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VATMIS User Manual for PT e-Registration

Module – Online PT-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 professional Tax Registration details of dealer given by the dealer 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 professional 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.



Commercial Taxes Department

GOVERNMENT OF BIHAR



Shri Bijendra Prasad
Yadav
Hon'ble Minister



Shri Nitish Kumar
Hon'ble Chief Minister

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:: Order regarding Date Extension for filing of Annual Return of FY 2014-15 ::

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

New PT Registration

Applicant Name*	<input type="text"/>	Name/Firm Name*	<input type="text"/>
Professional Type*	Select ▾		

Permanent Residential Address			
Room/Block/Flat No.	<input type="text"/>	BuildingName*	<input type="text"/>
Municipality No	<input type="text"/>	Street Name*	<input type="text"/>
Town/City*	Select ▾	District*	<input type="text"/>
Circle*	Select ▾	State*	Bihar ▾
Area Locality*	<input type="text"/>	PIN	<input type="text"/>
Mobile No.*	<input type="text"/>	Email Id.	<input type="text"/>
PAN/TAN*	<input type="text"/>	Fax No.	<input type="text"/>

Bank Details			
Bank Name*	Select ▾	Other Bank Name if other	<input type="text"/>
Branch Name*	Select ▾	Other Branch Name	<input type="text"/>
Account No.*	<input type="text"/>	Account Type*	Select ▾
<input type="button" value="Add"/>			

Delete	Bank Name	Branch Name	Account No.	Account Type
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Online registration Page

Provide all the mandatory fields and click on “Add” button as shown in below figure:

:: abc test :: XCZVXZ/XCV :: TEST for NEW WAR :: File Return in Adv Tax

New PT Registration

Applicant Name*	Bandana	Name/Firm Name*	Health Care
Professional Type:*	Organization		

Permanent Residential Address			
Room/Block/Flat No.	102	BuildingName*	Biscoman Tower
Municipality No	234	Street Name*	Punaichak
Town/City*	Adhaura	District*	Bhabhua
Circle*	Bhabhua Circle	State*	Bihar
Area Locality*	Patna	PIN	800023
Mobile No.*	9876543210	Email Id.	ban@gmail.com
TAN*	INNOP12345R	Fax No.	1234567890

Bank Details			
Bank Name*	Bank of Baroda	Other Bank Name if other	
Branch Name*	Basalthi, Araria	Other Branch Name	
Account No.*	12345678901	Account Type*	Savings

Add

Delete	Bank Name	Branch Name	Account No.	Account Type
delete	Bank of Baroda	Basalthi, Araria	12345678901	Savings

Submit

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

Following Pop up window should be displayed when click on “submit” button as shown in below figure.

New PT Registration

Applicant Name*	Bandana	Name/Firm Name*	Health Care
Professional Type*	Organization		

Permanent Residential Address

Room/Block/Flat No.	102	Building Name*	Biscoman Tower
Municipality No	23	Street Name*	Punaichak
Town/City*	Ad	District*	Bhabhua
Circle*	Bh	State*	Bihar
Area Locality*	Pa	Pin Code*	800023
Mobile No.*	98	Email Id.	ban@gmail.com
TAN*	MNOP12345R	Fax No.	1234567890

Bank Details

Bank Name*	Bank of Baroda	Other Bank Name if other	
Branch Name*	Basaithi, Araria	Other Branch Name	
Account No.*	12345678901	Account Type*	Savings

Add

Delete	Bank Name	Branch Name	Account No.	Account Type
delete	Bank of Baroda	Basaithi, Araria	12345678901	Savings

Submit

Message from webpage

? Are you sure want to submit the form?

Click on “OK” to submit the PT registration form and generate the acknowledgment as shown in below figure:



Commercial Taxes Department

Government of Bihar

Acknowledgement Receipt

Applicant Name:	Bandana
Application Receipt No.:	99900004896
Firm Name:	Health Care
Application Type:	Professional Tax
Receipt Date	29/12/2015
R.C. No.:	Applied for
Payment Accompanied	None

Local Tax Office Address	Circle :	Bhabhua Circle
Devi jee Mandir Road, in the house of Lal Mani Singh, Advocate, Kaimur, .	Division :	Bhabhua

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 Tax on professions, Trades, Callings and employments Act 2011

1. Signed copy of properly filled prescribed Application Form-PT-I / PT-I A
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 / TAN CARD of Proprietor/ Partners/ Karta of HUF / employer
5. Identity proof of Applicant - like copy of Voter Identity Card/Aadhar Card/ Driving License/ Passport
6. Address proof of Applicant - like copy of electricity bill / telephone bill driving license / passport.

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.**

Commercial Taxes Depart X
<https://111.93.181.3/bweb/dmsAction.do?dispatch=load>

Home - Feedback - Site Map



Commercial Taxes Department

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Shri Bijendra Prasad Yadav
Hon'ble Minister

Shri Nitish Kumar
Hon'ble Chief Minister

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Request for Proposal(RFP) for Commercial Taxes Departme

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*	PT
Acknowledgment Number*	
Document Category*	Select
Upload File*	Choose File No file chosen

Upload
 Confirm Submission

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

Waiting for proxy tunnel...

Concept Note on GST
 Stakeholder Consultation on GST
 Election Related Sites

Help e-Registration
 CTD Check Posts
 CTD Phone Nos.
 CTD E-Mail Ids.
 CTD HelpDesk Nos

Commercial Taxes Depart X
<https://111.93.181.3/bweb/dmsAction.do?dispatch=load>

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Request for Proposal(RFP) for Commercial Taxes Department for Document Management System | Steps for enrollment in Professional Tax | Office of the J.C.T.(Audit)-

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*	PT
Acknowledgment Number*	
Document Category*	Select
Upload File*	Select

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

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

Waiting for proxy tunnel...

Concept Note on GST
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 Election Related Sites

Help e-Registration
 CTD Check Posts
 CTD Phone Nos.
 CTD E-Mail Ids.
 CTD HelpDesk Nos



Commercial Taxes Department

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:: 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**

:: General Information

:: Help e-Registration **NEW**
:: CTD Check Posts
:: CTD Phone Nos.
:: CTD E-Mail Ids



BIHAR

- 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.**



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:: Test-2 :: test :: asdd :: abc te:

Track Your Status

Track Your Status

Select Type*	Registration Certificate
Enter Number*	99900004951
6 3 5 6 3 5	
Please enter the text shown in above image	
<input type="text"/>	
<input type="button" value="Search"/>	

S.No.	TIN / Ack No	View	File Name	Dealer Type	Document Category
1	99900004951	View	Jellyfish.jpg	PT	Registration Certificate

Websites [Disclaimer]

- Concept Note on GST
- Stakeholder Consultation on GST
- Election Related Citizen Services
- Govt. of Bihar
- UT Related Sites



General Information

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

THANK YOU