## Department of Commercial Tax
## Government of Chhattisgarh

# User Guide for e-Registration of VAT & Entry Tax

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## About Department

The Commercial Tax Department of Chhattisgarh aims to provide faster and easier services to the tax payers. The department has identified following services to be available online for the ease of tax payers, for improving ease of doing business in the state:

| Services | Website address |
|---|---|
| Online registration of VAT, CST, Entry tax, Luxury Tax (LT), Composition & eReturn | eServices http://cgweb.nic.in/eServices |
| Online payment of VAT, CST, Entry tax, Luxury Tax (LT) & Composition | http://www.comtax.cg.nic.in/ under eChallan |
| eRefund of VAT, CST, Entry tax, Luxury Tax (LT) & Composition | http://www.comtax.cg.nic.in/ under eRefund |
| Verification of dealers, Online Forms, TIN | http://www.comtax.cg.nic.in/ under Dealer Search, Composition Dealer Search, Cancelled Dealer Search, Online form verification, Tax Clearance Certificate |

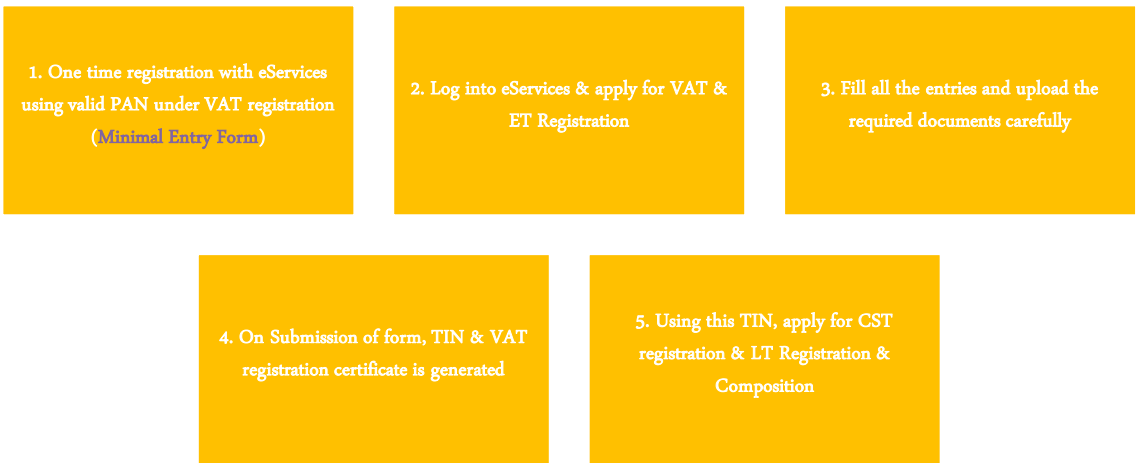
The user guide contains below information regarding each service:

1. General guidelines for Users: Who needs to fill optional/compulsory
2. Complete list of documents required
3. Stepwise process and timeline for online registration of Users
4. Download of the certificates

## General Instruction for Online Application

1. Only one TIN will be registered for one PAN id. Users who have applied for Luxury Tax TIN can use the same TIN to register for VAT & other services also.
2. Entry Tax Registration request is processed with VAT registration request.
3. It is mandatory to apply VAT registration, before registering for CST, Entry Tax. Whereas Luxury Tax applicants can apply directly also.

### DETAIL PROCESS FOR E-REGISTRATION



## Flow of the Online Registration Process

| Stage I | Stage II | Stage III |
|---|---|---|
| | | |
| **Application Status is "Pending"** | **Application status is "Accepted"** | **Application status is "Approved"** |
| **Dealer**<br>**1.** Creates login id and password<br>**2.** Chooses application (VAT& Entry Tax/CST/Composition/LT)<br>**3.** Fills all relevant information | **Dealer Can**<br>**1.** Submit application<br>**2.** Uploads Documents<br>**3.** Can download provisional TIN | **Dealer Can**<br>1 Download permanent certificate |
| **Application is pending with Dealer** | **CTO** Verifies the document | **CTO** has approved the application |

## Timelines & Mandatory Enclosures

**Timelines**

| Particulars | Time |
|---|---|
| Issue of VAT & Entry tax Registration Certificate | Same day on the successful submission of application |

**Mandatory Enclosures**

For VAT & Entry Tax Registration:

1) PAN Card
   a) Proprietor PAN for Proprietorship firm b) Company/Firm PAN for Company /Partnership Firm c) HUF PAN for HUF applicant.
2) Affidavit of Proprietor/Partner/Director or manager of Company/ Karta of HUF
3) Address Proof of Business Premise
4) Certificate of Incorporation, Article of Association or Memorandum for Company (in case of Limited Company).
5) Photograph of Proprietor, Partner, Karta of HUF (Not Mandatory for Company).
6) Partnership deed or Partnership firm (In case of Partnership Firm).
7) Letter of identification from two registered dealers.
8) Proof of Bank Account.

# 3. E-Registration

# Steps in Detail

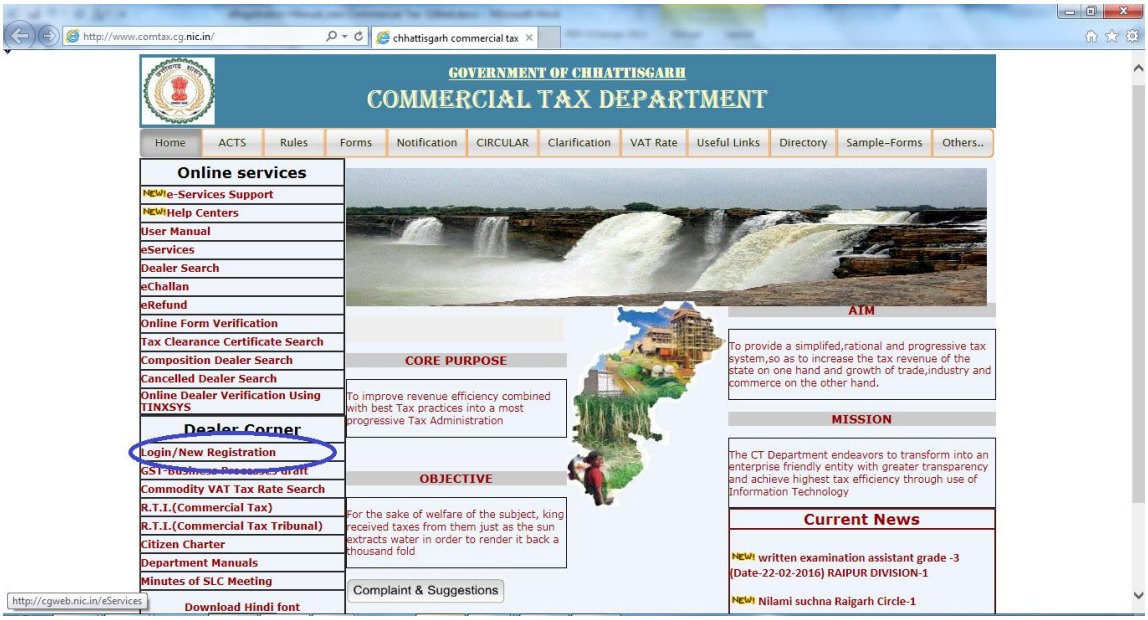
# 1 Registration of New Users (Creating login details)

The registration of users for availing online facility for VAT and CST are available on online portal e-Services. Through this step the users will create their user id.

## 1.1 Reaching the e-Services page

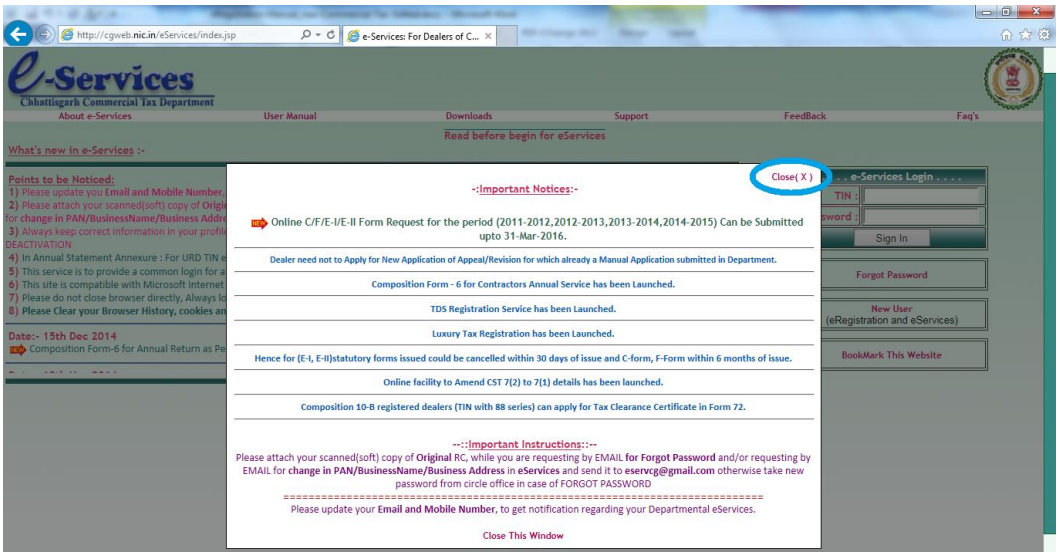
### I. Home Page

Go to Home page of Commercial Tax Department (Chhattisgarh) at ( http://www.comtax.cg.nic.in/ )




### II. Dealer Corner

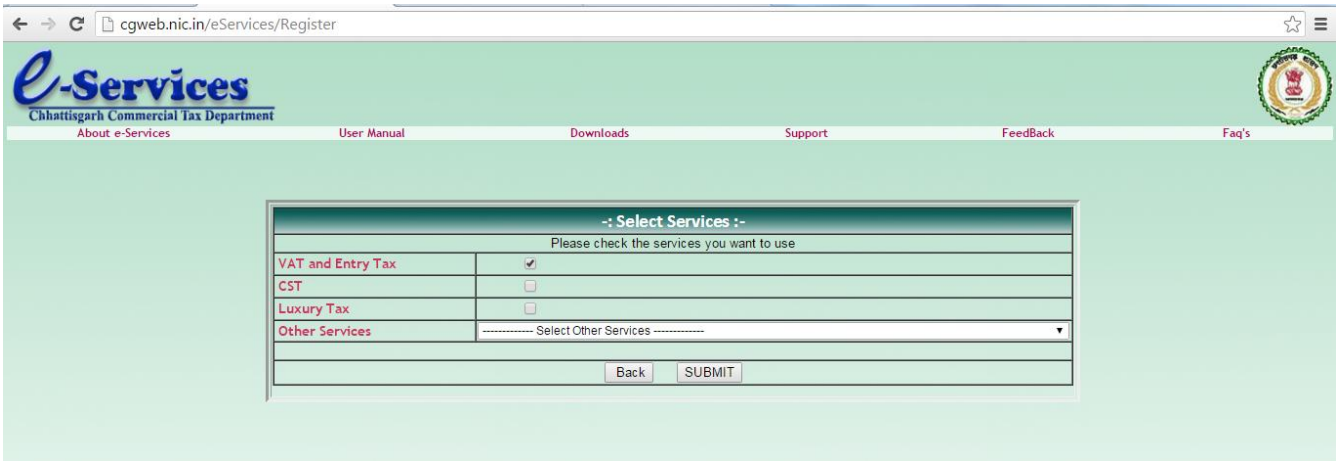
Under "Dealer Corner" go to **LOGIN/NEW REGISTERATION** (http://cgweb.nic.in/eServices/ )



## 1.2 First time User Registration

### III. New User Registration

Go to New User Registration . Select "VAT and Entry tax" from the checkboxes.

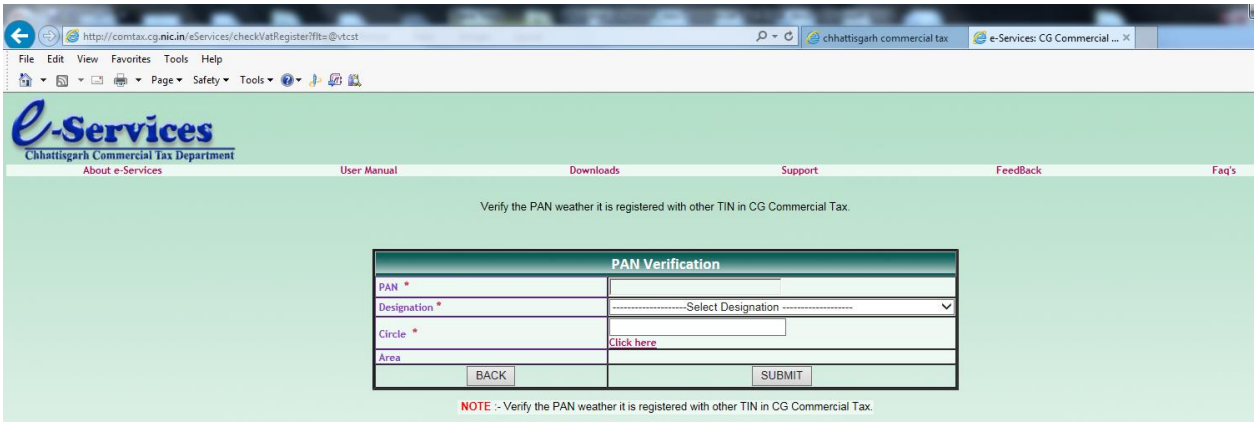



**Instruction**

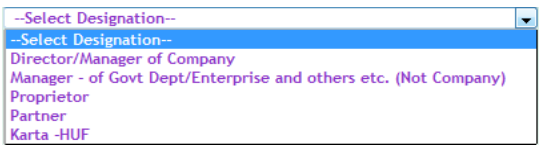
**a) For VAT & Entry Tax: Select the services to be applied.**

**b) For applying CST, it is mandatory to apply VAT first**

### IV. Valid PAN

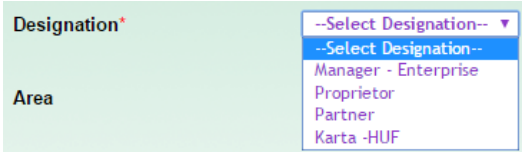



Enter PAN which will be registered for generating the new TIN. Press "Check" to know the validity of PAN.
Select Designation




- If you are applying for Company choose **Director/Manager of Company**
- If you are applying for Govt. Organization choose **Manager-of Govt. Dept./Enterprise and others etc.(Not Company)**
- If you are an owner of your business firm, choose **Proprietor**
- If you are a partner applying for your partnership firm , choose **Partner**
- If you are a Karta of Hindu Undivided Family, choose **Karta-HUF**

A. If Composition(10-B) application - The designation list appears as follows:



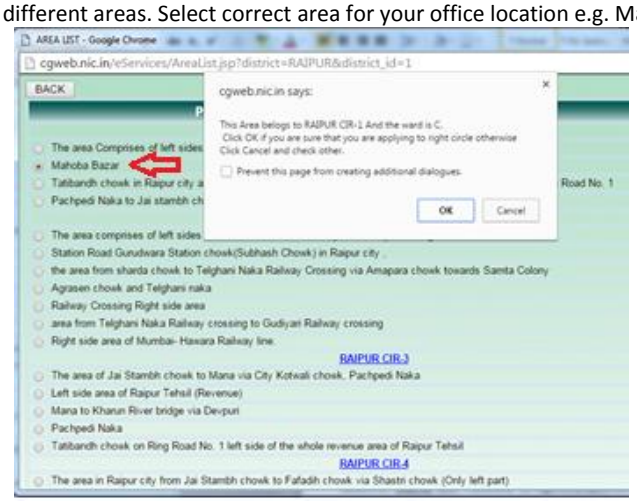

- If you are applying for Company choose **Director/Manager of Company**
- If you are an owner of your business firm, choose **Proprietor**

If you are a partner applying for your partnership firm , choose **Partner**

**Circle**

Choose Circle by selecting 1. DISTRICT and then 2. Area where your office is located.
E.g. if the registered office is located in "Raipur"

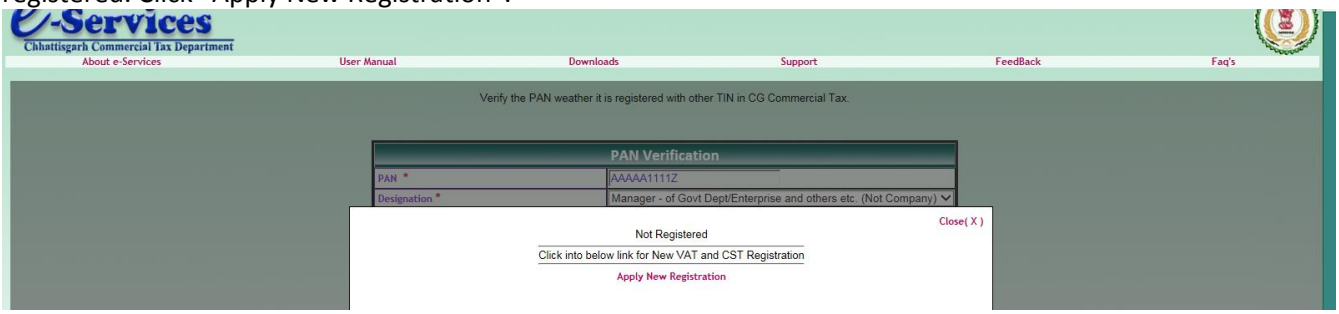
A new window opens up displaying different areas. Select correct area for your office location e.g. Mahoba Bazar




**Select OK**

## V. Validate Pan

A valid PAN (which has not registered for any other e-Services of Commercial Tax department) can be registered. Click "Apply New Registration".

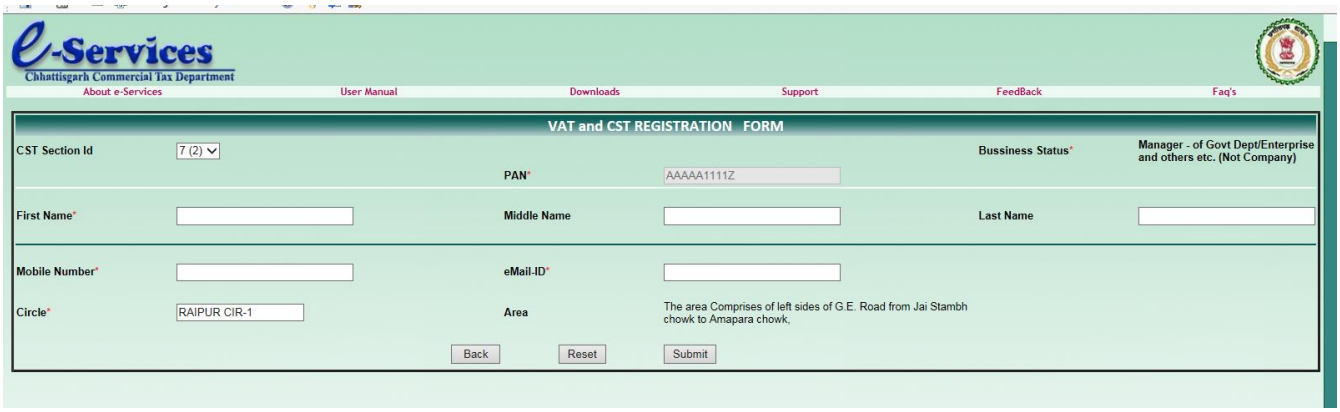



NOTE:

If you have earlier used this PAN number for registering for Entertainment Tax, on Chhattisgarh Excise Department (excise.cg.nic.in ), then system will give same TIN and user will receive password on their registered email. User should use the same TIN and password send on mail by Commercial Tax Department to login on the eServices home page http://cgweb.nic.in/eServices/

## VI. Filling Applicant's Minimal Entry Form".

- A new page opens up for filling the details of the applicant. Fill in the correct details in the Applicant's Minimal Entry Form".
- Instructions are given below to fill the form
- After filling details correctly please recheck the form and press **"Submit"**
  **OR**
- If you want to fill information again, press Reset.

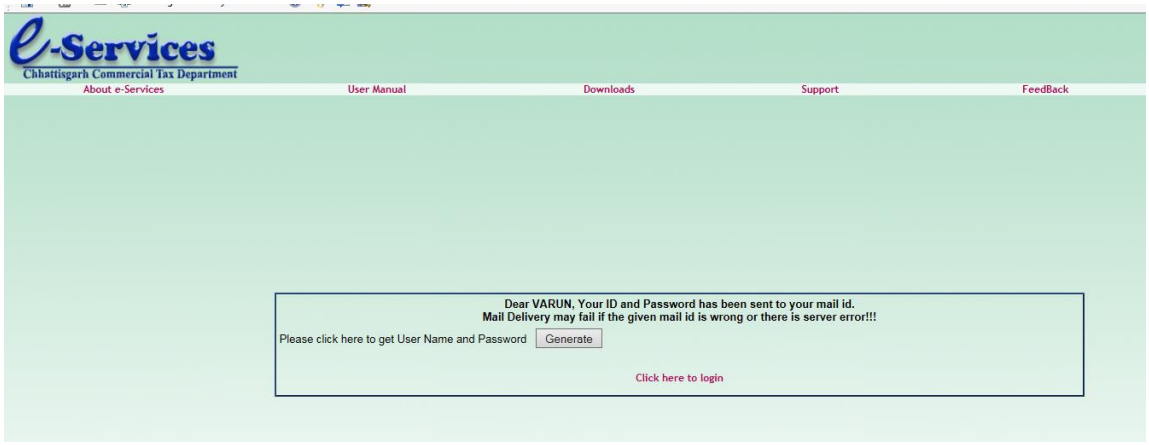



***Instructions for filling above "Applicant's Minimal Entry Form" Same instructions to be followed for registration of*** Luxury Tax TIN. The fields marked with (*) are mandatory.

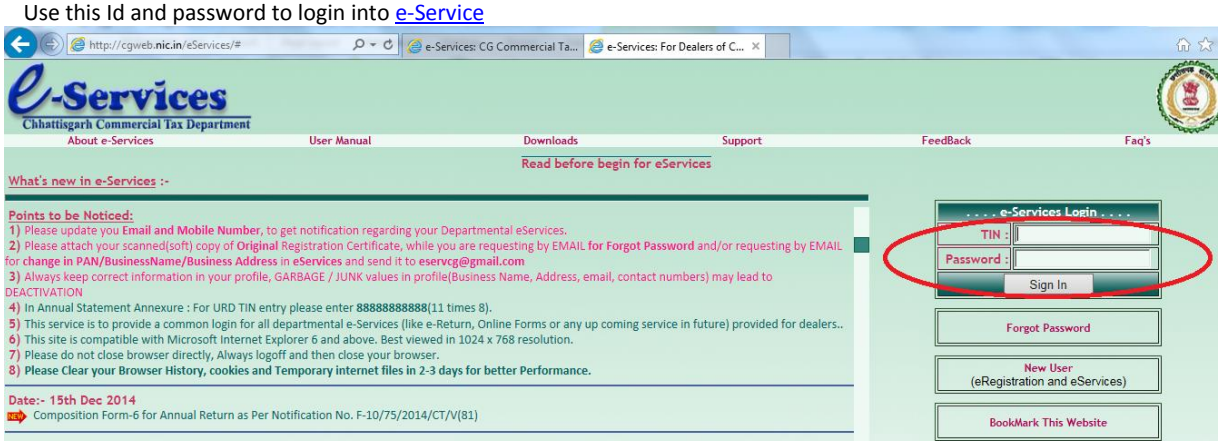
| | |
|---|---|
| **Applicant's**<br>**First Name:**<br>Enter first name of applicant. It is mandatory field and only accepts alphabetic Character (A-Z).<br>**Second Name:**<br>*Enter second name of applicant. It is optional field and only accepts alphabetic Character (A-Z).*<br>**Last Name**<br>Enter Last name of applicant it is *optional field* and only accepts alphabetic Character (A-Z). | **Email id**<br>Please give a valid e-mail id, your password will be mailed to this<br><br>e.g. abc@xyz.com etc. |
| **Mobile Number**<br>Enter Mobile number of applicant it is Optional field and only accepts Numeric (0-9). | |

**Submitting the "Minimal entry form"**

1. If you want to fill all the details again press "Reset", an empty form will open.
2. Recheck all the details entered in the form, if there are no changes, press "Submit".
3. After submitting 'Applicant's Minimal Entry' form, dealer will receive e-mail from the department with details of 'User Id' and 'Password'



4. Use this Id and password to login into [e-Service]



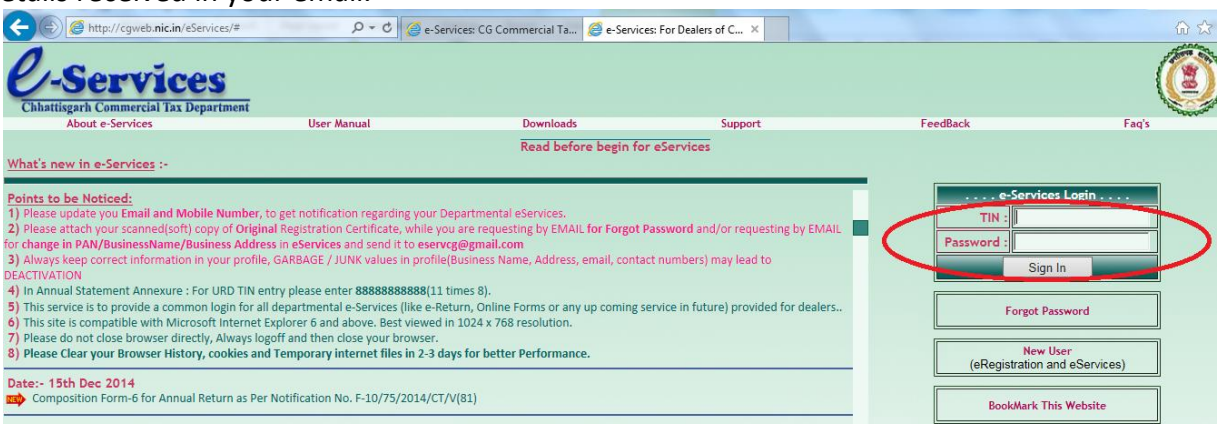
# E-Registration of VAT & Entry Tax

# 2 Online Generation of new TIN for VAT & Entry Tax/CST/Composition and Luxury TAX

## 2.1 Generate Login id and password:

### I. Login to e-Service

For online generation of new TIN required for VAT/CST/Composition and Luxury TAX login to **e-Service.** Use the login details received in your email.




### II. E-registration

After login, select e-Registration module as pointed by red arrow.

After selecting e-Registration, a new window opens up, showing following status:

## 2.2 Steps for Registering VAT

**General Information**

| VAT |
|---|
| **Who should apply:**<br>Any dealer who buys or sells goods in the state of Chhattisgarh (CG) may apply for registration. If turnover of a dealer exceeds prescribed limit. |
| Compulsory:<br>• For Importers- Imports not less than INR 1 Lakh and total turnover more than INR 2 lakh<br>• For manufacturers- Value of manufactured goods not less than INR 1 Lakh and Total Turnover is more than INR 2 lakh<br>• For other dealers – Turnover more than INR 20 lakh in a year.<br>• Dealer who want to apply for CST, Entry tax or Luxury Tax |
| **Reference**<br>Section 16 of Chhattisgarh Value Added Tax Act, 2005 and Rule 10 to 19 of Chhattisgarh VAT rules. |

### 2.2.1 Application Status: Pending (with dealer)

#### I. Open State Registration Application

i. Click on pending status of State Registration Application

NOTE

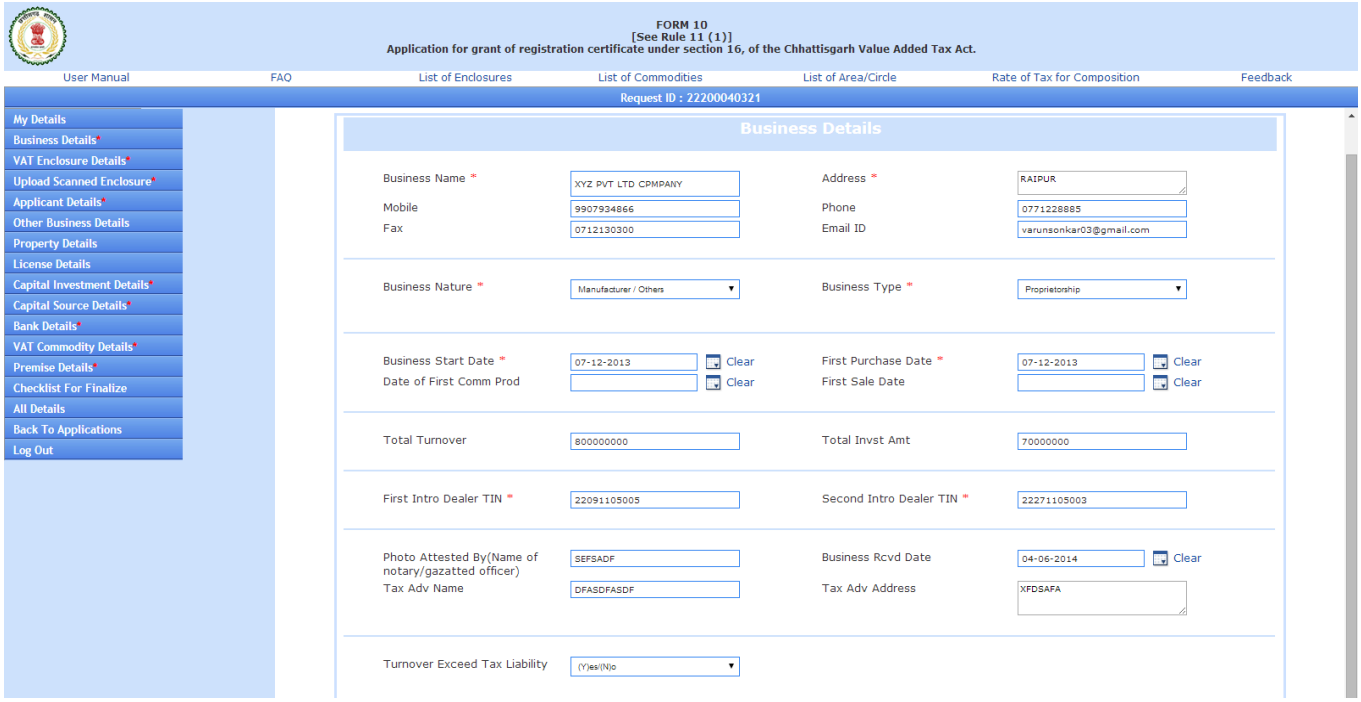
A. If the dealer applied for **VAT & Entry tax only**, the page will display only one pending application for "State Registration Application" required for VAT

B. If dealer applied for **VAT & CST** both, the page will display two pending applications for "State Registration Application" (For VAT) and Central Registration Application (For CST).

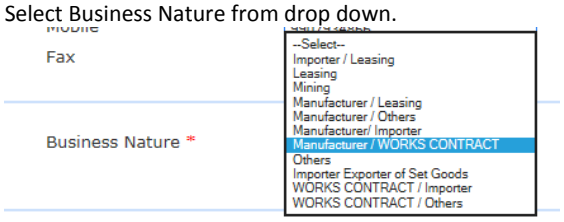
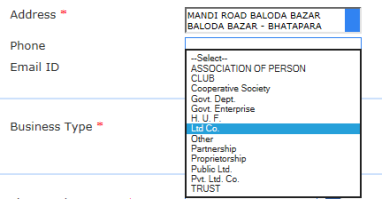
***NOTE: Central Registration can only be applied after State Registration application is complete.***

## II. Filling Business Details

ii. Go to next page "Business Details" read instructions given below to fill this form



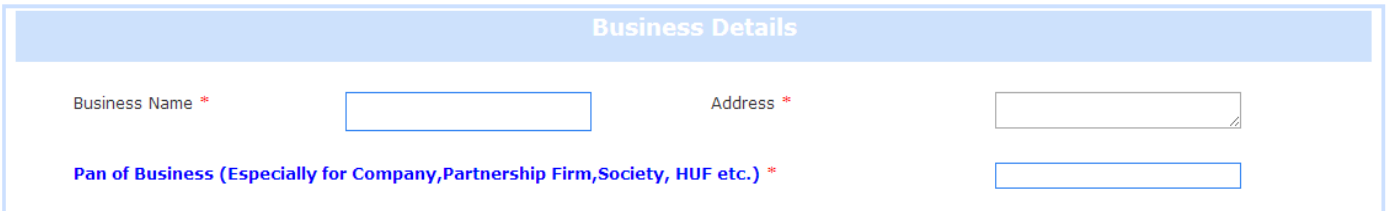

Instructions to fill the Business Details form: *All the entries marked with (*) are mandatory.*

| | |
|---|---|
| **Business Name**<br>Enter business name. It is mandatory field and only accepts alphanumeric(A-Z, 0-9 and dot(.) ) | **Address**<br>Enter address of Business location. |
| **Mobile**<br>Enter valid Mobile number of the registered office | **Phone**<br>Enter Phone number. |
| **Fax**<br>Enter fax number. | **e-Mail id**<br>Enter valid mail id. |
| **Business Nature**<br>Select Business Nature from drop down.<br>  | **Business Type**<br>Select Business Type from drop down.<br>  |

| | |
|---|---|
| **Business start Date**<br>Enter Date of Business start Date. | **Business Purchase Date**<br>Enter Date of Business Purchase Date. |
| **Date of first commodity Produce**<br>Enter Date of first commodity Produce. | **First sale Date**<br>Select Date of First sale Date. |
| **Total turnover**<br>Enter total turnover of the business (Digits in Rupees). | **Total Investment Amount**<br>Enter total investment of the business. (Digits in Rupees) |
| **First Intro Dealer Tin**<br>Enter first Intro Dealer TIN (must registered & 2 years old). | **Second Introducer Dealer Tin**<br>Enter second Intro Dealer TIN (must registered & 2 years old). |
| **Photo attested by(name of notary/gazette officer)**<br>Enter the name of notary/gazette officer from whom the photo has been attested. | **Business Received Date**<br>Enter Business Received Date. |
| **Tax Advisors Name**<br>Name of the Tax advisor | **Tax advisor Address**<br>Enter the tax advisor address from whom you are advised. |
| **Turnover Exceed Tax Liability**<br>Select Drop Down Yes/No | **Date on which the turnover exceeded the limit prescribed under sub-section(1) of section 4** |

| | |
|---|---|
| | Enter exceeded turnover Date. |
| **Date of liability to pay Tax**<br>Enter last Date of paying Tax. | |
| After filling the Business Detail form, press "Save" at the bottom of the page and the click on "VAT enclosures" to move to next page | |

If you applied for designation is '**Director/Manager of Company'** or '**Partnership firm'** or '**HUF**' in the Applicant's Minimal Entry Form, then in Business Details form there would be a new text box – Pan of Business .This is mandatory field to fill the Business Pan of your firm. *All the entries marked with (*) are mandatory.*




Rest of the information can be filled as given above.

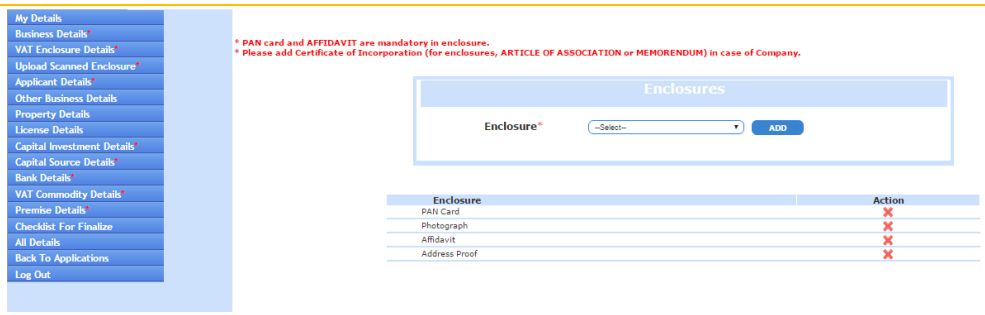
## III. VAT Enclosures (Similar for CST & Composition)

iii. VAT Enclosures: On this page select the list of documents you are going to submit along with your application. Mandatory enclosures.

**List of enclosures for VAT:**

1) PAN Card a) Proprietor PAN for Proprietorship firm b) Company/Firm PAN for Company /Partnership Firm c) HUF PAN for HUF applicant.
2) Affidavit of Proprietor/Partner/Director or manager of Company/ Karta of HUF
3) Address Proof of Business Premise
4) Certificate of Incorporation, Article of Association or Memorandum for Company (in case of Limited Company).
5) Photograph of Proprietor, Partner, Karta of HUF (Not Mandatory for Company).
6) Partnership deed or Partnership firm (In case of Partnership Firm).
7) Letter of identification from two registered dealers.
8) Proof of Bank Account.

After selecting the enclosure the list gets populated as shown:

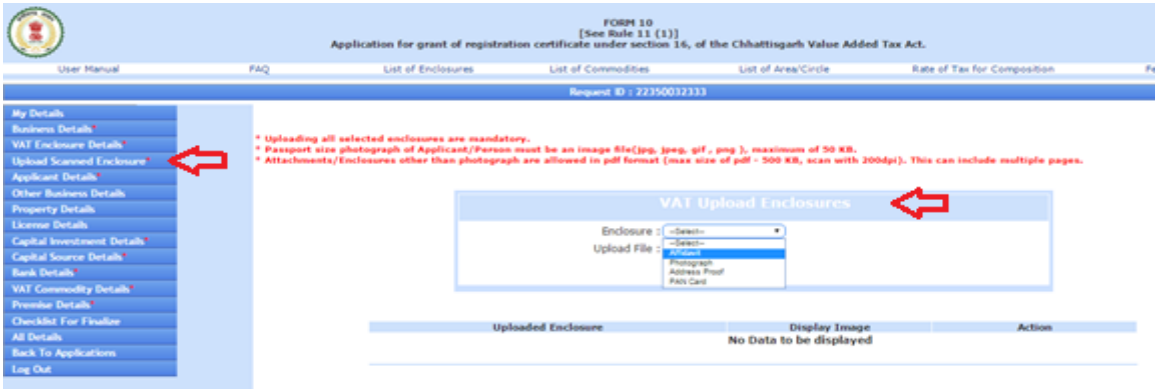



Now click on next page : Upload scanned Enclosure

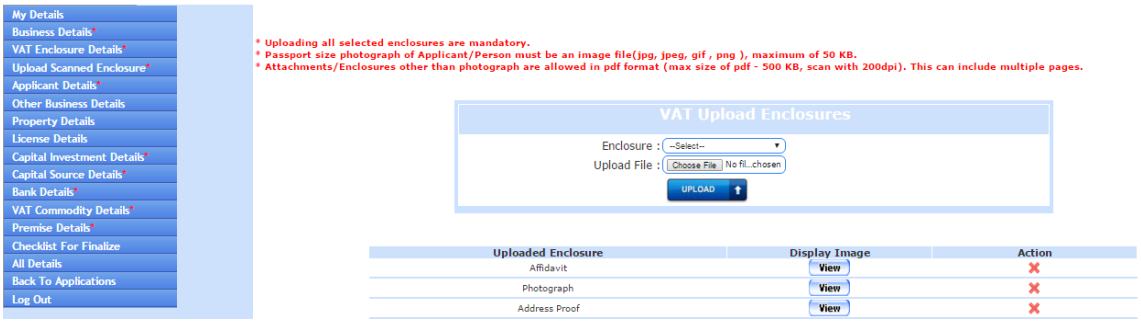
## IV. Upload scanned Enclosure

iv. **Upload Scanned Enclosure**

In this section, you can upload the list of enclosures added in previous step. The dropdown will only show the enclosures, selected in the previous step.




After you upload the required document, you can view or delete it. Photo can be uploaded in .jpg/png/gif format (max size 50kb). Other documents can only be uploaded in pdf format.



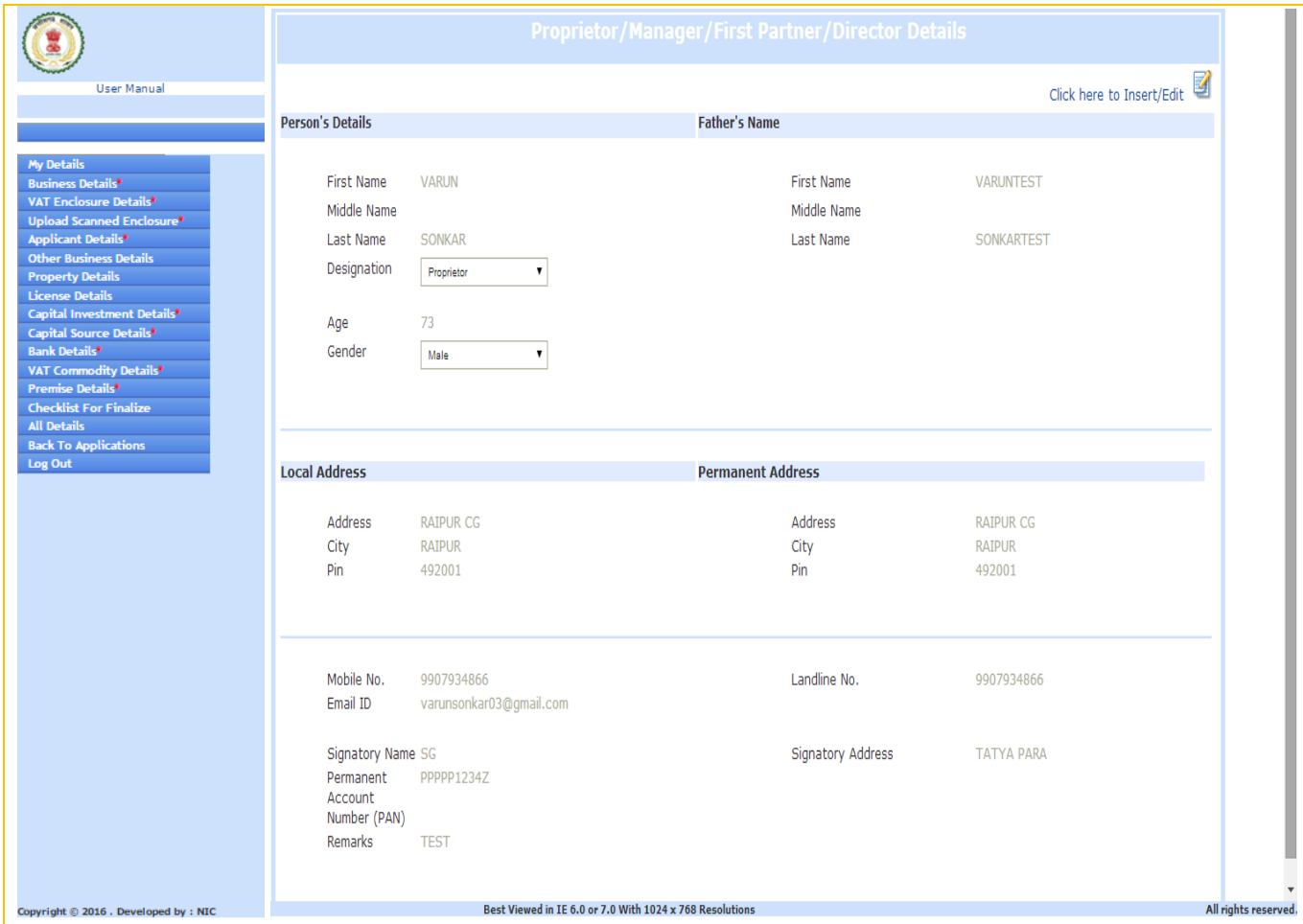

## V. Applicants Details

v. Applicants Details

*Click here to insert/edit*

Click on to open a fresh form

- Read the instructions given below to fill the applicant's details.
- After filling the details save the form

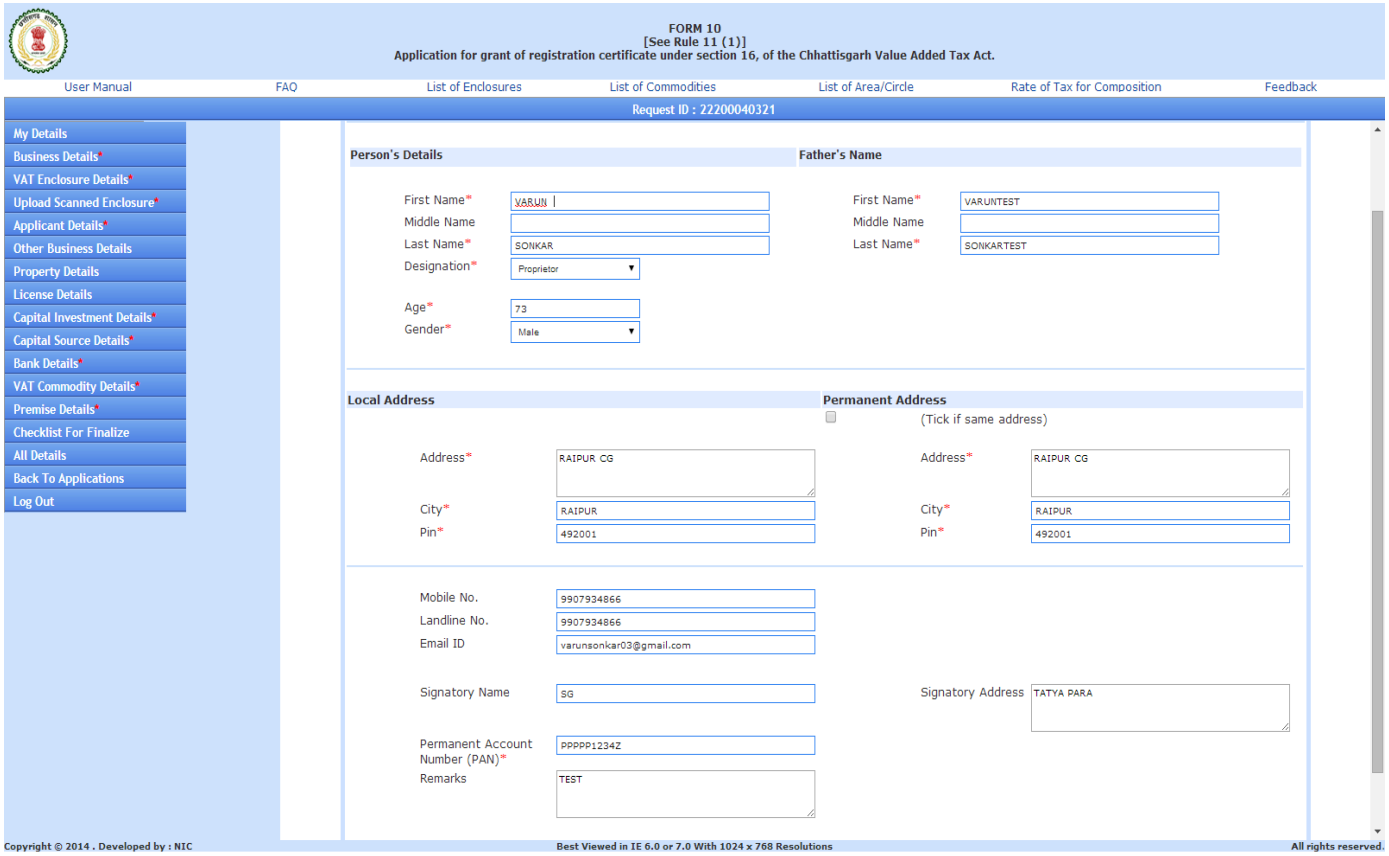



**Instructions to fill applicant's details.** *All the entries marked with (*) are mandatory.*

| Person's Details | Father's Details |
|---|---|
| **First Name**<br>Enter First name of applicant. It is mandatory field and only accepts alphanumeric (A-Z, 0-9 and dot ) | **First Name**<br>Enter first name of applicant's father. It is mandatory field and only accepts alphanumeric (A-Z, 0-9 and dot ) |
| **Middle Name**<br>Enter middle name, It is optional field | **Middle Name**<br>Enter middle name, It is optional field |
| **Last Name**<br>Enter applicant's last name. It is mandatory field | **Last Name**<br>Enter applicant father's last name. It is mandatory field. |
| **Designation:** Enter valid designation name.<br>--Select Designation--<br>--Select Designation--<br>Director/Manager of Company<br>Manager - of Govt Dept/Enterprise and others etc. (Not Company)<br>Proprietor<br>Partner<br>Karta -HUF | |
| **Age:** Enter valid age.(years) | |
| **Gender:** Enter valid gender. | |
| **Address:** Enter address | **Address:** Enter address |
| **City:** Enter City | **City:** Enter City |
| **Pin:** Enter Pin code number. | **Pin:** Enter Pin code number. |
| **Mobile :**Enter valid Mobile number | **Landline Number**: Enter valid number (optional field). |
| **Mail id:** Enter valid mail id | |
| **Signatory Name:** Enter Signatory Name | **Signatory Address:** Signatory Address (optional field). |
| **PAN number:** Enter PAN details | **Remarks:** Enter remarks |

vi. **Filling (Optional) Partner/Director Details: (Instructions same as above)**

Click on Partner/Director Details tab, it will display only if dealer has selected partner in "Applicant's Minimal Entry" click on Add Other Than First Partner/Director Details link it will open Person Details form in editable mode; fill and click on **SAVE**

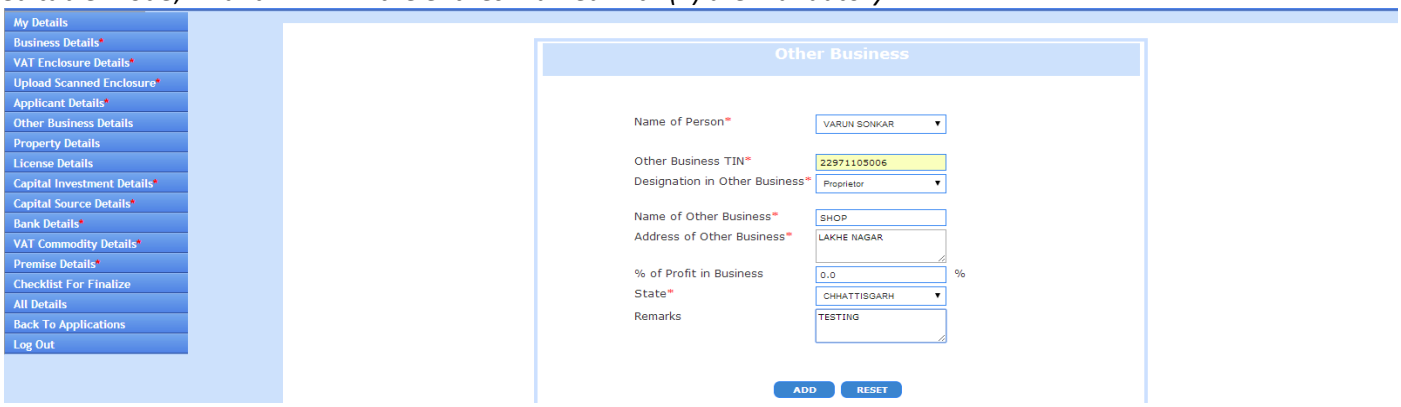



*All the entries marked with (*) are mandatory.*
*Please refer to instructions while filing business details.*

## VI. Filling Other Business Details

vii. Other Business Details

Click on Other Business Details tab then click Add Other Business Details it will open Other Business details form in editable mode; fill and ADD. *All the entries marked with (*) are mandatory.*




Instructions

| | |
|---|---|
| **Name of Person:** Enter name of Person. | **Address of Other Business:** Enter address of Other Business. |
| **Other Business Tin:** Enter Tin of Other Business. | **No of Profit in Business:** Enter Profit of Other Business. |
| **Designation of Other Business:** Enter Designation of Other Business. | **State:** Enter state Name. |
| **Name of Other Business:** Enter Name of Other Business. | **Remarks:** Enter remarks. |

## VII. Filling Company Details

viii. Filling Company Details: (Only if the applicant is partner with the company/firm)

Click on **Company Details** tab then it will open Company Details form to fill mandatory mark with (*) Click **ADD** button to save the data of form. Submit form data it would be show all form data in the same format as given below. *All the entries marked with (*) are mandatory.*

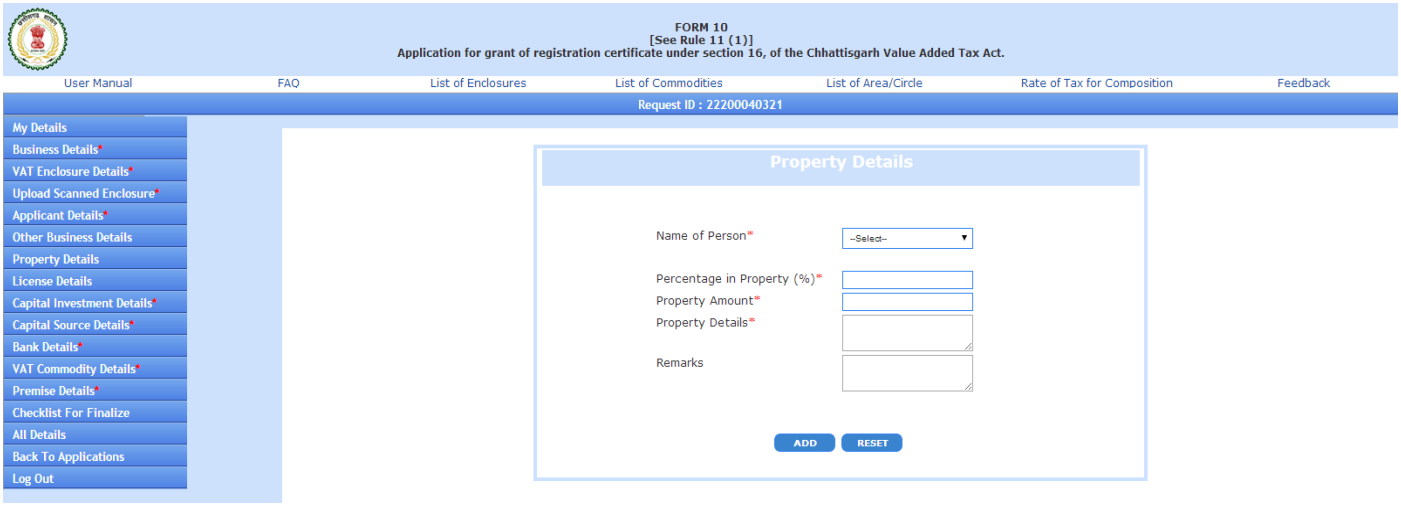
**Instructions to fill the above Company details form.** *All the entries marked with (*) are mandatory.*

| | |
|---|---|
| **Name:** Enter name of Applicant. | **Address:** Enter address |
| **City:** Enter name of your city | **PIN:** Enter PIN |
| **Phone:** Enter valid phone number. | **Mobile:** Enter mobile number |
| **Profit (in %):** Enter profit in percent | **PAN:** Enter your PAN. |

## VIII. Filling (Optional) Property Details

ix. Filling (Optional) Property Details

Click on Property Details tab then click Add Person Property it will open Property Details form in editable mode; fill and click on ADD. Read the instructions to fill the form. *All the entries marked with (*) are mandatory.*



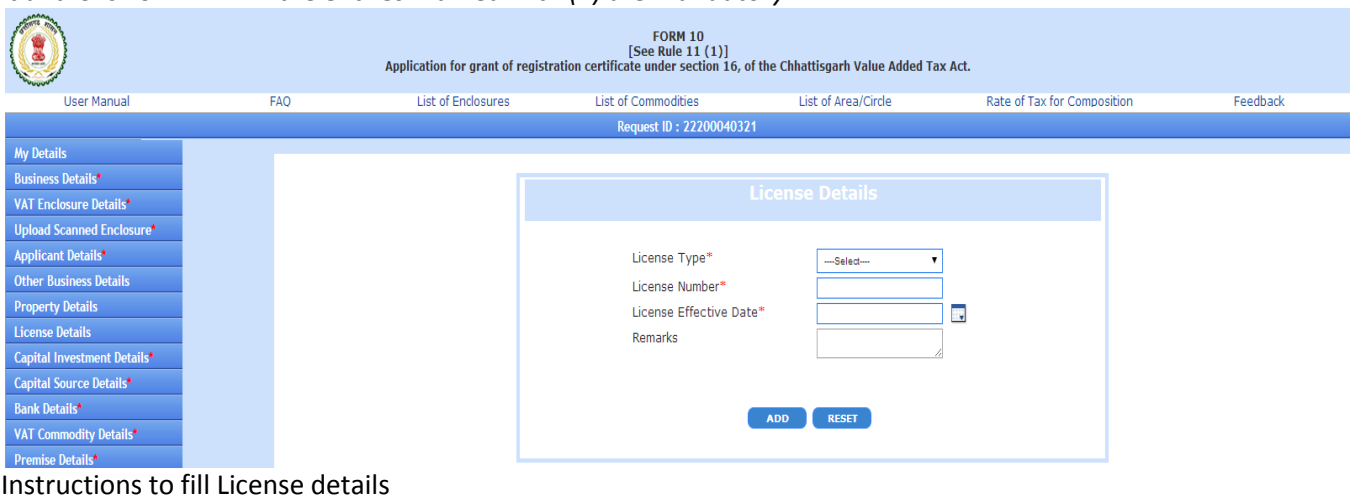

Instructions to fill property details. *All the entries marked with (*) are mandatory.*

| Label | Description |
|---|---|
| Name of Person: | Enter name of Person. |
| Percentage in property: | Enter Percentage of property. |
| Property Amount: | Enter amount of Property. |
| Property Details: | Enter details of Property. |
| Remarks: | Enter Remarks of Property Details. |

## IX. Filling (Optional) License Details:

x. Filling (Optional) License Details:

Click on **License Details** tab then click Add License Details it will open License Detail form in editable mode; fill it and Click on ADD. *All the entries marked with (*) are mandatory.*



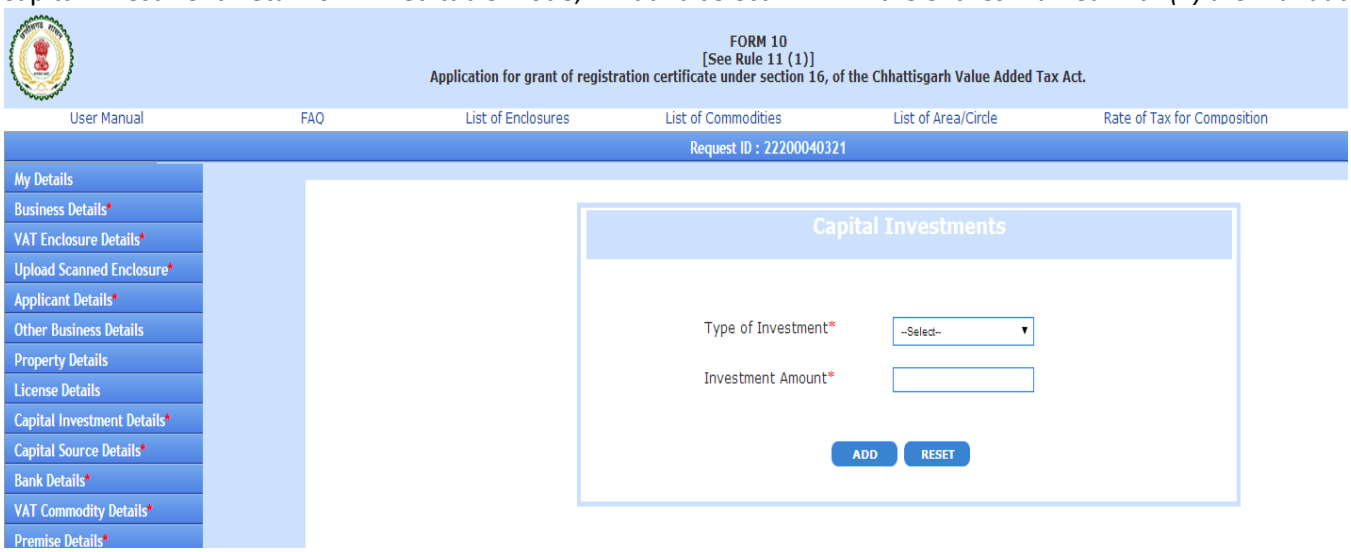

Instructions to fill License details

| | |
|---|---|
| **License Type:** Enter type of License. | **License Effective Date:** Enter date of License Effective Date. |
| **License Number:** Number of License. | **Remarks:** Enter Remarks of Property Details. |

## X. Filling Capital Investment Details

i. Filling Capital Investment Details:

Click on Capital Investment Details* tab then click Add Capital Investments it will open Capital Investment Detail form in editable mode; fill it and select ADD. *All the entries marked with (*) are mandatory.*



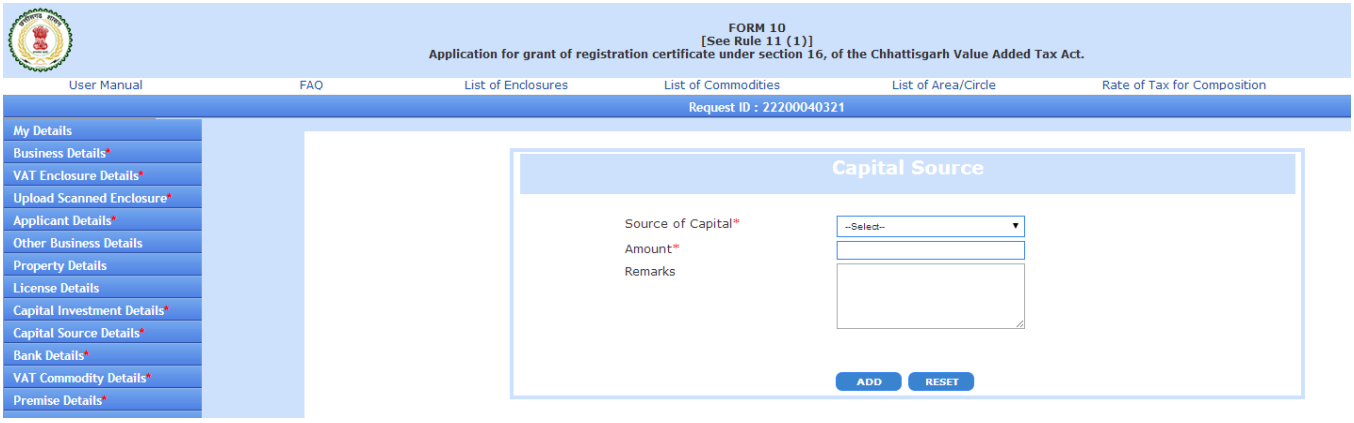

Instructions. *All the entries marked with (*) are mandatory.*

| | |
|---|---|
| **Type of Investment:** Enter type of Investment. | **Investment Amount:** Enter Amount of Investment. |

## XI. Filling Capital Source Details

ii. Filling Capital Source Details:

Click on Capital Source Details* ab then click Add Capital Investments .It will open Capital Investment Detail form in editable mode; fill it and click ADD.



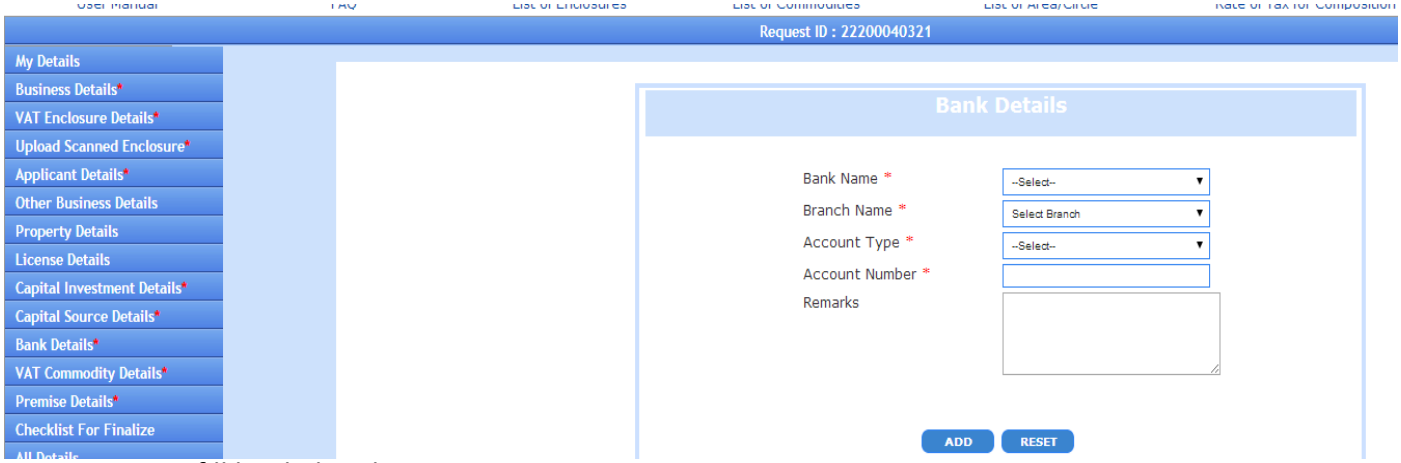

Instructions to fill Capital source details. *All the entries marked with (*) are mandatory.*

| |
|---|
| **Source of Capital:** Select Source of Capital from dropdown |
| **Amount:** Enter Amount of Capital in Rupees |
| **Remarks:** Enter remarks of if any |

## XII. Filling Bank Details

iii. Filling Bank Details

Click on Bank Details* tab then click Add Bank Details it will open Bank Details form in editable mode; fill it and click ADD. *All the entries marked with (*) are mandatory.*



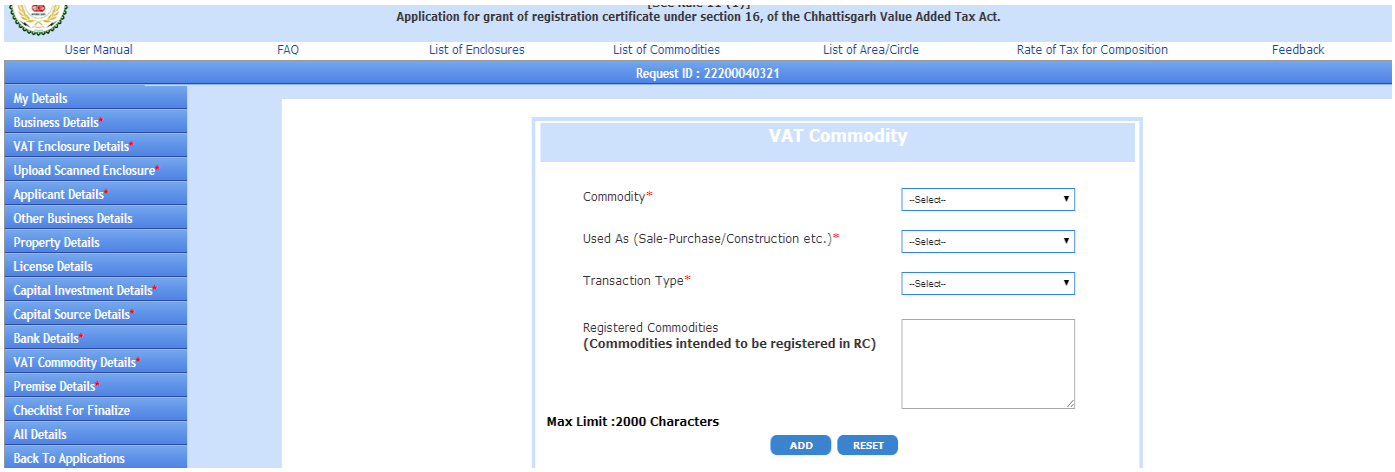

Instructions to fill bank details.

| |
|---|
| **Bank Name**: Select name of bank. |
| **Branch Name:** Select name of branch. |
| **Account Type:** Select account type of bank |
| **Account Number:** Enter account number of bank |
| **Remarks:** Enter remarks of Bank |

## XIII.VAT commodity details

i. VAT commodity details

Click on VAT Commodity Details* tab then click Add VAT Commodity Details it will open VAT Commodity Detail form in editable mode; Fill and ADD. *All the entries marked with (*) are mandatory.*



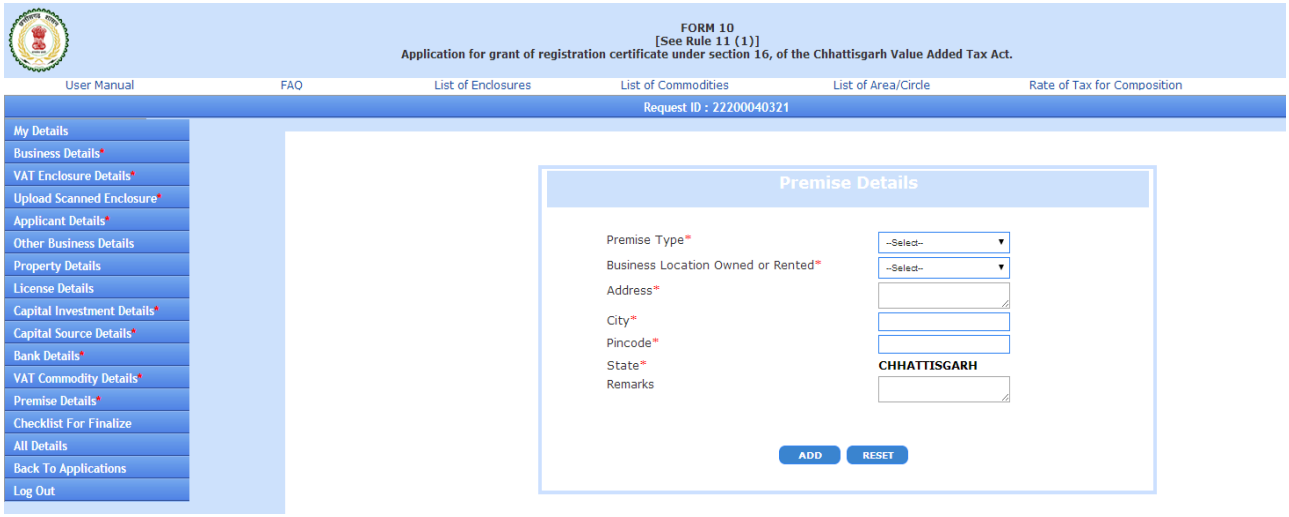

Instructions

| | |
|---|---|
| **Commodity:** Select name of Commodity | **Transaction Type:** Select transaction of Commodity. |
| **Used as (sale-purchase/Construction):** Select item of Commodity. | **Registered Commodities:** Enter Commodities to be registered. |

## XIV. Filling Premise Details

ii. Filling Premise Details:

Click on Premise Details* tab then click Add Premise Details it will open Premise Details form in editable mode; fill it and click ADD.




Instructions: *All the entries marked with (*) are mandatory.*

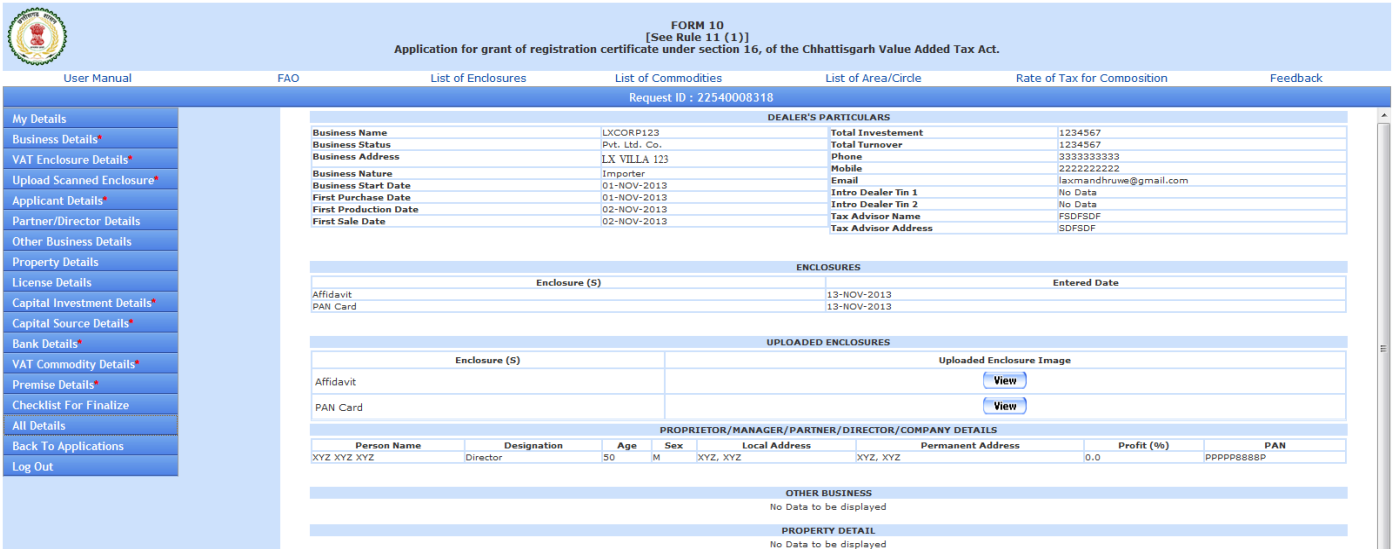
| | |
|---|---|
| **Premise Type:** Select appropriate premise type from the drop down | **City:** Enter city of premise. |
| **Business Location Owned or Rented:** Select if premise is owned or rented | **Pin code:** Enter Pin code of Premise. |
| **Address:** Give address of premise | **State:** Enter state of Premise. |

## XV. All Details

In this step you can verify all the information filled by you.

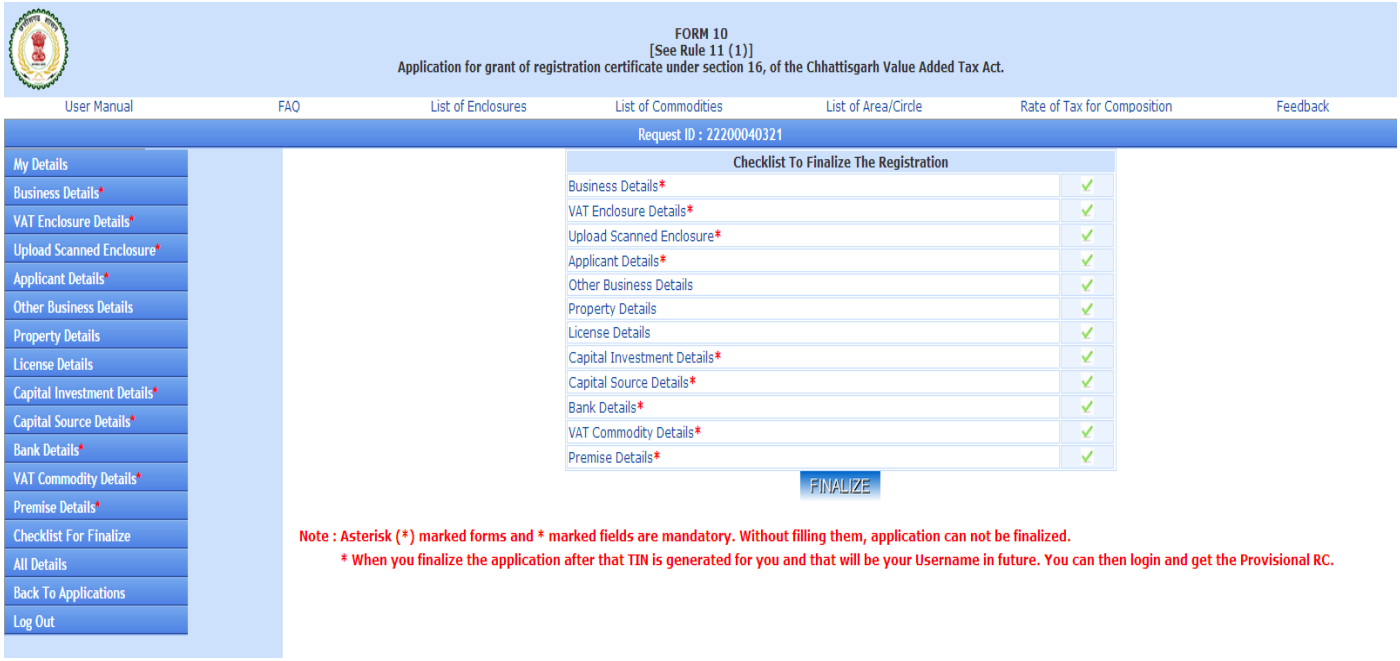
### i. All Details

Click on All Details tab to see all the information filled by you. *All the entries marked with (*) are mandatory.*



## XVI. Checklist for Finalize

Click on Checklist For Finalize tab to check whether you have filled all your information or not, if form is properly filled ✓ appears in front of it otherwise Not Filled appears. Fill all the mandatory form then click on FINALIZE to finalize the application.
All the fields marked with star (*) are mandatory in all the form. Without filling them application cannot be finalized.



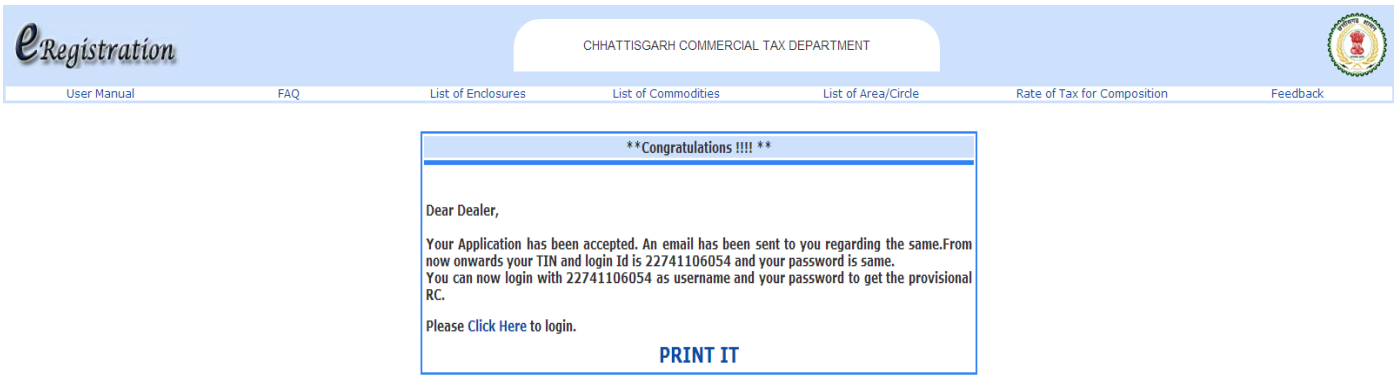

Application Status Accepted (Provisional Certificate & Form 10)

In this stage the application is under consideration of Commercial Tax Officer (CTO). You can generate provisional Certificate and form 10, valid for 15 days from the date of acceptance.

## XVII. Generate your TIN and login with TIN

After "FINALIZE" Process you will get your Application TIN.

ii. TIN



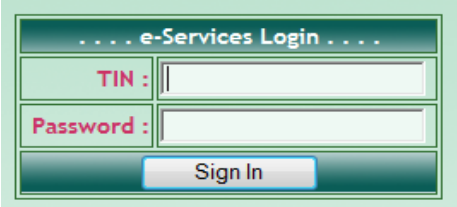

iii. Login using new TIN and the Password.

Open e-Services https://cg.nic.in/eServices/ and Login using 'TIN' and 'PASSWORD'

## XVIII. Provisional Certificate & Form 10

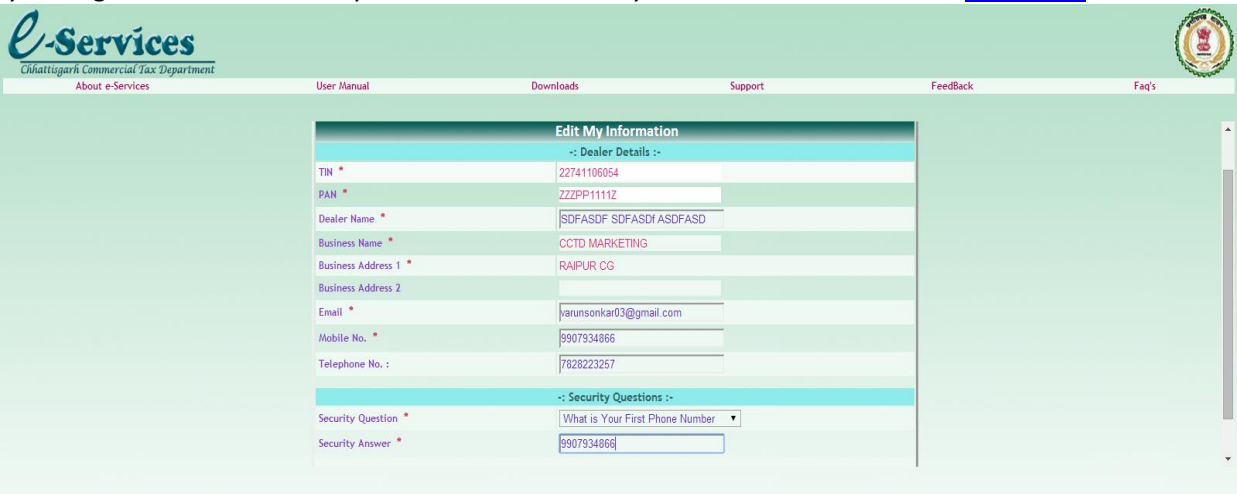
Open e-Services https://cg.nic.in/eServices/ and Login using 'TIN' and 'PASSWORD':

iv. Open e-Services https://cg.nic.in/eServices/ and Login using 'TIN' and 'PASSWORD':

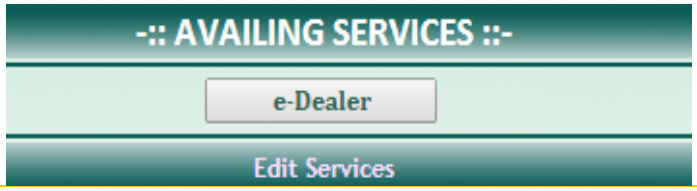



v. Filling Security Question:

When you login first time in e-Services then it will ask for Security Question. It will be helpful to reset the password in case you forgot. So do remember your answer. After this you will see a Dashboard of e-Services.




vi. At e-Services Dashboard click on "e-Dealer"




vii. Application status

'e-Registration' screen will display the list of applications dealer has applied: Click **ACCEPTED**

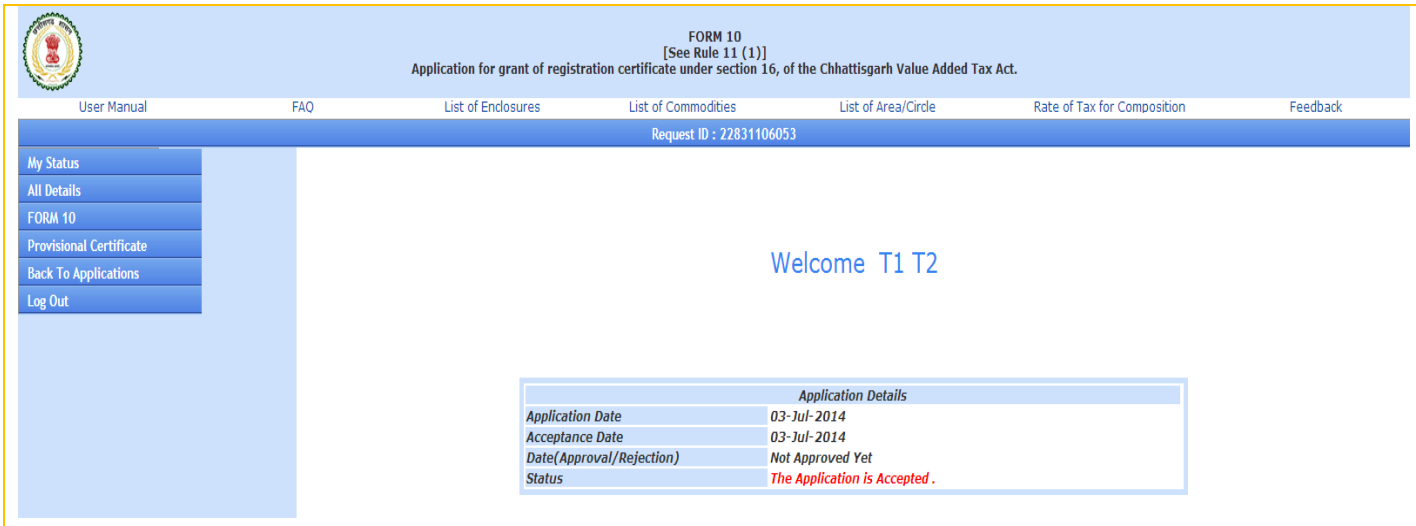
**This shows your application has been accepted by the department, but yet not approved. The application will be approved/rejected in the later stages (status to be updated within 15 days of acceptance of the application)**

LIST OF APPLICATIONS

| Application Id | Date | Year | Type | Status |
|---|---|---|---|---|
| 10745 | 03-JUL-2014 | 2014 | State Registration Application | ACCEPTED |
| 10746 | 11-JUN-2014 | 2014 | Central Registration Application | PENDING |

viii. Provisional Certificate and Form 10

After that you can get the Form -10 and Provisional certificate for the VAT Registration (for State Registration).




*The provisional certificate is valid for 15 days from the date of acceptance of the application*

### 2.2.2 Application Status: Approved-VAT/Entry Tax (Permanent Registration Certificate & Feedback)

After successful verification, the status of applications will be changed to "approved".

### XIX.Approval of State Registration Application

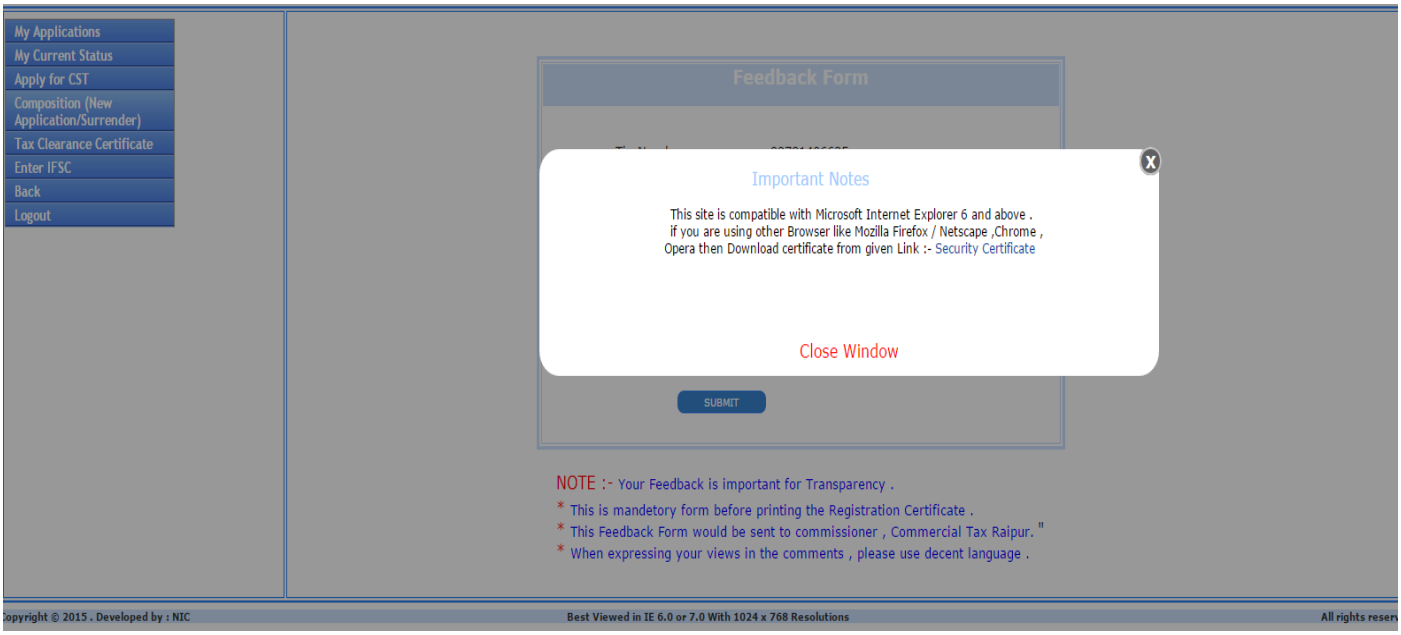
ix. Approval of Registration Application

x. FEEDBACK Form and Permanent Certificate

To get the Permanent Certificate you must Click on APPROVAL button.

Before getting certificate you need to fill the Feedback Form Feedback Form

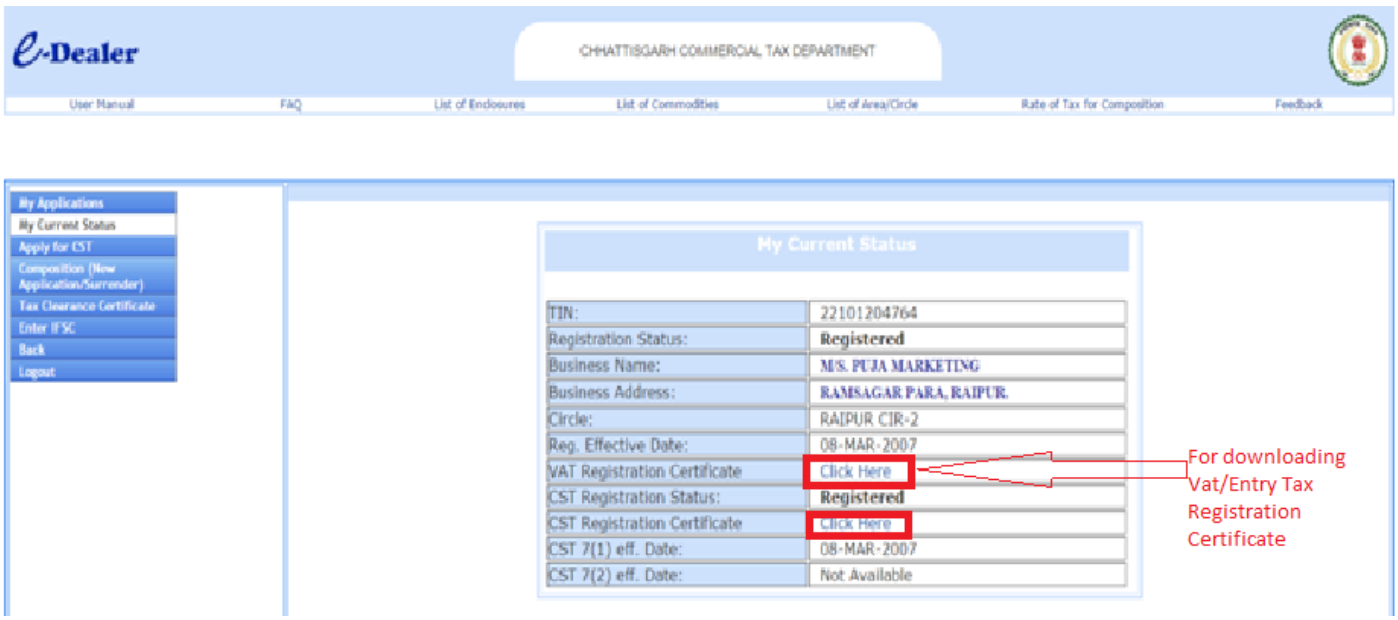
Your feedback will directly go to commissioner; regarding any suggestion or complaints during whole registration process.



## XX. Download VAT/Entry Tax registration Certificate

xi. Registration Certificate

Download the registration Certificate of the application by clicking as shown below:




## 2.2.3 Sample of VAT/ Entry Tax Registration Certificate

[ See Rule 12 (1) ]

This is to certify that

1. Registration Certificate No. 22151206919
2. Name of the business RAJDHANI TRADERS
3. Name of the applicant NITESH JAIN
4. Status of the applicant in the business (whether proprietor, Proprietor
5. Full address of the principal place of is registered under Chhattisgarh Value SHOP NO. 1, 3, FIRST FLOOR, KAMLA SUPER MARKET, TELGHANI NAKA, RAIPUR (C.G.)
6. The nature of Importer / Leasing

| Commodity | Name of Commodity | Mainly/Wholly/Pa | Nature of |
|---|---|---|---|
| 66 | Pulses (ALL KINDS OF PULSES, DALHAN, ANAJ ) | MAINLY | TRADING |
| 102 | Sugar (ALL KINDS OF SUGAR ) | MAINLY | TRADING |
| 106 | Those other Goods not included in the commodity list (ALL KINDS OF THERMACOL PRODUCTS AND PAPER PRODUCTS LIKE CUP, PLATE AND GLASS, DISPOSABLE PRODUCTS ) | MAINLY | TRADING |

7. Additional business places of dealer :-

| Address of business | Type of business |
|---|---|

8. The certificate is 27-May-2016

Seal :
Date :

Signature of Commercial Tax Officer

Note: This is system generated copy, does not require any signature.

## 2.3 Rejection of Application

**If your application gets rejected, the status of your Application would be change, in case of State Registration and Central Registration.**

LIST OF APPLICATIONS

| Application Id | Date | Year | Type | Status |
|---|---|---|---|---|
| 10719 | 14-JUN-2011 | 2011 | State Registration Application | REJECTED |
| 10720 | 14-JUN-2011 | 2011 | Central Registration Application | REJECTED |

After clicking on the status "rejected" the **Rejection Order** button will appear. if you will click the button it will be display rejection letter for VAT Registration only. It will open the letter of rejection

CHHATTISGARH COMMERCIAL TAX DEPARTMENT

Office Name: RAIPUR CIR-1 Print Date: 17-Jul-2014

To,

[redacted]

Subject :- Regarding Rejection of VAT Registration Application.

This is to bring in your kind information that your online application for VAT registration under Chhattisgarh Value Added Tax Act, Form-10 dated 14-06-2011 has been rejected on 22-06-2011 under section 16(4)(c) due to Remarks Not Entered reason.

Employee Name: [redacted]

Designation: Assistant Commissioner