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# VATMIS User Manual for ED e-Registration

## Module – Online ED-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

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### Background

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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

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# Online Registration Module

This module enables processing of Electricity Duty Tax Registration details of dealer given by the dealers in ED-Form 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 Electricity Duty 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 'ED Registration Form'. On the left is a sidebar menu with links to various tax registrations: VAT, CST, Entry Tax, Advertisement Tax, Entertainment Tax, Electricity Duty Tax, Luxury Tax, and Professional Tax. The main content area contains a form with the following fields: 'Dealer Type\*' (dropdown menu), 'Registration Type\*' (dropdown menu), 'Circle\*' (dropdown menu), 'District\*' (dropdown menu), 'Email Id.\*' (text input), and 'Upload File\*' (text input with a 'Browse...' button). Above the form is a button labeled 'Download template for Registration Click here'. Below the form is a CAPTCHA image showing the number '638583' and a text input field with the prompt 'Please enter the text shown in above image'. An 'Upload' button is located at the bottom of the form. At the bottom of the page, there is a 'Websites [Disclaimer]' section with links to 'Concept Note on GST', 'Stakeholder Consultation on GST', and 'Election Related Citizen Services'. A map of Bihar is visible in the background, and a red circular stamp is in the bottom right corner.

### Online registration Page

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

#### Dealer Details

## Dealer Details Tab

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

Owner Details	
05. Location of Generating Plant	
Room/Block/Flat No	2123
Building Name	Biscoman Tower
Municipality No	4354
Street Name	Punaichak
Area/Locality *	Punaichak
Village/Town/City/Block *	Patna
District *	Patna
State *	Bihar
PIN Code	800023
E-Mail Id	ban@gmail.com
Phone No.	9876543210
FAX No.	1234567890
06. Location of Distributing Plant	
Room/Block/Flat No	1233
Building Name	Bicoman Tower
Municipality No	5465
Street Name	Punaichak
Area/Locality *	Punaichak
Village/Town/City/Block *	Patna
District *	Patna
State *	Bihar
PIN Code	800023
E-Mail Id	ban@gmail.com
Phone No.	1234567890
FAX No.	1.23457E+14
07. Address of Communication	
Room/Block/Flat No	234
Building Name	Biscoman Tower

Dealer Details
**Owner Details**
Branch Address
Person Details

Owner Details Tab








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[:: VAT Registration](#)  
[:: CST Registration](#)  
[:: Entry Tax Registration](#)  
[:: Advertisement Tax Registration](#)  
[:: Entertainment Tax Registration](#)  
[:: Electricity Duty Tax Registration](#)  
[:: Luxury Tax Registration](#)  
[:: Professional Tax Registration](#)

### ED 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..."/>

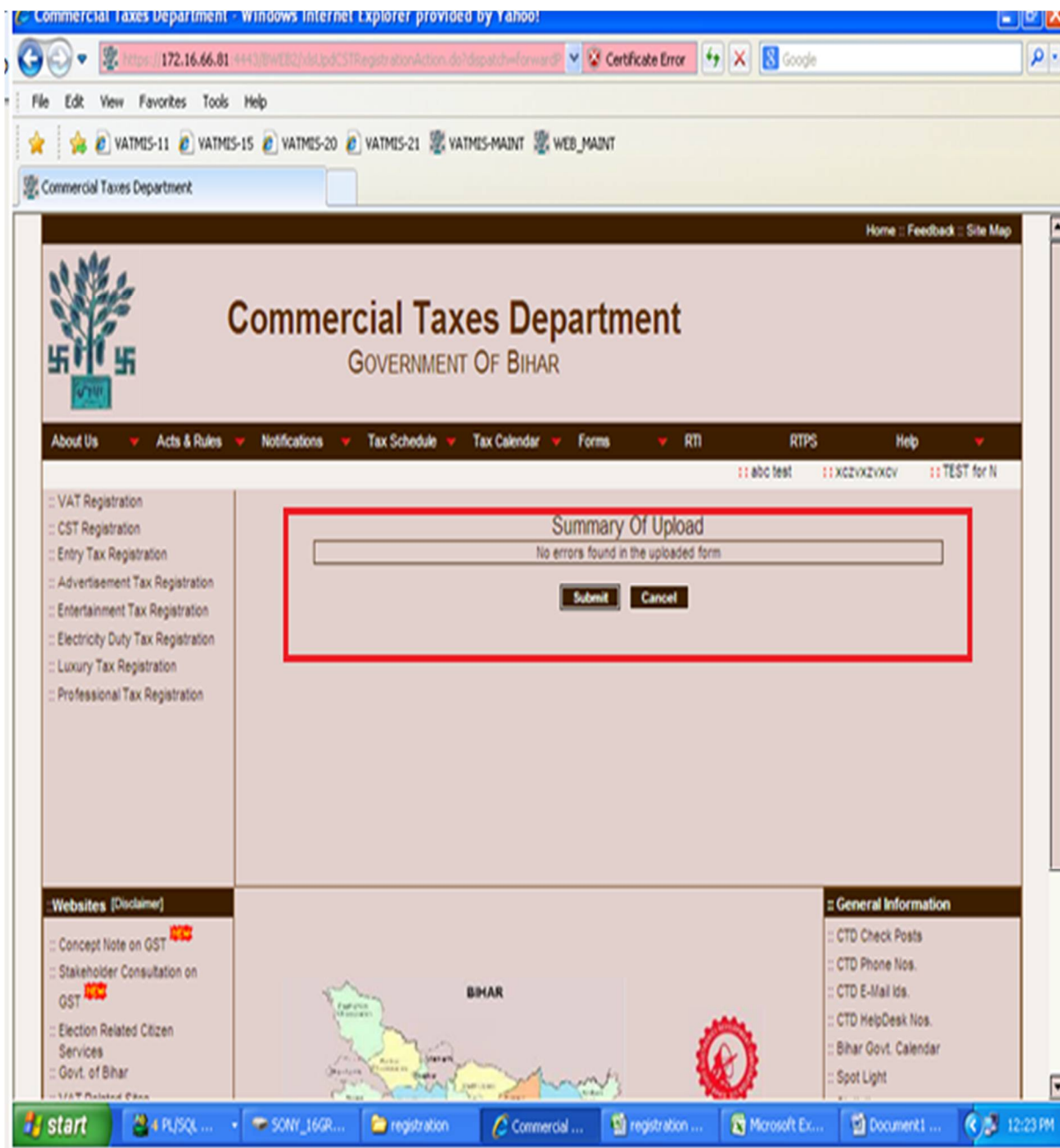
  
Please enter the text shown in above image

Uploading the file ....

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

### Online registration Page

Provide all the mandatory fields and upload the ED registration form



Above shown message will be displayed if the uploaded ED 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 purbey

Application Receipt No.: 99900004891

Application Type: Electricity Duty Tax Registration

Receipt Date: 28/12/2015

R.C. No.: Applied for

Payment Accompanied: None

Local Tax Office Address

Begusarai, .

Circle :

Begusarai Circle

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 Electricity Duty Act, 1948**

1. Signed copy of properly filled prescribed Application Form--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 Firm / Proprietor/ Partners/ Karta of HUF
5. Address Proof of Principal Place of generating /distributing Plant– copy of rent receipt/ lease agreement deed /Municipal Corporation receipt/ Malguzari receipt
6. Address proof of additional place of generation and / or distribution of Electricity, 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 – like copy of Voter Identity Card/ Aadhar Card/ Driving License/ Passport.

### **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.

Dealers can upload the required documents on the CTD web portal for registration under Bihar Electricity Duty Act using his acknowledgement number.

**Commercial Taxes Department**  
GOVERNMENT OF BIHAR

Shri Sushil Kumar M  
Hon'ble Dy. Chief Min

**Document Management System**

Select e-Service*	Registration
Select ACT*	Electricity Duty
Acknowledgment Number*	99900010893
Document Category*	Identity proof of proprietor/partner
Upload File*	Choose file   No file chosen

584869

Please enter the text shown in above image

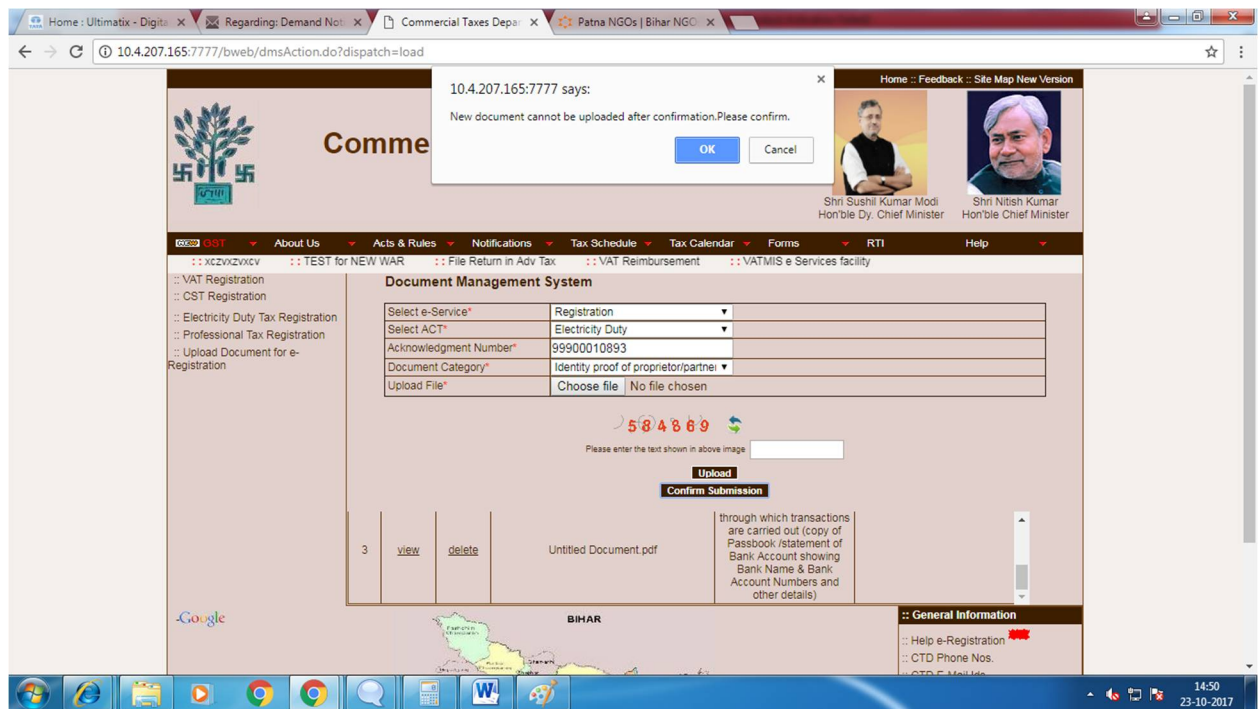
**Upload**

**Confirm Submission**

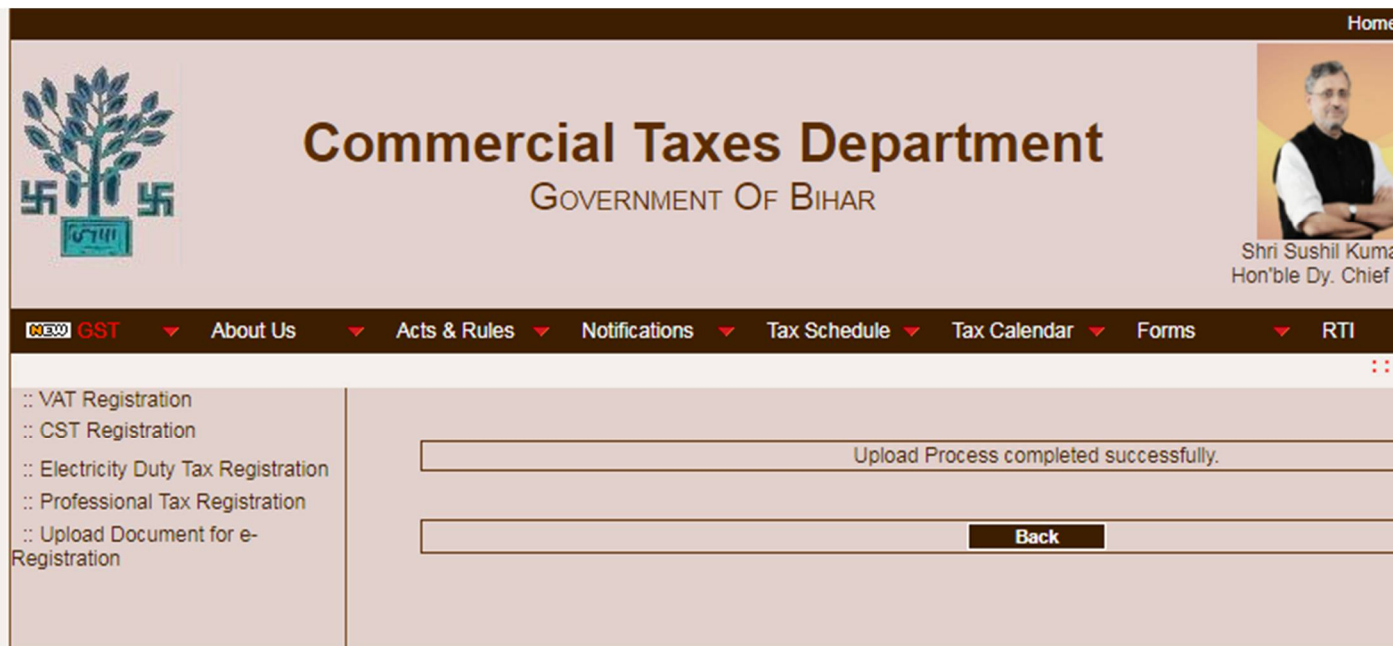
S.No.	View	Delete	File Name	Document Category	Document
1	<a href="#">view</a>	<a href="#">delete</a>	Untitled Document.pdf	Identity proof of proprietor/partners ? like copy of Voter Identity Card/ Aadhar Card/ Driving License/ Passport	

BIHAR

Once all the required documents are uploaded the dealer will click on confirm submission. The dealer will get the message "New document cannot be uploaded after confirmation. Please confirm."



Dealer Will get a message " Upload Process completed successfully".



The Dealer can track his status from Track your status link which is available on the web portal home page.





# Commercial Taxes Department

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[:: Track Your Status](#)

### Track Your Status

Select Type\* New Dealer Registration ▼  
Enter Number\* 99900000794

4 8 5 3 2 2

Please enter the text shown in above image

[Search](#)

TIN / Ack No	Applicant Name	Firm Name	Application Date	
99900000794	Kulchand	hhjh	23/05/2011	Waiting

Dealer can download the registration certificate from track your status.





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:: Test zip-new :: asdd :: abc test :: xcZvXZvX

:: Track Your Status

## Track Your Status

Select Type*	Registration Certificate ▼
Enter Number*	99900010893

530546 ↺

Please enter the text shown in above image

**Search**

S.No.	TIN / Ack No	View	File Name	Dea
1	99900010893	View	ED RC Certificate.png	

# THANK YOU