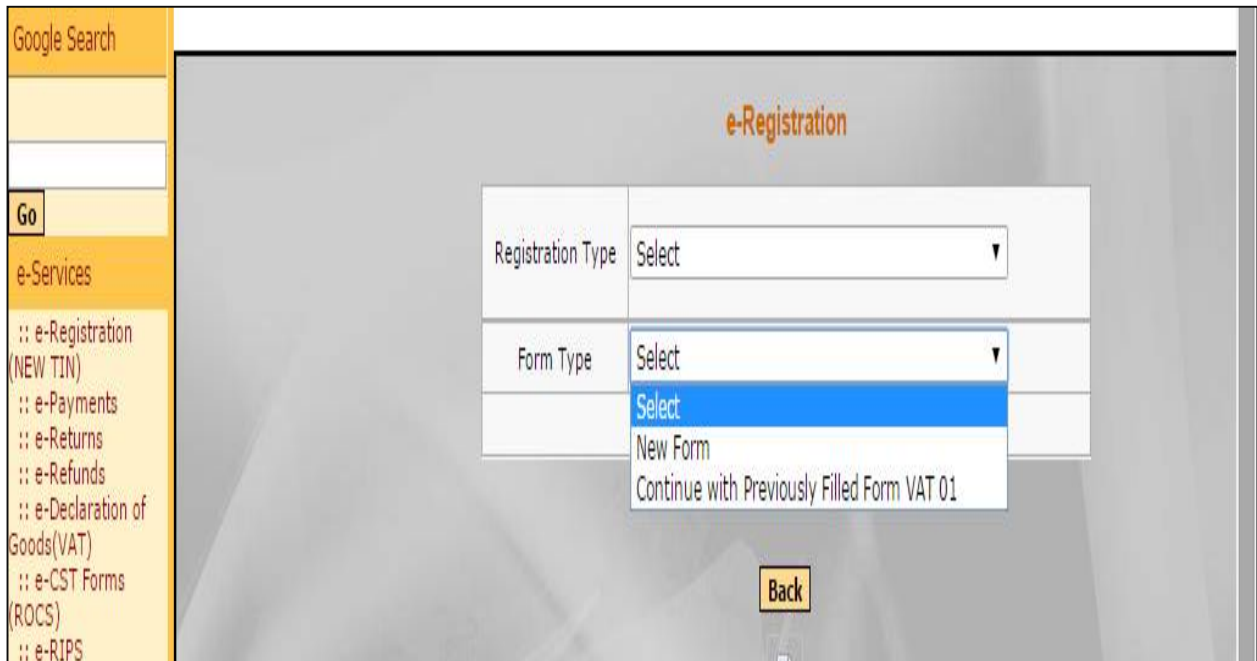


Figure 4: Form Type selection

1.1 E-Registration (Form VAT-01A) Screen Dealer Details:

On selection of registration type and form type, a new screen will open as shown in *Figure 5*.

Form VAT-01
[See Rule 12 (2)]
Application for e-Registration

Dealer Details | Commodity & Constitution | Proprietor-Partner | Other Business | Closed Business | Surety/Security-Bank | Branches-Addl Places | Business Manager | CST Details | CST Additional D

1. Name of Dealer* Whether Non Resident Dealer Yes No

2. Address of the Principal place of business

| | |
|--|--|
| (i), Building No./Name <input type="text"/> | (ii), Area* <input type="text"/> |
| (iii), Town/City* <input type="text"/> | (iv), District* <input type="text"/> |
| (v), State* <input type="text" value="Rajasthan"/> | (vi), Pin Code <input type="text"/> |
| (vii), Email ID* <input type="text"/> | (viii), Alternate Email ID (if any) <input type="text"/> |
| (ix), Mobile Number* <input type="text"/> | (x), Telephone Number(if any) <input type="text"/> |
| (xi), FAX No.(if any) <input type="text"/> | |

3. Permanent Account Number (PAN)*

4. Date of commencement of business

| | | |
|--|----------------------|--------------------------|
| (a). The Rajasthan Value Added Tax Act,2003* | <input type="text"/> | <input type="checkbox"/> |
| (b). The Central Sales Tax Act,1956* | <input type="text"/> | <input type="checkbox"/> |
| (c). The Rajasthan Tax into Entries of Goods into Local Areas Act,1999* | <input type="text"/> | <input type="checkbox"/> |
| (d). The Rajasthan Tax on Luxuries(in hotels and lodging houses) Act,1990* | <input type="text"/> | <input type="checkbox"/> |

5. Date from which liable to be registered

| | | |
|--|----------------------|--------------------------|
| (a). The Rajasthan Value Added Tax Act,2003* | <input type="text"/> | <input type="checkbox"/> |
| (b). The Central Sales Tax Act,1956* | <input type="text"/> | <input type="checkbox"/> |
| (c). The Rajasthan Tax into Entries of Goods into Local Areas Act,1999* | <input type="text"/> | <input type="checkbox"/> |
| (d). The Rajasthan Tax on Luxuries(in hotels and lodging houses) Act,1990* | <input type="text"/> | <input type="checkbox"/> |

6. Actual value of goods purchased, stock receipt of goods in the year upto the of submission of the application*

7. Whether opting for payment of tax u/s 3(2)* Yes No

| | |
|--|---|
| 7(i). Whether intends to sale exempted goods* | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 7(ii). Whether intends to opt to pay tax in lump sum u/s 5* | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 7(iii). Whether intends to sale goods taxable at first point in the series of sales and goods have suffered tax at the said first point* | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 7(iv). Whether intends to sale goods taxable at maximum retail price and such goods have suffered tax at maximum retail price* | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 7(v). Whether intends to opt for exemption in lieu of tax u/s 8(3)* | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 7(vi). Whether dealer also intends to sale goods other than those mentioned above in (i) to (v)* | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

8. Nature of Business

| | |
|--|--------------------------------------|
| Business Type* <input type="text" value="Select"/> | Other Business* <input type="text"/> |
| <input type="button" value="Add"/> | |

| | | |
|--------|---------------|----------------|
| Delete | Business Type | Other Business |
|--------|---------------|----------------|

(i) If Manufacturer (As defined by sub section(1) of section 7 of the Micro, Small and Medium Enterprises Development Act , 2006) Small M

Figure5: Dealer details under VAT01

Form VAT-01 will open for the dealers to fill in the entries for registration. If dealer want to return to Home Page without saving the data then click on "Return on Home Page" button. Click on "Save & Next" button after filling the data required on Dealer Details tab and proceed.

After dealer click on "Save & next" button a transaction id will be generated in another pop up window for the dealer as *Figure 6*. This transaction id will be required if dealer want to check is e-Registration application status and if Dealer is asked by Registration Authority for any rectification in his application.

Note: Dealer should always note down the generated transaction id.

| SR No. | Label | Action to be performed |
|--------|--|--|
| 1 | Name of Dealer | Enter Firm Name |
| 2 | Whether Non Resident Dealer | Select whether dealer is resident or not |
| 3 | Principal place of Business | Enter address of chief place of business |
| 4 | PAN | Enter Permanent Account Number |
| 5 | Date of commencement of business | Select date of commencement of date |
| 6 | Date from which liable to be registered | Select date from which dealer is liable to be registered |
| 7 | Actual value of goods purchased, stock receipt of goods in the year up to the of submission of the application | Enter the value if Tax Type is selected "ET" |
| 8 | Dealer Type | Select dealer Type |
| 9 | Business Type | Select nature of business |

| SR No. | Button | Description |
|--------|---------------------|---|
| 1 | Return to Home page | Click if you want to return to home page without saving. |
| 2 | Save & Next | Click to save data of Dealer Details page and go to next page |

5. Date from which liable to be registered

(a) The Rajasthan Value Added Tax Act, 2003*

(b) The Central Sales Tax Act, 1956*

(c) The Rajasthan Tax into Entries of Goods into Local Areas Act, 1999*

(d) The Rajasthan Tax on Luxuries (in hotels and lodging houses) Act, 1990*

6. Actual value of goods purchased, stock receipt of goods in the year upto the of the submission of the application*

7. Whether opting for payment of tax u/s 3(2)* Yes No

7(i). Whether intends to sale exempted goods* Yes No

7(ii). Whether intends to opt to pay tax in lump sum u/s 3(2)* Yes No

7(iii). Whether intends to sale goods taxable at first p... Yes No

7(iv). Whether intends to sale goods taxable at maxim... Yes No

7(v). Whether intends to opt for exemption in lieu of ta... Yes No

7(vi). Whether dealer also intends to sale goods other... Yes No

8. Nature of Business

Business Type* Other Business*

| Delete | Business Type | Other Business |
|------------------------|---------------|----------------|
| Delete | MANUFACTURER | |

(i) If Manufacturer (As defined by sub section(1) of section 7 of the Micro, Small and Medium Enterprises Development Act , 2006) Small M...

Message from webpage


 Your data has been saved successfully. The transaction Id is jjFpSiC. Please keep a note of the transaction id for future reference.

Figure6: transaction id popup

Important Note

Your transaction Id is : "jjFpSiC". Please note it down. This number is very important for further processing of your e-Registration Application. Please click on the main form to continue.

1.2 Commodity & Constitution Details:

Here you need to fill your Commodities in which you deal in and your Constitution of Business as *Figure7*.

Figure7: Commodities and constitution of business

| SR No. | Label | Action to be performed |
|--------|--------------------------------|--|
| 1 | Intend to Purchase – Commodity | Select commodity in which with during purchase |
| 2 | Intend to Sale – Commodity | Select commodity in which with during sale |
| 3 | Constitution of Business | Select constitution of business |

| SR No. | Button | Description |
|--------|---------------------|--|
| 1 | Return to Home page | Click if you want to return to home page without saving. |
| 2 | Previous | Click to go on previous page |

| | | |
|---|------|-----------------------------|
| 3 | Save | Click to save the page data |
| 4 | Next | Click to go on next page |

1.3 Proprietor/Partner Details:

Enter your proprietor or partner details as *Figure 8*

Form VAT-01
[See Rule 12 (2)]
Application for e-Registration

Dealer Details | Commodity & Constitution | **Proprietor-Partner** | Other Business | Closed Business | Surety/Security-Bank | Branches-Addl Places | Business Manager | CST Details | CST Additional De

11. Particulars of the proprietor/partners/directors/Karta/Trustees/Members of the governing body/authorised signatory:

Particulars

(i) Full Name*

(ii) Father's/Husband's Name*

(iii) Date of Birth

(iv) Status*

(v) Extent of interest (%)

(vi) Permanent Address

a. Building No./Name

b. Area*

c. Town/City*

d. District*

e. State*

f. Pin Code

g. Mobile Number*

h. FAX No.(if any)

(vii) Present Address

Do you want to copy your Permanent Address to your Present Address? Yes No

a. Building No./Name

b. Area*

c. Town/City*

d. District*

e. State*

f. Pin Code

g. Mobile Number*

h. FAX No.(if any)

(vii) Telephone Number(s) (if any)

(viii) Permanent Account Number (PAN)

(ix) Email ID(if any)

(x) Details (including address) of all immovable property owned by or in which the person has interest / joint interest

| Delete | Full Name | Father's/Husband's Name | Date of Birth | Status | Extent Interest | Pan No. | Details c |
|--------|-----------|-------------------------|---------------|--------|-----------------|---------|-----------|
| | | | | | | | |

Permanent Address

| Room No. | Area | Town/City | District | State | Pin Code | Mobile Number | Telephone Number | FAX No. |
|----------|------|-----------|----------|-------|----------|---------------|------------------|---------|
| | | | | | | | | |

Figure8: proprietor or partner details

| SR No. | Label | Action to be performed |
|--------|-------------------------|---|
| 1 | Full Name | Enter Full name as per the constitution of business |
| 2 | Father's/Husband's Name | Enter Father's or Husband's Name |
| 3 | Date of Birth | Enter your Date of Birth |

| | | |
|----|---|---|
| 4 | Status | Select the status of constitution of business |
| 5 | Extent of interest (%) | Enter the extent of interest in business |
| 6 | Permanent Address | Enter Permanent address |
| 7 | Telephone Number | Enter telephone number |
| 8 | PAN | Enter PAN |
| 9 | Email Id | Enter Email Id |
| 10 | Details (including address) of all immovable property owned by or in which the person has interest/joint interest | Enter details of all immovable property owned by or in which you have interest/joint interest |

| SR No. | Button | Description |
|---------------|---------------------|--|
| 1 | Return to Home page | Click if you want to return to home page without saving. |
| 2 | Previous | Click to go on previous page |
| 3 | Save | Click to save the page data |
| 4 | Next | Click to go on next page |

1.4 Other Business:

Enter your other business details if any as *Figure 9*

Form VAT-04
[See Rule 12 (2)]
Application for e-Registration

Dealer Details | Commodity & Constitution | Proprietor-Partner | **Other Business** | Closed Business | Surety/Security-Bank | Branches-Add Places | Business Manager | CST Details | CST Additional D

(xi) Particulars of interest in any other business (es), if any.

a. Partner/Director Name *

b. Name of other business *

c. Address

1. Building No./Name

2. Area *

3. Town/City *

4. District *

5. State *

6. Pin Code

7. Mobile Number *

8. FAX No.(if any)

d. TIN

e. CST No.

f. Nature of interest in the business

g. Extent of interest (%)

| Delete | Partner/Director Name | Name of other business | TIN | CST No. | Nature of interest in the business |
|--------|-----------------------|------------------------|-----|---------|------------------------------------|
| | | | | | |

Address

| Room No. | Location | Town/City | District | State | Pin Code | Mobile Number |
|----------|----------|-----------|----------|-------|----------|---------------|
| | | | | | | |

Figure9: Other Business details

| SR No. | Label | Action to be performed |
|--------|------------------------------------|---|
| 1 | Partner/Director Name | Enter Partner or Director's Name |
| 2 | Name of Other Business | Enter Name of other business which you have |
| 3 | Address | Enter the other business address |
| 4 | TIN | Enter TIN of that business |
| 5 | CST No. | Enter the CST number if any for that business |
| 6 | Nature of interest in the business | Enter Nature of interest in that business |

| SR No. | Button | Description |
|--------|---------------------|--|
| 1 | Return to Home page | Click if you want to return to home page without saving. |
| 2 | Previous | Click to go on previous page |
| 3 | Save | Click to save the page data |
| 4 | Next | Click to go on next page |

1.5 Closed Business:

Enter your closed business details if any as *Figure 10*

Form VAT-01
[See Rule 12 (2)]
Application for e-Registration

| | | | | | | | | | |
|----------------|--------------------------|--------------------|----------------|------------------------|----------------------|---------------------|------------------|-------------|------------------|
| Dealer Details | Commodity & Constitution | Proprietor-Partner | Other Business | Closed Business | Surety/Security-Bank | Branches-Add Places | Business Manager | CST Details | CST Additional D |
|----------------|--------------------------|--------------------|----------------|------------------------|----------------------|---------------------|------------------|-------------|------------------|

(xii) Particulars of interest in any other closed business(es)

| | | |
|---------------------------------------|----------|----------------------|
| a. Partner/Director Name * | Select ▼ | |
| b. Name of other business * | | <input type="text"/> |
| c. Address | | |
| 1. Building No./Name | | <input type="text"/> |
| 3. Town/City * | | <input type="text"/> |
| 5. State * | Select ▼ | |
| 7. Mobile Number(if any) | | <input type="text"/> |
| 2. Area * | | <input type="text"/> |
| 4. District * | | <input type="text"/> |
| 6. Pin Code | | <input type="text"/> |
| 8. FAX No.(if any) | | <input type="text"/> |
| d. R.C. No. | | <input type="text"/> |
| f. Nature of interest in the business | | <input type="text"/> |
| e. Date of closure * | | <input type="text"/> |
| g. Extent of interest (%) | | <input type="text"/> |

| Delete | Partner/Director Name | Full Name | R.C. No | Date of closure | Nature of interest in the business |
|--------|-----------------------|-----------|---------|-----------------|------------------------------------|
| | | | | | |

Address

| Room No. | Location | Town/City | District | State | Pin Code | Mobile Number |
|----------|----------|-----------|----------|-------|----------|---------------|
| | | | | | | |

Figure10: Closed Business details

| SR No. | Label | Action to be performed |
|---------------|------------------------------------|---|
| 1 | Partner/Director Name | Enter Partner or Director's Name |
| 2 | Name of Other Business | Enter Name of other business which you have |
| 3 | Address | Enter the other business address |
| 4 | TIN | Enter TIN of that business |
| 5 | CST No. | Enter the CST number if any for that business |
| 6 | Nature of interest in the business | Enter Nature of interest in that business |

| SR No. | Button | Description |
|---------------|---------------------|--|
| 1 | Return to Home page | Click if you want to return to home page without saving. |
| 2 | Previous | Click to go on previous page |
| 3 | Save | Click to save the page data |
| 4 | Next | Click to go on next page |

1.6 Surety / Security And Bank Details:

You have to enter either of surety or security details as *Figure 11*:

1. **Surety Details** – TIN of two registered dealers in VAT.
2. **Security Details** – You have to enter cash details, NSC details or Bank guarantee (If you are opting for registration in CST and ET along with VAT then a minimum of rupees 10,0000 for each tax type should served).
3. **Bank Details** – Enter bank details in which you have any account

Form VAT-01
[See Rule 12 (2)]
Application for e-Registration

Dealer Details | Commodity & Constitution | Proprietor-Partner | Other Business | Closed Business | **Surety/Security-Bank** | Branches-Addl Places | Business Manager | CST Details | CST Additional Details | Acknowledgement

12. Details of surety/security bond

A. In case of surety

I. Name of the business of I surety* TIN*

II. Name of the business of II surety* TIN*

B. In case of security is furnished by cash /NSC, detail thereof

Security Type*

Tax Type*

Receipt No.*

Date of Security*

Name of Bank*

Amount*

Date of Maturity

| Delete | Security Type | Name of Bank | Receipt No. | Amount | Date of Security | Date of Maturity |
|--------|---------------|--------------|-------------|--------|------------------|------------------|
| - | | | | | | |

C. In Case of security furnished by Bank Guarantee, details thereof

1. Amount of Bank Guarantee*

2. Bank Guarantee From Date*

3. Bank Guarantee To Date*

4. Name of Bank*

5. Name and Address of Branch*

13. Information regarding Bank*

1. Name of Bank*

2. Name and Address of Branch*

3. Account No.*

4. Bank IFSC Code*

Figure 11: Surety/Security & bank details

| SR No. | Label | Action to be performed |
|--------|------------------------------|---|
| 1 | Name of business of I surety | Enter TIN of I registered dealer for surety details |

| | | |
|---|-------------------------------|---|
| 2 | Name of business of II surety | Enter TIN of II registered dealer for surety details |
| 3 | Security Details | Select the type of security you want to provide or enter bank guarantee details |
| 4 | Bank Guarantee | Enter Bank Guarantee |
| 5 | Bank Details | Select bank details in which you have the account |

| SR No. | Button | Description |
|--------|---------------------|--|
| 1 | Return to Home page | Click if you want to return to home page without saving. |
| 2 | Previous | Click to go on previous page |
| 3 | Save | Click to save the page data |
| 4 | Next | Click to go on next page |

1.7 Branch & Additional Place of Business:

If you have any additional branches of business then its details are entered as *Figure 12*.

Form VAT-01
[See Rule 12 (2)]
Application for e-Registration

Dealer Details | Commodity & Constitution | Proprietor-Partner | Other Business | Closed Business | Surety/Security-Bank | **Branches-Add Places** | Business Manager | CST Details | CST Additional D

14,15Details of Branch(es)/ Additional Place(s) of Business

Name of the business*

Type of Business Place* Other type of business place

Address

a. Building No./Name

b. Area*

c. Town/City*

d. District*

e. State*

f. Pin Code

g. Email ID(if any)

h. Telephone Number(s) (if any)

i. FAX No.(if any)

| Delete | Full Name | Type | Other type | TIN | CST No. | Room No. | Location | Town/City | District | State | Pin Code | Telephone Number |
|--------|-----------|------|------------|-----|---------|----------|----------|-----------|----------|-------|----------|------------------|
| | | | | | | | | | | | | |

Figure12: Surety/Security& bank details

| SR No. | Label | Action to be performed |
|--------|------------------|--|
| 1 | Name of business | Enter business branch Name |
| 2 | Type of business | Select type of business whose branch is this |
| 3 | Address | Enter address of branch |

1.8 Business Manager :

Business Manager Details are to be filled as *Figure 13*. You have to submit Form VAT-02 for Manager Details if any.

Figure13: Business Manager Details

| SR No. | Label | Action to be performed |
|--------|--------------------------|-----------------------------------|
| 1 | Name of Business Manager | Enter Name of business Manager |
| 2 | Address | Enter address of business manager |

| SR No. | Button | Description |
|--------|---------------------|--|
| 1 | Return to Home page | Click if you want to return to home page without saving. |
| 2 | Previous | Click to go on previous page |
| 3 | Save | Click to save the page data |
| 4 | Next | Click to go on next page |

1.9 CST Details:

If you are applying VAT and CST together, you need to fill the CST details as *Figure 14*

Figure14: CST Details

| SR No. | Label | Action to be performed |
|--------|---|---------------------------------|
| 1 | Type of Registration | Select Type of Registration |
| 2 | Details of Goods ordinarily purchased by the dealer in interstate trade | Enter the commodity deal in CST |

1.10 CST Additional Details :

You need to fill the CST Additional details as *Figure 15*:

Form VAT-01
[See Rule 12 (2)]
Application for e-Registration

Dealer Details | Commodity & Constitution | Proprietor-Partner | Other Business | Closed Business | Surety/Security-Bank | Branches-Add Places | Business Manager | CST Details | CST Additional D

The business is *

| | | | |
|--------|--------|--------|----------------------|
| Wholly | Select | Others | <input type="text"/> |
| Mainly | Select | Others | <input type="text"/> |
| Partly | Select | Others | <input type="text"/> |

| | | |
|---------------------------------------|----------------------|-------|
| <input type="button" value="Delete"/> | Partly Business Type | Other |
|---------------------------------------|----------------------|-------|

Particulars relating to registration licence, permission etc.issued under any law for the time being in force, of the dealer

Chamber of Commerce ,Trade Association or Commercial Body of which Dealer is Member

Accounting Language* Select

| | | | |
|-----------------------------------|----------------------|------------------------|----------------------|
| Name of Applicant in Full* | <input type="text"/> | Applicant Father Name* | <input type="text"/> |
| Status in Relation to the Dealer* | Select | Account Sale* | Select |
| First Inter State Sale Date | <input type="text"/> | Account From* | Select |
| Calendar Followed* | Select | | |

Figure15: CST Additional Details

| SR No. | Label | Action to be performed |
|---------------|---|---|
| 1 | Business Type | Select Business Type for CST |
| 2 | Particulars relating to registration license, permission etc, issued under any law for the time being in force, of the dealer | Enter the value |
| 3 | Chamber of Commerce ,Trade Association or Commercial Body of which Dealer is Member | Enter the value |
| 4 | Accounting Language | Select Accounting Language |
| 5 | Name of Applicant in Full | Enter applicant Name |
| 6 | Applicant Father Name | Enter Applicant Father Name |
| 7 | Status in Relation to the Dealer | Select Status in Relation to the Dealer |
| 8 | First Inter State Sale Date | Select First Inter State Sale Date |
| 9 | Account Sale | Select period of account sale |
| 10 | Calendar Followed | Select Calendar Followed |
| 11 | Account From | Select Account From |

| SR No. | Button | Description |
|---------------|---------------------|--|
| 1 | Return to Home page | Click if you want to return to home page without saving. |
| 2 | Previous | Click to go on previous page |
| 3 | Save | Click to save the page data |
| 4 | Next | Click to go on next page |

1.11 Acknowledgement :

When you have completed the details in VAT01, click on submit button an acknowledgement receipt will be generated as shown below :

Form VAT-01
[See Rule 12 (2)]
Application for e-Registration

[Proprietor-Partner](#) |
 [Other Business](#) |
 [Closed Business](#) |
 [Surety/Security-Bank](#) |
 [Branches-Addl Places](#) |
 [Business Manager](#) |
 [CST Details](#) |
 [CST Additional Details](#) |
 [Acknowledgement](#)

Figure16: Acknowledgement

| SR No. | Button | Description |
|--------|---------------------|--|
| 1 | Submit | Click to submit the registration process |
| 2 | Previous | Click to go on previous page |
| 3 | Return to Home page | Click if you want to return to home page without saving. |

| Government of Rajasthan Commercial Taxes Department | |
|---|--------------------------|
| Acknowledgement Receipt | |
| Application received electronically for VAT Registration (Form VAT 01) under Rule 12 (2) | |
| Application Receipt No. for VAT: | 999-00642-027 |
| Application Receipt No. for CST: | 999-00642-028 |
| Application Receipt No. for Entry Tax: | 999-00642-029 |
| Application Receipt No. for Luxury Tax: | 999-00642-030 |
| Application Receipt Date: | 05/02/2015 |
| Name of Dealer : | DARSH GUPTA |
| Address of Chief Place of Business : | 123,JAIPUR,DELHI,256665. |
| CTD Registration Office Address | JAIPUR, |
| ::CLICK HERE TO VIEW VAT FORM-01A ::CLICK HERE TO VIEW CST FORM-A | |
| <input type="button" value="Print"/> <input type="button" value="Close"/> | |
| <p>Note:- Please submit the following documents to the CTD Registration office.</p> <ol style="list-style-type: none"> Duly Signed Acknowledgement receipt Affidavit for obtaining registration in Form VAT-01B Declaration of business manager in Form VAT-02 Copy of partnership deed, if any, memorandum and articles of association of a company, constitution deed of trust, association of persons or body of individuals, certified by the applicant Copy of resolution passed by Board of Directors, in case of a company and of governing body, in case of other entities, for authorisation of a person to file the application for registration certified by the applicant Signed photo duly attested by a gazetted officer or notary public of following:- <ol style="list-style-type: none"> Proprietor, in case of Proprietorship concern Every Partner, in case of Partnership firm Managing Director / Director or authorized signatory, in case of a Company Karta, in case of Hindu Undivided Family Authorised Signatory, in all other cases Copy of permanent account number allotted by the Income Tax Department Copy of rent deed alongwith rent receipt, electricity bill or water bill or own property documents, in support of address proof Duly cancelled blank cheque Surety Bond in Form VAT-64 OR Securities (NSC or Receipt for deposit of cash), if surety bond is not submitted Securities (NSC for Rs.2000 or SSI Certificate or Bank Guarantee), if surety bond is not submitted Signed Form A Challan for Rs 100 (for Chief Place of business and Rs 25 for each additional branch) has been produced along with an application or registration | |

Figure17: Acknowledgement receipt

You can use the acknowledgement number and transition ID to track the status of your application online.

Once your application is approved you will receive a SMS alert informing you that your transaction was successful.

1.12 Submit Required Documents :

Depending on the tax types selected during registration you are also required to submit the supporting documents by physically in your Registration office. Please quote the acknowledgement number at the front desk, when submitting the documents.

Note: 1) Application process is deemed complete only if you submit all the required documents.

2) If the application has been closed in between without generating the acknowledgement then “continue with previously Filled Form VAT 01” as shown in fig. 18 facility can be used available on rajtax portal. Please use the transaction ID to recover the previously filled form for this.

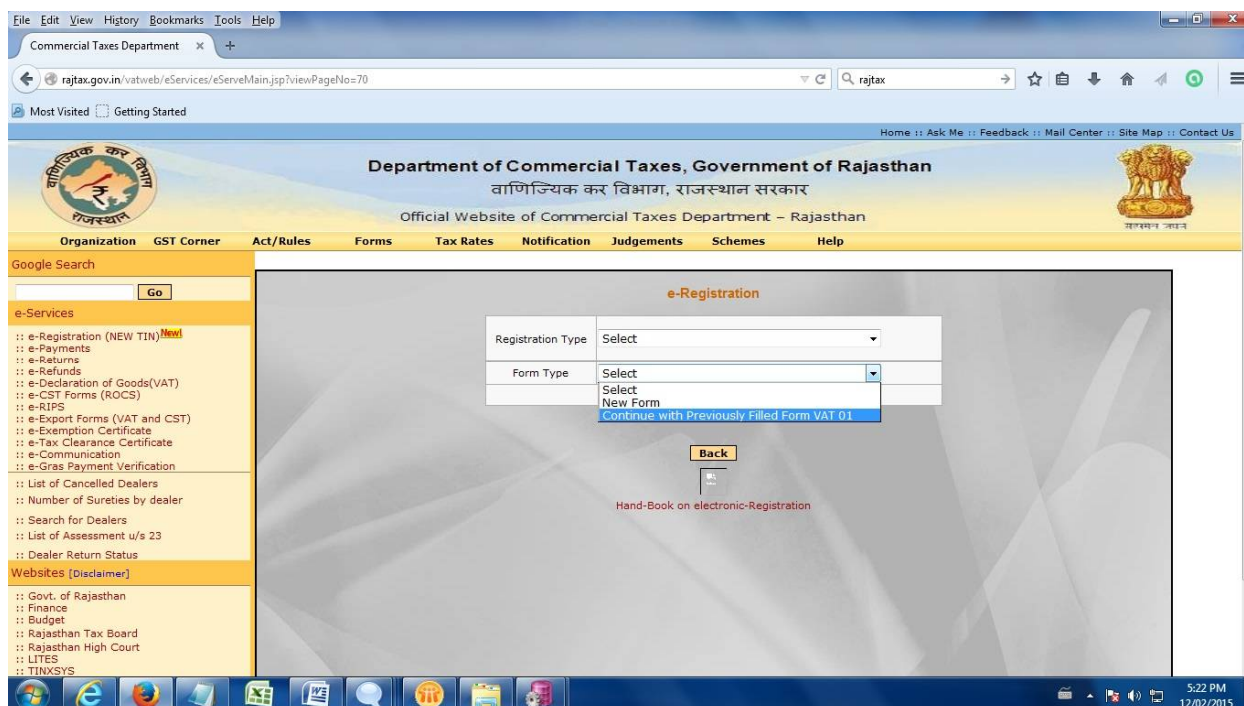


Figure18: Continue with previously filled VAT01

3) All the fields star marked (*) provided in above screenshots are mandatory and are needed to filled before submitting the application.

2. Dealer who already has a TIN in VAT Tax type and apply for other tax types like CST / ET /LT

Through the facility of E-Registration, any dealer who already has a TIN in VAT or VAT and CST of Rajasthan can fill and submit his Form VAT-01 for registration to the website of Commercial Taxes Department, Rajasthan.

- Click Internet Explorer icon. The browser will appear. Other browsers like Firefox and chrome are also supported.
- Type the URL **http://rajtax.gov.in/** in the address bar
- Once the website is connected, the RajTax Home page will appear as shown above in *Figure 1*.
- A dealer registered on the web site is required to login for the purpose of registration.
- On home page, enter the Login Id and Password as shown in *Figure1* above (for your login ID and password kindly refer to the 'New sign up guide').
- After login, on the left hand corner (left menu) of the Home page there is an **e-Registration-Application for opting new registration** link under **e-Services**. Click on this link as *Figure 18*.

The screenshot shows the 'Opting new e-Registration' page on the Department of Commercial Taxes website. The page header includes the department name and logo. The main content area contains a form with the following elements:

- Organization:** GST Corner, Act/Rules, Forms, Tax Rates, Notification, Judgements, Schemes, Help
- Google Search:** Search bar with 'Go' button and 'Last Login : 17/09/2014 16:42:27'.
- e-Services:**
 - Consent to use website of CTD
 - e-Registration
 - Application for permission to pay tax in lump sum
 - Status of certificate for payment of tax in lump sum
 - Application for opting new registration
 - Track Status
 - e-Communication
 - e-Payments
 - e>Returns
 - e-Refunds
 - Goods Declaration(VAT)
 - e-RIPS
 - e-Export Form (VAT and CST)
 - Online Exemption Certificate

The main form area is titled 'Opting new e-Registration' and contains:

| | |
|--|-------------|
| You are Registered into following Tax Type | VAT |
| 1 | |
| You are allow to opting for e-Registration : | SELECT |
| Sub | SELECT |
| | CST |
| | ET |
| | LT |
| | CST & LT |
| | CST & ET |
| | CST,ET & LT |
| | ET & LT |

Figure19: Opting New Registration

Select Tax Type or combination of tax type from the drop down combo for opting for new registration.

After submit the tax type, Form VAT01 will open with auto populate the data as *Figure 19*.

Form VAT-01
[See Rule 12 (2)]
Application for e-Registration

Dealer Details | Commodity & Constitution | Proprietor-Partner | Other Business | Closed Business | Surety/Security-Bank | Branches-Add Places | Business Manager | CST Details | CST Additional Details | Acknowledgement

1. Name of Dealer* Whether Non Resident Dealer Yes No

2. Address of the Principal place of business

| | | | |
|------------------------|--|-------------------------------------|--|
| (i). Building No./Name | <input type="text" value="NARAYAN NIWAS"/> | (ii). Area* | <input type="text" value="OPP. CITY PULSE"/> |
| (iii). Town/City* | <input type="text" value="JAIPUR"/> | (iv). District* | <input type="text" value="JAIPUR"/> |
| (v). State* | <input type="text" value="Rajasthan"/> | (vi). Pin Code | <input type="text" value="302004"/> |
| (vii). Email ID* | <input type="text"/> | (viii). Alternate Email ID (if any) | <input type="text"/> |
| (ix). Mobile Number* | <input type="text" value="9887173790"/> | (x). Telephone Number(if any) | <input type="text"/> |
| (xi). FAX No.(if any) | <input type="text"/> | | |

3. Permanent Account Number (PAN)*

4. Date of commencement of business

| | |
|--|---|
| (a). The Rajasthan Value Added Tax Act.2003* | <input type="text" value="03/09/2008"/> |
| (b). The Central Sales Tax Act.1956* | <input type="text" value="03"/> |
| (c). The Rajasthan Tax into Entries of Goods into Local Areas Act.1999* | <input type="text" value="03"/> |
| (d). The Rajasthan Tax on Luxuries(in hotels and lodging houses) Act.1990* | <input type="text" value="03"/> |

5. Date from which liable to be registered

| | |
|--|---|
| (a). The Rajasthan Value Added Tax Act.2003* | <input type="text" value="03/09/2008"/> |
| (b). The Central Sales Tax Act.1956* | <input type="text" value="03"/> |
| (c). The Rajasthan Tax into Entries of Goods into Local Areas Act.1999* | <input type="text" value="03"/> |
| (d). The Rajasthan Tax on Luxuries(in hotels and lodging houses) Act.1990* | <input type="text" value="03"/> |

6. Actual value of goods purchased, stock receipt of goods in the year upto the of submission of the application*

7. Whether opting for payment of tax u/s 3(2)* Yes No

7(i). Whether intends to sale exempted goods* Yes No

7(ii). Whether intends to opt to pay tax in lumps sum u/s 5* Yes No

7(iii). Whether intends to sale goods taxable at first point in the series of sales and goods have suffered tax at the said first point* Yes No

7(iv). Whether intends to sale goods taxable at maximum retail price and such goods have suffered tax at maximum retail price* Yes No

7(v). Whether intends to opt for exemption in lieu of tax u/s 8(3)* Yes No

7(vi). Whether dealer also intends to sale goods other than those mentioned above in (i) to (v)* Yes No

8. Nature of Business

Figure20: VAT01 Form

All details in form VAT01 will be disabling except the information for that tax type you have opt for new registration.

Note: After that all process will be same as 1.1 to 1.12 mentions above.