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VATMIS User Manual for LT e-Registration

Module – Online LT-Registration

Commercial Taxes Department

Government of Bihar, India

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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 Luxury Tax Registration details of dealer given by the dealers in Form LT- 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 Luxury 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 a web interface for 'LT Registration Form'. At the top, there is a navigation bar with links: 'About Us', 'Acts & Rules', 'Notifications', 'Tax Schedule', 'Tax Calendar', 'Forms', 'RTI', and 'RTS'. Below this is a sub-header with links: 'ST for NEW WAR', 'File Return in Adv Tax', 'VAT Reimbursement', and 'VATMIS e Services facility'. On the left side, there is a vertical menu with links: 'VAT Registration', 'CST Registration', 'Entry Tax Registration', 'Advertisement Tax Registration', 'Entertainment Tax Registration', 'Electricity Duty Tax Registration', 'Luxury Tax Registration', and 'Professional Tax Registration'. The main content area is titled 'LT Registration Form'. It contains a button 'Download template for Registration' with a link 'Click here'. Below this are several dropdown menus: 'Dealer Type*', 'Registration Type*', 'Circle*', and 'District*'. There are also text input fields for 'Email Id.*' and 'Upload File*', with a 'Browse...' button next to the latter. A CAPTCHA image is displayed with the text '3 0 3 4 5 4' and a refresh icon. Below the CAPTCHA is a text input field and an 'Upload' button. At the bottom left, there is a 'Websites [Disclaimer]' section with links: 'Concept Note on GST' (marked 'NEW'), 'Stakeholder Consultation on GST' (marked 'NEW'), and a map of Bihar. The word 'BIHAR' is also visible in the bottom right area.

ST for NEW WAR :: File Return 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

LT Registration Form

Download template for Registration [Click here](#)

Dealer Type* Select
Registration Type* Select
Circle* Select
District* Select
Email Id.*
Upload File* Browse...

3 0 3 4 5 4
Please enter the text shown in above image
Upload

Websites [Disclaimer]
Concept Note on GST **NEW**
Stakeholder Consultation on GST **NEW**
BIHAR

Online registration Page

Download the template for LT registration as shown in above figure. Open the downloaded LT registration form and fill all the mandatory fields as shown in below figures.

[illegible]

Owner Details Tab

[illegible]


Person Details Tab

facility

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

LT Registration Form

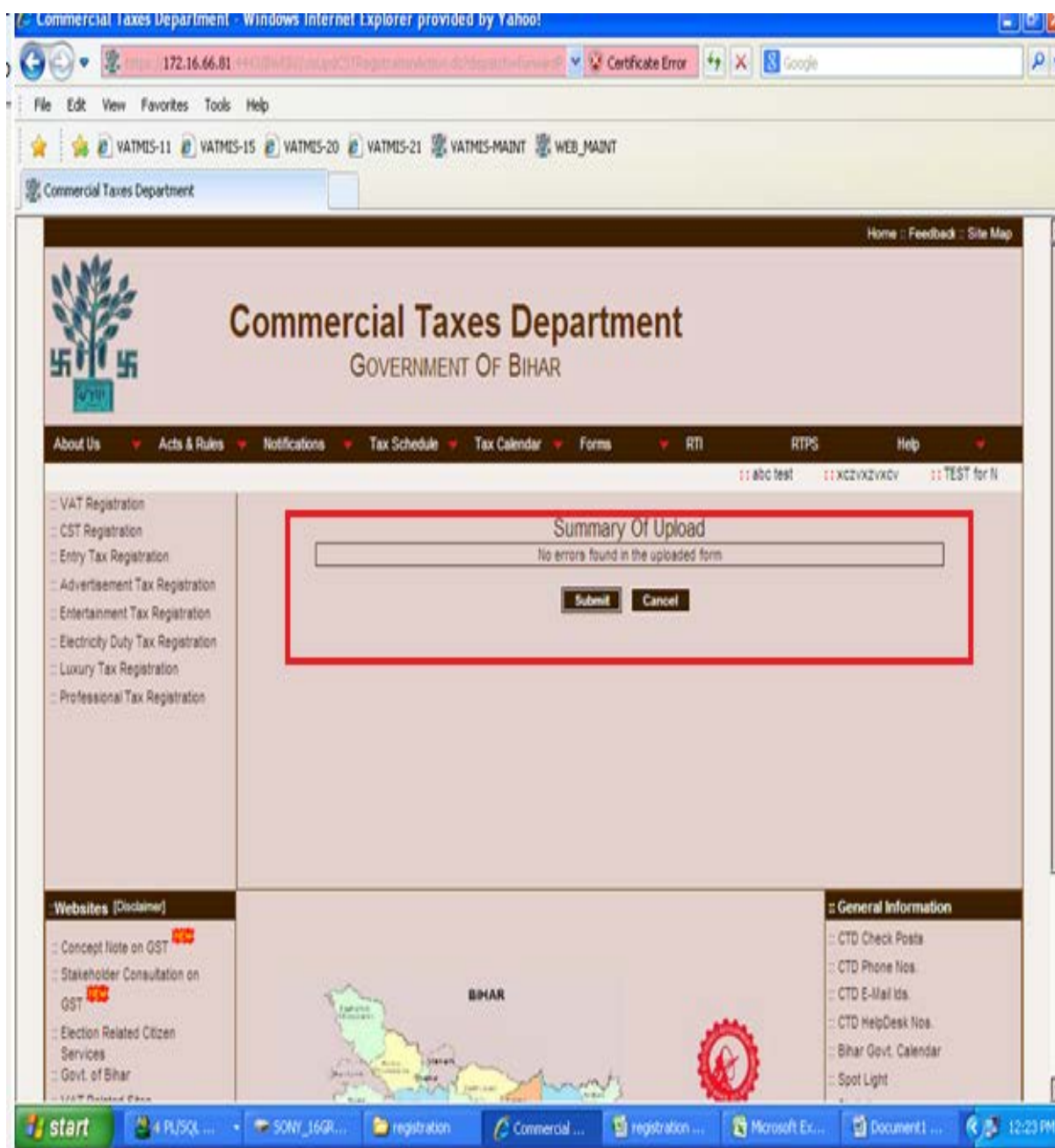
Download template for Registration [Click here](#)

Dealer Type*	Casual	▼
Registration Type*	Voluntary	▼
Circle*	Begusarai Circle	▼
District*	Begusarai	▼
Email Id.*	ban@gmail.com	
Upload File*	C:\Documents and Settin	<input type="button" value="Browse..."/>
<div> 303454  </div> <div> Please enter the text shown in above image <input type="text" value="303454"/> </div> <div> <input type="button" value="Upload"/> </div>		

Uploading the file

Online registration Page

Provide all the mandatory fields and upload the LT registration form



Above shown message will be displayed if the uploaded LT registration sheet is validated successfully. Click on “Submit” button to submit the sheet and generate acknowledgement as shown in below figure.



Commercial Taxes Department

Government of Bihar

Acknowledgement Receipt

Applicant Name:	Bandana SC candra
Application Receipt No.:	99900004892
Application Type:	Luxury Tax Registration
Receipt Date	28/12/2015
R.C. No.:	Applied for
Payment Accompanied	None

Local Tax Office Address	Circle :	Begusarai Circle
Begusarai, .	Division :	Begusarai

[Print](#)[Back](#)

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

Acknowledgement No Page

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

Documents required for registration under Bihar Taxation on Luxuries in Hotel Rules, 1988.

1. Signed copy of properly filled prescribed Application Form-LT-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 Hotel / Firm / Proprietor/ Partners / Karta of HUF
5. Address Proof of Principal Place of Hotel / Marriage Hall etc. – Copy of rent receipt/ lease agreement deed /Municipal Corporation receipt/ Malguzari receipt
6. Address proof of additional place of Hotel / Marriage Hall etc, if any – Copy of rent receipt / lease agreement deed / Municipal Corporation receipt/ Malguzari receipt,
7. Permanent address proof of Applicant.
8. Identity proof of proprietor/partners/ Karta of HUF – Like copy of Voter Identity Card/ Aadhar Card/ Driving License/ Passport.
9. Proof of date of liability

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.

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.**


The screenshot displays the official website of the Commercial Taxes Department, Government of Bihar. The page features a header with the department's name and logo, along with portraits of the Hon'ble Minister and Hon'ble Chief Minister. A navigation menu includes links for About Us, Acts & Rules, Notifications, Tax Schedule, Tax Calendar, Forms, RTI, RTPS, and Help. The main content area is titled 'Document Management System' and contains a form for uploading documents. The form includes fields for Select e-Service* (Registration), Select ACT* (Luxury Tax), Acknowledgment Number*, Document Category* (Select), and Upload File* (Choose File). Below the form are buttons for 'Upload' and 'Confirm Submission'. A table with columns S.No., View, Delete, File Name, Document Category, and Document Sub-Category is present. The footer contains links to various websites and general information.

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

Commercial Taxes Depart


https://111.93.181.3/bweb/dmsAction.do?dispatch=load

Home :: Feedback :: Site Map




Commercial Taxes Department

GOVERNMENT OF BIHAR



Shri Bijendra Prasad
Yadav
Hon'ble Minister



Shri Nitish Kumar
Hon'ble Chief Minister

About UsActs & RulesNotificationsTax ScheduleTax CalendarFormsRTIRTPSHelp

Steps for enrolment in Professional TaxOffice of the J.C.T.(Audit)-Tirhut and Saran division-Date fixed for last hearing of dealers chosen for audit in FY 201.

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*Luxury Tax

Acknowledgment Number*

Document Category*Select

Upload File*

S No. View Delete

Application Form

Photograph

Bank Account Details(Copy of Passbook/Statement of Bank Account)

PAN CARD of Hotel / Firm / Proprietor/ Partners/ Karta of HUF

Address Proof of Principal Place of Hotel / Marriage Hall etc.

Address proof of Additional Place of Hotel / Marriage Hall etc.

Permanent Address Proof

Identity Proof of Proprietor/Partners/ Karta of HUF

Proof of Date of Liability

Resolution of the Company Passed by Board of Directors

List of Directors

Copy of PAN Card of the Company

Memorandum of Association

PAN card of Directors along with Address Proof and Identity Proof

Article of Association

Power of Attorney Issued in Favour of Applicant

General Information

Help e-Registration

CTD Check Posts

CTD Phone Nos.

CTD E-Mail Ids.

CTD HelpDesk Nos

Websites [Disclaimer]

Concept Note on GST

Stakeholder Consultation on GST

Election Related Citizen Services



Commercial Taxes Department

GOVERNMENT OF BIHAR

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

[:: asdd](#)
[:: abc test](#)
[:: xczvzvw](#)

- :: 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

[:: Websites \[Disclaimer\]](#)

- :: Concept Note on GST **NEW**
- :: Stakeholder Consultation on GST **NEW**
- :: Election Related Citizen



BIHAR

[:: 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](#)

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[Acts & Rules](#)
[Notifications](#)
[Tax Schedule](#)
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[RTI](#)
[RTPS](#)
[Help](#)

[Track Your Status](#)


Track Your Status

Select Type*

Registration Certificate

Enter Number*

10590022664



Please enter the text shown in above image

Search

S.No.	TIN / Ack No	View	File Name	Dealer Type	Document Category
1	59021400018	View	Hydrangeas.jpg	LT	Registration Certificate

[Websites](#) [Disclaimer]

[Concept Note on GST](#)

[General Information](#)

[Help e-Registration](#)

THANK YOU