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VATMIS User Manual for ADV e-Registration

Module – Online ADV-Registration

Commercial Taxes Department

Government of Bihar, India

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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 Advertisement Tax Registration details of dealer given by the dealers in ADV-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 Advertisement 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 displays the Government of Bihar's e-registration portal. The header includes the Government of Bihar logo and the text "GOVERNMENT OF BIHAR". Below the header is a navigation bar with links: About Us, Acts & Rules, Notifications, Tax Schedule, Tax Calendar, Forms, RTI, and RTPS. A status bar shows "abc test", "XCZV/XZV/XCV", and "TEST for NE". The left sidebar lists various 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. The main content area is titled "ADV Registration Form". It features a button "Download template for Registration Click here" and a form with the following fields: Dealer Type* (Select), Registration Type* (Select), Circle* (Select), District* (Select), Email Id.* (text input), and Upload File* (text input with a "Browse..." button). Below the form is a CAPTCHA image showing the numbers "2 9 9 4 0 3" and a text input field with the prompt "Please enter the text shown in above image". An "Upload" button is at the bottom of the form. The footer contains "Websites [Disclaimer]" and a "Go" button.

Online registration Page

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

	A	B	C	D	E
1	Dealer Details				
2	02. Status*	Company			
3	03. Dealer Name*	Harsh			
4	04. Commencement Date*	10/10/2015			
5	If Other Detail	None			
6	Style of business*	Exporter			
7	05. Location of Office				
8	Room No/Block No/Flat No	123			
9	Building Name	biscoman tower			
10	Municipality No	567			
11	Street Name	punaichak			
12	Area/Locality*	gabdhi maidan			
13	Town/City*	Begusarai			
14	District*	Begusarai			
15	State*	Bihar			
16	PIN Code	800023			
17	FAX No.	12345678901			
18	Phone No.	9876543210			
19	E-Mail Id	ban@gmail.com			
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

Please enter numeric values only. Maximum length allowed is 6. Special characters are not allowed. Pin code must start with 8.

Applicant Info

Dealer Details

Branch Addresses

Other Details

Person Details

Dealer Details Tab

[illegible]

Branch Addresses Tab

A	
1	Other Details
2	Advertisement.
3	06. Nature and Description of advertisement usually made* None
4	07. Details of Books of accounts maintained* None
5	08. Area in which the advertisements are exhibited or displayed* None
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	

Applicant Info
Dealer Details
Branch Addresses
Other Details
Person Details


Other Details Tab

About Us Acts & Rules Notifications Tax Schedule Tax Calendar Forms RTI RTPS Help	:: abc test :: xczvxzvcv :: TEST for NEW WAR :: File Return in Adv Tax :: VAT Reimbursement :: VATMIS e Services
---	--

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

ADV Registration Form

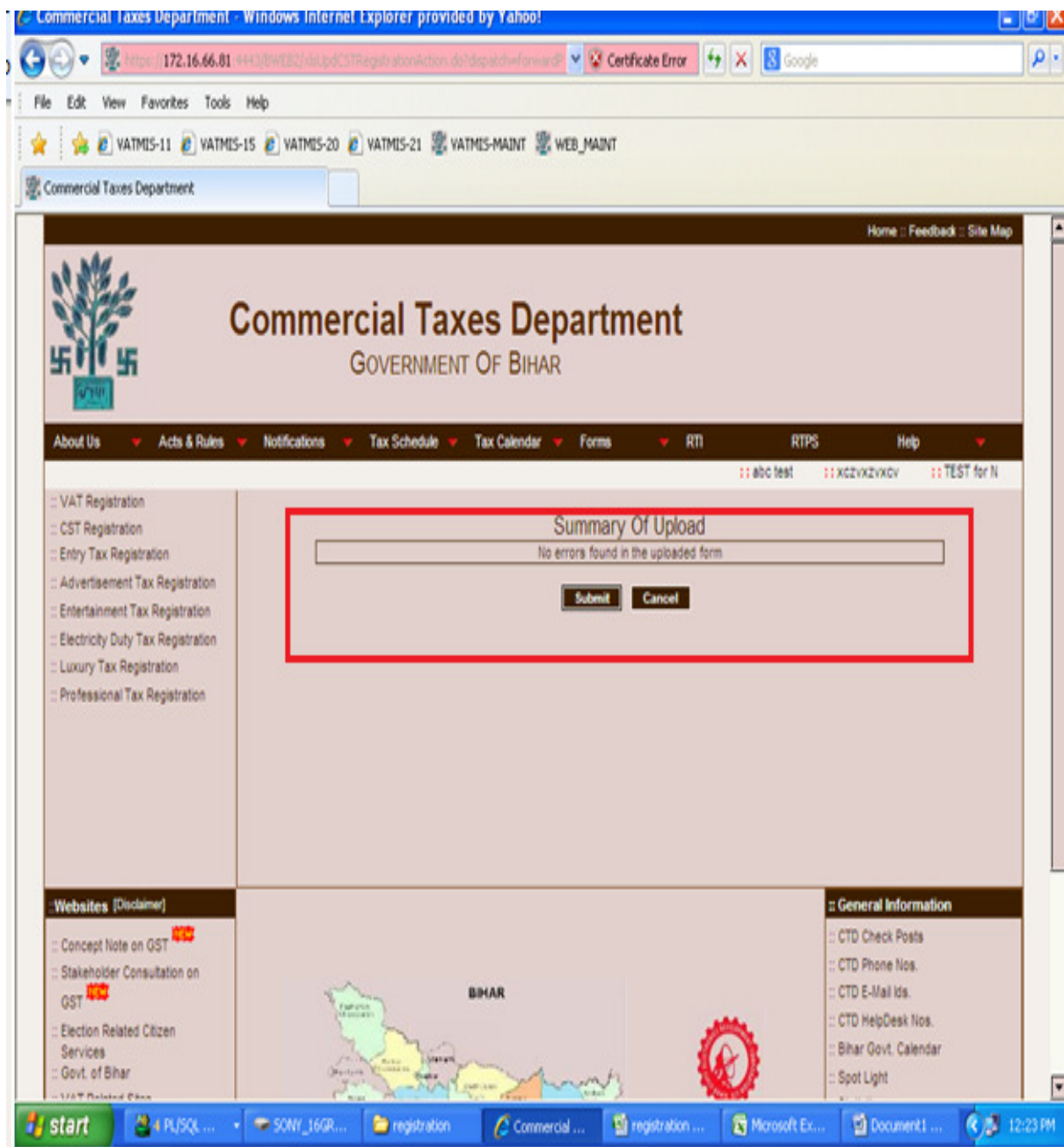
Download template for Registration [Click here](#)

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		324553
Upload		


Uploading the file

Online registration Page

Provide all the mandatory fields and upload the ADV registration form



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

Picture 4												
A	B	C	D	E	F	G	H	I	J	K	L	M
 <h2 style="text-align: center;">Commercial Taxes Department</h2> <h3 style="text-align: center;">Government of Bihar</h3>												
Acknowledgement Receipt												
Applicant Name:				Bandana								
Application Receipt No.:				99900004889								
Application Type:				Advertisement 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		
<input type="button" value="Print"/> <input type="button" value="Back"/>												
<p>Note:-Please submit hard copy of the form and all the related attachments to CTD office within 15 days</p>												

Acknowledgement No Page

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

Documents required for registration under Bihar Advertisement Tax Act, 1981

- 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 Proprietor/ Partners/ Karta of HUF/advertising agent
5. Address proof of location of office / Branch – Copy of rent receipt/ lease agreement deed /Municipal Corporation receipt/ Malguzari receipt
6. Permanent address proof of Applicant
7. Proof of date of commencement of business

THANK YOU