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VATMIS User Manual for VAT e-Registration

Module – Online VAT-Registration

Commercial Taxes Department

Government of Bihar, India

Tata Consultancy Services,
Biscomaun Tower

Floor – 13, Module – A4, Patna
Bihar – 800001

Version v04.00

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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 VAT Registration details of dealer given by the dealers in Form A-I format (That is prescribed by CTD) 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 Value Added 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 <https://biharcommercialtax.gov.in>.

The following page will appear as per figure shown below



Home Page of Commercial tax web site

Click on e-registration for online registration.

The screenshot shows the official website of the Commercial Taxes Department, Government of Bihar. The header features the department's logo on the left, the title 'Commercial Taxes Department GOVERNMENT OF BIHAR' in the center, and portraits of the Hon'ble Minister (Shri Bijendra Prasad Yadav) and Hon'ble Chief Minister (Shri Nitish Kumar) on the right. A navigation bar below the header contains links for 'About Us', 'Acts & Rules', 'Notifications', 'Tax Schedule', 'Tax Calendar', 'Forms', 'RTI', 'RTPS', and 'Help'. A banner below the navigation bar displays three messages: 'Important message regarding time limit for OUT to OUT transporters-SUVIDHA DVII.', 'New VAT Return templates which will be applicable from 04-Nov-15.', and 'Pro'. The main content area is titled 'e-Registration' and features a table with a single row labeled 'Type of Registration'. The table has a dropdown menu with the following options: 'Select', 'Select', 'Excel Upload Registration', and 'Online Registration Form'. The 'Online Registration Form' option is highlighted in blue. On the left side of the main content area, there is a vertical list of registration types: 'VAT Registration', 'CST Registration', 'Entry Tax Registration', 'Advertisement Tax Registration', 'Entertainment Tax Registration', 'Electricity Duty Tax Registration', 'Luxury Tax Registration', and 'Professional Tax Registration'.

e-Registration	
Type of Registration	<div>Select</div> <div>Select</div> <div>Excel Upload Registration</div> <div>Online Registration Form</div>

Online registration Page

Select online registration form from drop down list. as per above shown figure.

Home :: Feedback :: Site Map



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Shri Bijendra Prasad
Yadav
Hon'ble Minister



Shri Nitish Kumar
Hon'ble Chief Minister

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Order regarding Date Extension f

VAT Registration

CST Registration

Entry Tax Registration

Advertisement Tax Registration

Entertainment Tax Registration

Electricity Duty Tax Registration

Luxury Tax Registration

Professional Tax Registration

e-Registration


<input checked="" type="radio"/> Limited Company with Business Outside the State of Bihar
<input type="radio"/> Dealers with Place of Business in Patna or Muzaffarpur.
<input type="radio"/> Small Dealers(Turnover Less than 40 Lacs)
<input type="radio"/> Any Other Category
Select ▾
Submit Back

Online registration Page

Note: -select your criteria as per your requirement


Click on radio button -Limited Company with Business outside the State of Bihar

Home :: Feedback :: Site Map




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e regarding time limit for OUT to OUT transporters-SUVIDHA DVII. :: New VAT Return templates which will be applicable from 04-Nov-15. :: Provision for Dummy Statu

:: VAT Registration

:: CST Registration

:: Entry Tax Registration

:: Advertisement Tax Registration

:: Entertainment Tax Registration

:: Electricity Duty Tax Registration

:: Luxury Tax Registration


:: Professional Tax Registration

e-Registration

<input checked="" type="radio"/>	Limited Company with Business Outside the State of Bihar
<input type="radio"/>	Dealers with Place of Business in Patna or Muzaffarpur.
<input type="radio"/>	Small Dealers[Turnover Less than 40 Lacs]
<input type="radio"/>	Any Other Category
	Select ▾
	Select
	VAT Registration Form A-I
	Continue with Previously Filled VAT Form A-I

Select VAT Registration Form A-1.then click on submit button. After submit below mention screen will appear

Home :: Feedback :: Site Map




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About Us ▾ Acts & Rules ▾ Notifications ▾ Tax Schedule ▾ Tax Calendar ▾ Forms ▾ RTI ▾ RTPS ▾ Help ▾

download section of the website :: Important message regarding time limit for OUT to OUT transporters-SUVIDHA DVII. :: New VAT Return templates which will be app

:: VAT Registration
:: CST Registration
:: Entry Tax Registration
:: Advertisement Tax Registration
:: Entertainment Tax Registration
:: Electricity Duty Tax Registration
:: Luxury Tax Registration
:: Professional Tax Registration


Limited Company with Business Outside the State of Bihar


Please Select Commodity* Select

Please Select Circle* Select

Beverages
All types of cooked food
Foodgrains
Cereals
Milk Products
Consumer Durables
Fertilizer
Insecticides and pesticides
Seeds
Auto Parts
Tyres and Tubes
Battery
Motor Vehicles
Two Wheelers and Three Wheelers
Tractors
Computers
Information Technology Products
Wireless and Telecommunication equipments and devices
Country Liquor

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:: Concept Note on GST 
:: Stakeholder Consultation on GST 
:: Election Related Citizen Services
:: Govt. of Bihar



General Information

Check Posts
Phone Nos.
E-Mail Ids.
HelpDesk Nos.
Govt. Calendar

Commodity Select Page

Select commodity list form drop down list accordingly your Business. Circle will automatically populate. Accordingly your commodity.

Click on processed button. A window will be appeared as per below given picture.

VAT Form A-I
Application for Registration

Dealer Details | Person Details | Activities Commodities | Other Business | Branch Addresses | Bank Details | Manager Details

Name of Business* Test Registration Type* Regular
Owner Name* Test Owner's Father Name* Test

Address(Principal Place)
Room/Block/Fat No Building Name
Municipality No Street Name
Area/Locality* Test Town/City* Phulparas
District* Madhubani Circle* Jhanjharpur Circle
State* Bihar PIN Code 800002

Legal Status of Business
Constitution of Business* Firm If Any Other Status*

Nature of Business
Business Type* Select If Other Activities, Please Specify*
Add

Delete	Business Activity Name	If Other Activities, Please Specify
Delete	Wholesaler	

Dealer details Tab screen

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

Then complete details data entry for given page

Sr. No	Label Type	Action to be performed
1	Name of Business	Enter the name of Business
2	Registration Type	Select registration type from drop down list
3	Applicant Father Name	Enter the owner father name
4	Name of applicant	Enter the name of applicant who apply the registration form
5	Date of Birth	Select the date of birth from given calenderer
6	Block	Select the block from drop down list
9	District	District will automatically appear accordingly block
10	Circle	Circle name will automatically populate
11	State	State name will automatically populate
12	Full Address	Full address of owner
13	Pin code	Enter the Pin code
14	Mobile No	Enter the mobile No
15	Fax No	Enter the Fax no
16	Constitution of business	Select the Constitution of business from drop down list
17	Business type	Select the Business Type

Application for Registration													
Dealer Details		Person Details		Activities Commodities		Other Business		Branch Addresses		Bank Details		Manager Details	
Particulars of the proprietor/partners/directors/Karta/Trustees/Members of the governing body/authorised signatory													
Particulars													
Full Name*								Father's/Husband's Name*					
Age*								Status*				Select	
Extent of interest (%)													
Permanent Address													
Room/Block/Flat No								Building Name					
Municipality No								Street Name					
Area/Locality*													
Town/City*								District*					
PIN								State*				Select	
FAX No.(if any)								Telephone Number(if any)					
PAN (if any)								E-Mail Id					
Add													
Delete	Full Name	Father's/Husband Name	Age	Status	(%) of interest	Block No	Building Name	Munc No	Street				
Delete	test	test	47	Manager									

Person Details Tab

Complete detail data entry for Person details given page

Sr. No	Label Type	Action to be performed
1	Full Name	Enter the name of partner /owner/director
2	Father /Husband name	Father/Husband name of partner /owner/director
3	Date of birth	Select the date of birth form drop down list
4	Extent of interest	Enter the %
5	Status	Enter the status of business partner
6	District	Enter the name of District
7	Bank Name	Select the bank name from drop down list
8	Other bank name if any	Mention other bank name if not available in list
9	Branch name	Enter the branch name of bank
10	Account no	Enter the account no of owner
11	Pan no	Enter the Pan no of owner
12	Particulars relating to registration, license, permit etc	Mention license no and permit details of dealer


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[:: Test-2](#) [:: test](#) [:: asdd](#) [:: abc test](#) [:: xc2vxcvxcv](#) [:: TEST for NEW WAR](#)

VAT Form A-I
Application for Registration

[Dealer Details](#) | [Person Details](#) | [Activities Commodities](#) | [Other Business](#) | [Branch Addresses](#) | [Bank Details](#) | [Manager Details](#)

Commodities Dealt with

Commodity Name*	Select ▾	If Other Commodities, Please Specify	
Purpose *	Select ▾		

Delete	Commodity Name	Purpose	If Other Commodities, Please Specify
Delete	Petroleum jelly IP.	Purchase	

Activities Commodity Tab

Sr. No	Label Type	Action to be performed
1	Type of Registration	Select the type of registration obligatory/voluntary
2	Date of Liability	Enter the date of liability of dealer
3	Particulars of all immovable properties owned by all persons having interest in the business. *	Enter the immovable properties details
4	Name of commodity	Select the name of commodity from drop down list
5	Purpose to	Select sale/purchase/manufacture drop down list

Application for Registration

[Dealer Details](#) |
 [Person Details](#) |
 [Activities Commodities](#) |
 [Other Business](#) |
 [Branch Addresses](#) |
 [Bank Details](#) |
 [Manager Details](#)

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

Business Type*	Select ▼		
Name of other business*		Partner/Director Name*	test/Manager ▼

Address(Principal Place)

Room/Block/Flat No		Building Name	
Municipality No		Street Name	
Area/Locality*		Town/City*	
District*		State*	Select ▼
PIN		Telephone Number(if any)	
E-Mail Id		FAX No.(if any)	

TIN		CST No.	
Date Of Closure		Nature of interest in the business*	
Extent of interest (%)*			

Add

Address

Delete	Business Type	Name of Business	Partner Name	Block No	Building Name	Munc No	Street Name
Delete	Running	test	test/Manager				

◀ ▶

[Return To Home page](#) |
 [Previous](#) |
 [Save](#) |
 [Next](#)

Other Business Tab.

To make the detail data entry for other business details page and click on next page

Sr. No	Label Type	Action to be performed
1	Business Type	Enter the name of other business if available
2	Name of the business	Enter the firm name
3	Partner Name /Status	Enter the partner name
4	Full address	Full address of dealer
6	Block	Enter the name of block
7	District	Enter the name of District
8	State	Enter the state name
9	Tin no	Enter the VATTIN no of dealer
10	CST No	Enter the CST TIN no of dealer

Home :: Feedback :: Site Map



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GOVERNMENT OF BIHAR

[About Us](#) ▾
 [Acts & Rules](#) ▾
 [Notifications](#) ▾
 [Tax Schedule](#) ▾
 [Tax Calendar](#) ▾
 [Forms](#) ▾
 [RTI](#)
 [RTPS](#)
 [Help](#) ▾

d :: abc test :: xczvzxvcv :: TEST for NEW WAR :: File Return in Adv Tax :: VAT Reimbursement :: VATMIS e Services facility

VAT Form A-I
Application for Registration

[Dealer Details](#) |
 [Person Details](#) |
 [Activities Commodities](#) |
 [Other Business](#) |
 [Branch Addresses](#) |
 [Bank Details](#) |
 [Manager Details](#)

Details of branch/additional place(s) of business in state/India

Name*	Test	Type*	Residential Address ▾
Room/Block/Flat No		Building Name	
Municipality No		Street Name	
Area/Locality*		Town/City*	
District*		State*	Assam ▾
PIN		Telephone Number(if any)	
E-Mail Id		FAX No.(if any)	

Address

Branch Addl Places Tab.

Complete detail data entry for Branch-addl places

Sr. No	Label Type	Action to be performed
1	Branch Name	Enter the name of branch
2	Branch Type	Enter the Type of branch
3	District	Enter the name of District
4	Block	Enter the block name
5	State	Enter the state name
6	Pin Code	Enter the pin code
7	Email-id	Enter the email id branch
8	Phone /Fax no	Enter the phone and fax no of branch



Commercial Taxes Department

GOVERNMENT OF BIHAR

[About Us](#) | [Acts & Rules](#) | [Notifications](#) | [Tax Schedule](#) | [Tax Calendar](#) | [Forms](#) | [RTI](#) | [RTPS](#) | [Help](#)

[:: Test-2](#) | [:: test](#) | [:: asdd](#) | [:: abo test](#) | [:: xczvzxvxcv](#) | [:: TEST for NEW WAR](#) | [:: File Return in Adv Tax](#) | [:: VAT R](#)

VAT Form A-I

Application for Registration

[Person Details](#) | [Person Details](#) | [Activities Commodities](#) | [Other Business](#) | [Branch Addresses](#) | [Bank Details](#) | [Manager Details](#)

Type of Registration*	Voluntary	Date from which liable to be registered*	08/08/2018
Particulars of all immovable properties owned by all persons having interest in the business.			

Name & Bank account details

Bank Name*	Select	Other Bank Name if other	
Branch Name*	Select	Other Branch Name	
Account No.*		Account Type*	Select

[Add](#)

Delete	Bank Name	Branch Name	Account No.	Account Type
Delete	Andhra Bank	Patna, Patna	1234	Savings

Mobile Number*		FAX No.	
E-Mail Id			
Permanent Account Number (PAN)*		Particulars relating to registration, license, permit etc. granted under any other law	

[Return To Home page](#) | [Previous](#) | [Save](#) | [Next](#)

Business Manager Tab.

Enter the details of the business manager if Manger appointed.


Sr. No	Label Type	Action to be performed
1	Name	Enter the business manager name
2	Father/Husband name	Type here father/husband name
3	Details of relationship with dealer	Enter the relation ship with dealer.
4	District	Enter the name of District
5	State	Enter the state name
6	Pin Code	Enter the pin code
7	Phone /Fax no	Enter the phone and fax no of branch
8	Extent of interest in business	Enter the interest % in business if any
9	Date from which authorized to act as business.	Joining date of business manager

Application for Registration													
<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; padding-bottom: 2px;"> Dealer Details Person Details Activities Commodities Other Business Branch Addresses Bank Details Manager Details </div>													
Declaration of Business Manager													
Name of Business Manager*		Father's/Husband's Name											
Details of relationship with dealer													
Permanent Residential Address of Business Manager													
Room/Block/Flat No		Building Name											
Municipality No		Street Name											
Area/Locality*		Town/City*											
District*		State*	Select ▼										
PIN		Telephone Number(if any)											
E-Mail Id		FAX No.(if any)											
Present Residential Address of Business Manager													
Room/Block/Flat No		Building Name											
Municipality No		Street Name											
Area/Locality*		Town/City*											
District*		State*	Select ▼										
PIN		Telephone Number(if any)											
E-Mail Id		FAX No.(if any)											
Date from which authorized to act as Business Manager*													
Extent of interest in Business (%)		Status * Select ▼											
Add													
<table border="1" style="width: 100%; border-collapse: collapse; background-color: #f0f0f0;"> <thead> <tr> <th style="width: 10%;">Delete</th> <th style="width: 35%;">Business Manager</th> <th style="width: 20%;">Entent of Interest in Business(%)</th> <th style="width: 20%;">Authorized Date</th> <th style="width: 15%;">Business Status</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="height: 20px;"> </td> </tr> </tbody> </table>				Delete	Business Manager	Entent of Interest in Business(%)	Authorized Date	Business Status					
Delete	Business Manager	Entent of Interest in Business(%)	Authorized Date	Business Status									

After enter the appropriate data ,Click on save button, One alert will be displayed as “Your Data has been saved successfully” click on yes button.

Present Residential Address of Business Manager											
Room/Block/Flat No		Building Name									
Municipality No		Street Name									
Area/Locality*		Town/City*									
District*		State*	Select ▼								
PIN		Telephone Number(if any)									
E-Mail Id		FAX No.(if any)									
Date from which authorized to act as Business Manager*											
Extent of interest in Business (%)		Select ▼									
<div style="border: 1px solid #ccc; background-color: white; padding: 10px; width: fit-content; margin: 0 auto;"> <div style="display: flex; align-items: center; justify-content: center;"> Your data has been saved successfully. </div> <div style="text-align: center; margin-top: 5px;"> OK </div> </div>											
<table border="1" style="width: 100%; border-collapse: collapse; background-color: #f0f0f0;"> <thead> <tr> <th style="width: 10%;">Delete</th> <th style="width: 35%;">Business Manager</th> <th style="width: 20%;">Authorized Date</th> <th style="width: 15%;">Business Status</th> </tr> </thead> <tbody> <tr> <td>Delete</td> <td>Tesr</td> <td>02/06/2016</td> <td>Manager</td> </tr> </tbody> </table>				Delete	Business Manager	Authorized Date	Business Status	Delete	Tesr	02/06/2016	Manager
Delete	Business Manager	Authorized Date	Business Status								
Delete	Tesr	02/06/2016	Manager								
<div style="display: flex; justify-content: space-around;"> Return To Home page Previous Save Generate Acknowledgement </div>											

Click on Generate Acknowledgement button, new Screen will be appear as below

	Commercial Taxes Department Government of Bihar
Acknowledgement Receipt	
Applicant Name:	kkm
Application Receipt No.:	99900005044
Firm Name:	KK comp
Application Type:	VAT Registration
Receipt Date	07/06/2016
R.C. No.:	Applied for
Payment Accompanied	None
Local Tax Office Address	Circle : Patna South Circle
Kankarbagh , Kautilya Bhavan, IIIrd Floor, Anta Ghat, J.C. Road, Patna-1, Patna.	Division : Patna
<input type="button" value="Print"/> <input type="button" value="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 BVAT Act, 2005.

1. Signed copy of properly filled prescribed Application Form-A-I
2. Two Passport size Photographs
3. 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 of Business / Firm / Proprietor/ Partners/ Karta of HUF
5. Address Proof of Principal Place of business – Copy of rent receipt/ lease agreement deed /Municipal Corporation receipt/ Malguzari receipt
6. Address Proof of additional place of business, if any – Copy of rent receipt/lease agreement deed / Municipal Corporation receipt/ Malguzari receipt
7. List of Godowns along with address detail, if any- Copy of rent receipt/ lease agreement deed /Municipal Corporation receipt/ Malguzari receipt
8. Identity proof of proprietor/partners – Like copy of Voter Identity Card/ Aadhar Card/ Driving License/ Passport.
9. Permanent address proof of applicant
10. List of Commodity dealt in,
11. Proof of date of liability, if any,

12. Proof of immovable property, if any,
13. Proof of related license, if any,
14. Security as per order of the circle incharge.

Additional documents required in case of company

- i. Resolution of the company passed by Board of Directors
- ii. List of Directors
- iii. PAN card of Directors along with address proof and identity proof – like Voter Identity Card/ Aadhar Card/ Driving License/ Passport.
- iv. Copy of PAN card of the company.
- v. Memorandum of Association
- vi. Article of Association.
- vii. Power of Attorney issued in favour of Applicant.
- viii. List Of VAT/CST Registration in other States and union Territories.

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.**



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[Regarding Tax Reforms](#) [Order regarding Date Extension for filing of Annual Return of FY 2014-15](#) [Important message for dealer regarding VAT e-return -Please do](#)

- [VAT Registration](#)
- [CST Registration](#)
- [Entry Tax Registration](#)
- [Advertisement Tax Registration](#)
- [Entertainment Tax Registration](#)
- [Electricity Duty Tax Registration](#)
- [Luxury Tax Registration](#)
- [Professional Tax Registration](#)
- [Upload Document for e-Registration](#)

Document Management System

Select e-Service*	Registration
Select ACT*	Select
Acknowledgment Number*	Value Added Tax
Document Category*	Entry Tax
Upload File*	ENT
	Luxury Tax
	PT

Upload

Confirm Submission

S.No.	View	Delete	File Name	Document Category	Document Sub-Category
-------	------	--------	-----------	-------------------	-----------------------

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- [Stakeholder Consultation on GST](#) **NEW**
- [Election Related Citizen Services](#)
- [Govt. of Bihar](#)



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General Information

- [Help e-Registration](#) **NEW**
- [CTD Check Posts](#)
- [CTD Phone Nos.](#)
- [CTD E-Mail Ids.](#)
- [CTD HelpDesk Nos.](#)
- [Bihar Govt. Calendar](#)



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GOVERNMENT OF BIHAR

About Us ▾ Acts & Rules ▾ Notifications ▾ Tax Schedule ▾ Tax Calendar ▾ Forms ▾ RTI RTPS Help ▾

Turn in Adv Tax :: VAT Reimbursement :: VATMIS e Services facility

- :: VAT Registration
- :: CST Registration
- :: Entry Tax Registration
- :: Advertisement Tax Registration
- :: Entertainment Tax Registration
- :: Electricity Duty Tax Registration
- :: Luxury Tax Registration
- :: Professional Tax Registration
- :: Document Management System

Document Management System

Select e-Service*	Registration ▾
Select Dealer Type*	Value Added Tax ▾
Acknowledgment Number*	99900004917
Document Category*	Select ▾
Upload File*	Select

- PAN Card
- Proof of PRPL Rented
- Proof of PRPL Own
- Constitution of Business
- Passport Size Photo
- Photo ID Proof
- Address Proof
- Signatures Uploaded with identity
- Business Manager
- Business Reference photocopy of re

S.No.	View	Delete
1	view	delete
2	view	delete

Document Category	Document Sub-Category
Proof of PRPL Rented	Rental Agreement
Proof of PRPL Own	Sales Deed

- Advertisement Tax Registration
- Entertainment Tax Registration
- Electricity Duty Tax Registration
- Luxury Tax Registration
- Professional Tax Registration
- Document Management System

Select e-Service*	Registration ▼
Select Dealer Type*	Value Added Tax ▼
Acknowledgment Number*	99900004917
Document Category*	Constitution of Business ▼
Document Sub-Category*	Select ▼
Upload File*	<input type="button" value="Browse..."/>

S.No.	View	Delete	File Name	Document Category	Document Sub-Category
1	view	delete	Saloon-188.JPG	Proof of PRPL Rented	Rental Agreement
2	view	delete	rental.pdf	Proof of PRPL Own	Sales Deed
3	view	delete	RFP_Empanelment_Consultant.pdf	PAN Card	NA

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- Stakeholder Consultation on GST **NEW**
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- Govt. of Bihar
- VAT Related Sites
- Patna High Court
- Bihar Gazette
- Accountant General of Bihar
- National Portal of India




Last Updated: 05/02/2016



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General Information

- Help e-Registration **NEW**
- CTD Check Posts
- CTD Phone Nos.
- CTD E-Mail Ids.
- CTD HelpDesk Nos.
- Bihar Govt. Calendar
- Spot Light
- Statistics
- Small Dealers
- Validate CST Form Numbers
- Validate Signed PDF



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GOVERNMENT OF BIHAR

[About Us](#)
[Acts & Rules](#)
[Notifications](#)
[Tax Schedule](#)
[Tax Calendar](#)
[Forms](#)
[RTI](#)
[RTPS](#)
[Help](#)

:: asdd
:: abc test
:: xc2vx2vx


- :: VAT Registration
- :: CST Registration
- :: Entry Tax Registration
- :: Advertisement Tax Registration
- :: Entertainment Tax Registration
- :: Electricity Duty Tax Registration
- :: Luxury Tax Registration
- :: Professional Tax Registration
- :: Document Management System

Upload Process completed successfully.

Back

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[General Information](#)

- [Help e-Registration](#) **NEW**
- [CTD Check Posts](#)
- [CTD Phone Nos.](#)
- [CTD E Mail Ids](#)

- 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.**

Commercial Taxes Department
GOVERNMENT OF BIHAR

Shri Bijendra Prasad Yadav
Hon'ble Minister

Shri Nitish Kumar
Hon'ble Chief Minister

Home :: Feedback :: Site Map

About Us :: Acts & Rules :: Notifications :: Tax Schedule :: Tax Calendar :: Forms :: RTI :: RTPS :: Help

aler wise list :: List of dealers belonging to supaul district which are migrated from saharsha and jhanyarpur circle to the new circle Supaul circle :: Transfer of Suo i

Track Your Status

Select Type* Registration Certificate

Enter Number* 10050000001

054939

Please enter the text shown in above image

Search

S.No.	TIN / Ack No	View	File Name	Dealer Type	Document Category
1	1000000000	View	sigwith_jdehth.pdf	VAT	Registration Certificate

Webistes [Disclaimer]

Concept Note on GST
Stakeholder Consultation on GST
Election Related Citizen Services
Govt. of Bihar
VAT Related Sites
Patna High Court

General Information

Help e-Registration
CTD Check Posts
CTD Phone Nos.
CTD E-Mail Ids.
CTD HelpDesk Nos.
Bihar Govt. Calendar
Spot Light
Statistics

BIHAR

Last Updated: 09/09/2016

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Home :: Feedback :: Site Map

About Us :: Acts & Rules :: Notifications :: Tax Schedule :: Tax Calendar :: Forms :: RTI :: RTPS :: Help

:: Request for Proposal(RFP) for Con

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THANK YOU