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VATMIS User Manual for ET e-Registration

Module – Online ET-Registration

Commercial Taxes Department

Government of Bihar, India

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Bihar – 800001

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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 ETRegistration details of dealer given by the dealers in ETForm1 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 ET 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.

▼ Notifications ▼ Tax Schedule ▼ Tax Calendar ▼ Forms ▼ RTI RTPS Help

:: File Return in Adv Tax :: VAT Reimbursement :: VATMIS e Services facility

ET Registration Form

Download template for Registration [Click here](#)

Dealer Type*	Select ▼
Registration Type*	Select ▼
Circle*	Select ▼
District*	Select ▼
Email Id.*	<input type="text"/>
Upload File*	<input type="text"/> <input type="button" value="Browse..."/>

658895

Please enter the text shown in above image

Online registration Page

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

ET - Registration Form	
Dealer Details	
VAT Acknowledgement Number/TIN Number	
01) Firm Name*	Health care medical
Registration type*	Regular
Applicant Name*	Bandana
Father Name*	SC purbey
02) Permanent Address	
Room/Block/Flat No	23
Building Name	Biscoman tower
Municipality No	456
Street Name	punaichak
Area/Locality*	bailey road
Village/Town/City/Block*	Begusarai
District *	Begusarai
State *	Bihar
Village/Town/City/Block* (If Non Residential Dealer)	
District * (If Non Residential Dealer)	
State *(If Non Residential Dealer)	
PIN Code	800023
E-Mail Id	ban@gmail.com
Phone No.	9876543210
Fax No.	89765
03) Present Address	
Room/Block/Flat No :	234
Building Name :	Biscoman tower
Municipality No :	35
Street Name :	gandhi madan
Area/Locality* :	punaichak
Village/Town/City/Block* :	Begusarai
<div> <div>Dealer Info</div> <div>Bank and Commodity Details</div> <div>Branch Details</div> <div>Imported Goods Places Details</div> </div>	

Dealer Info Tab

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

Complete list and location of the places where imported goods to be stored					
Holding Number *	Room/Block/Flat No	Building Name	Municipality No	Street Name	Area/Locality
123	156	biscoman tower	12345	freezer road	Gandhi madan

Insert Rows

Delete Rows

Dealer Info

Bank and Commodity Details

Branch Details

Imported Goods Places Details

Person Details

Imported Goods Places Details Tab


(A)Particulars

▶ Dealer Info / Bank and Commodity Details / Branch Details / Imported Goods Places Details / **Person Details**

Person Details Tab

ET Registration Form

Download template for Registration [Click here](#)

Dealer Type*	Regular	▼
Registration Type*	Voluntary	▼
Circle*	Begusarai Circle	▼
District*	Begusarai	▼
Email Id.*	ban@gmail.com	
Upload File*	C:\Documents and Sett	Browse...
		
Please enter the text shown in above image		
		658895
<input type="button" value="Upload"/>		

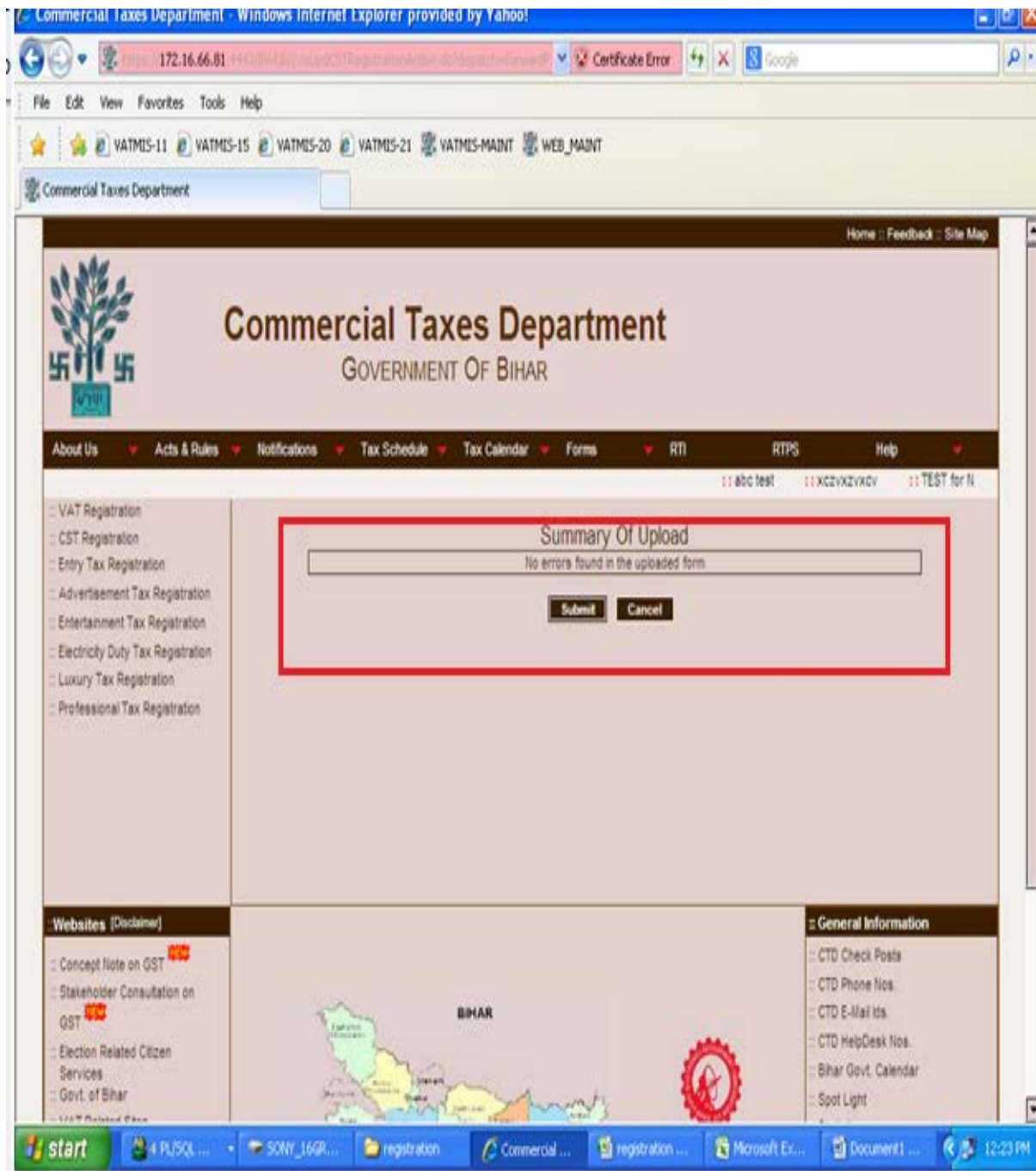
Uploading the file

:: Gener

:: CTD C

Online registration Page

Provide all the mandatory fields and upload the ETRegistration sheet.



Above shown message will be displayed if the uploaded ET 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
Application Receipt No.: 99900004895
Application Type: Entry Tax Registration
Receipt Date: 28/12/2015
R.C. No.: Applied for
Payment Accompanied: None

Local Tax Office Address
, Ashok Rajpath, Paschimi Darwaja, Guljarbagh, Patna City, Patna.

Circle : Patna City East Circle
Division : Patna

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 Entry tax Act, 1993.

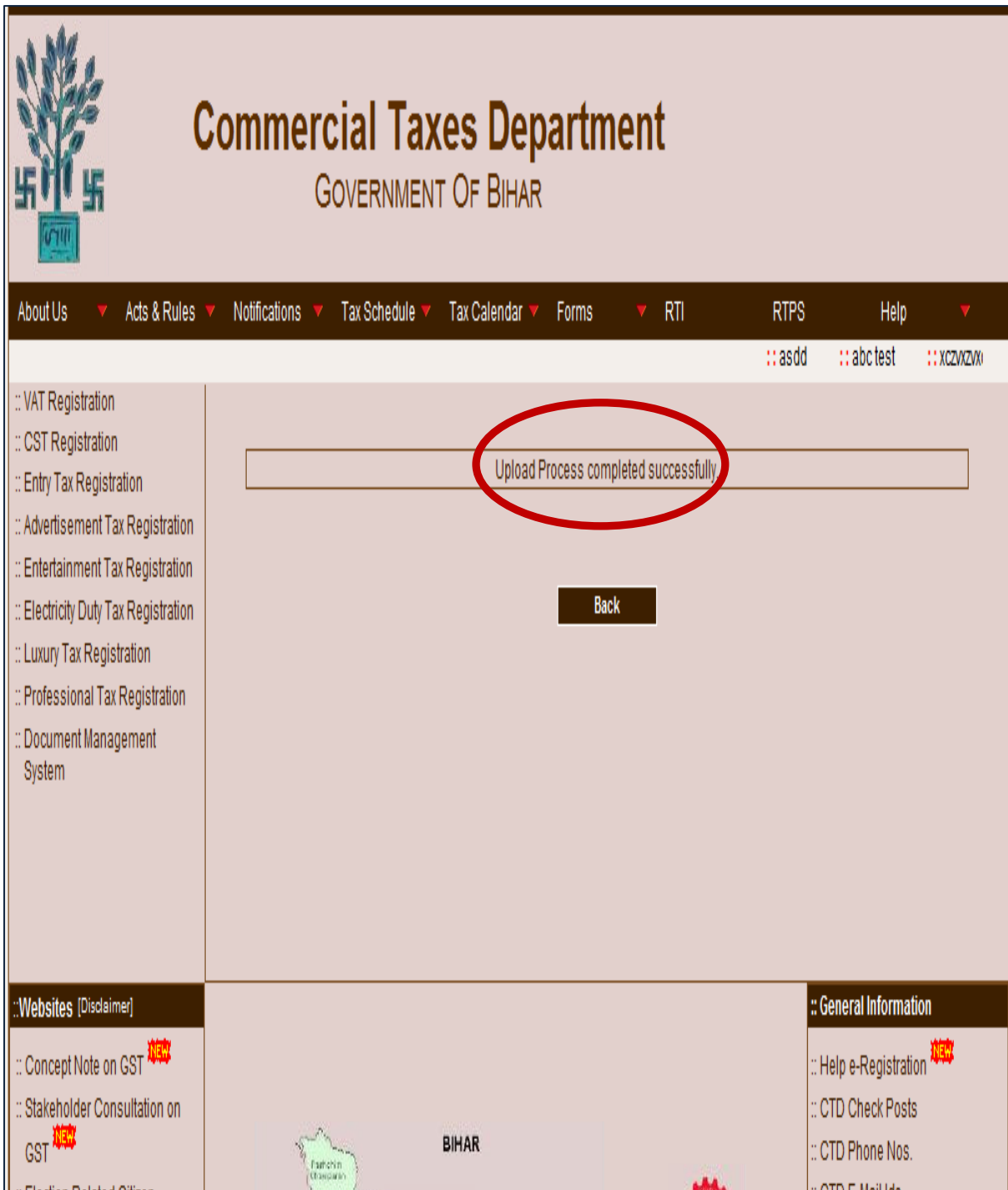
1. Signed copy of properly filled prescribed Application Form-ET-I / ET-IA
2. Two Passport size Photographs,
3. Security like Bank Guarantee or Surety Bond given by registered dealer as per order of the circle in charge,
4. Proof of date of liability, if any,
5. Documents submitted for VAT registration considered for ET registration also.

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 Commercial Taxes Department website for the Government of Bihar. The header includes the department name, logos of the Hon'ble Minister and Hon'ble Chief Minister, and a navigation menu. The sidebar on the left lists various registration services, with 'Upload Document for e-Registration' highlighted by a red circle. The main content area features the 'Document Management System' form, which includes fields for 'Select e-Service*' (set to 'Registration'), 'Select ACT*' (set to 'Entry Tax'), 'Acknowledgment Number*' (99900001917), and 'Document Category*' (set to 'Security like Bank Guarantee or Surety Bond'). The 'Upload File*' field has a 'Browse...' button. Below the form are 'Upload' and 'Confirm Submission' buttons, both highlighted by a red circle. At the bottom, there is a table header with columns: S.No., View, Delete, File Name, Document Category, and Document Sub-Category. The footer contains links for 'Websites [Disclaimer]' and 'General Information'.


S.No.	View	Delete	File Name	Document Category	Document Sub-Category
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The screenshot shows the official website of the Commercial Taxes Department, Government of Bihar. The header features the department's name and logo. A navigation bar includes links for About Us, Acts & Rules, Notifications, Tax Schedule, Tax Calendar, Forms, RTI, RTPS, and Help. Below the navigation bar, there are three status indicators: :: asdd, :: abc test, and :: XCZVXZVX. The main content area displays a list of registration services on the left, including VAT, CST, Entry Tax, Advertisement Tax, Entertainment Tax, Electricity Duty Tax, Luxury Tax, Professional Tax, and Document Management System. The central area shows a message "Upload Process completed successfully" enclosed in a red oval, with a "Back" button below it. The footer contains three sections: "Websites [Disclaimer]" with links to Concept Note on GST (marked NEW), Stakeholder Consultation on GST (marked NEW), and Election Related Sites; a map of Bihar; and "General Information" with links to Help e-Registration (marked NEW), CTD Check Posts, CTD Phone Nos., and 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.**

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

:: Track Your Status

Track Your Status

Select Type*
Registration Certificate

Enter Number*
99900004940



Please enter the text shown in above image

Search

S.No.	TIN / Ack No	View	File Name	Dealer Type	Document Category
1	99900004940	View	Hydrangeas.jpg	ET	Registration Certificate

:: Websites [Disclaimer]

:: General Information

Concept Note on GST
Stakeholder Consultation on GST

BIHAR

Help e-Registration
CTD Check Posts
CTD Phone Nos.

THANK YOU