A Handbook on E-Registration

E-Registration

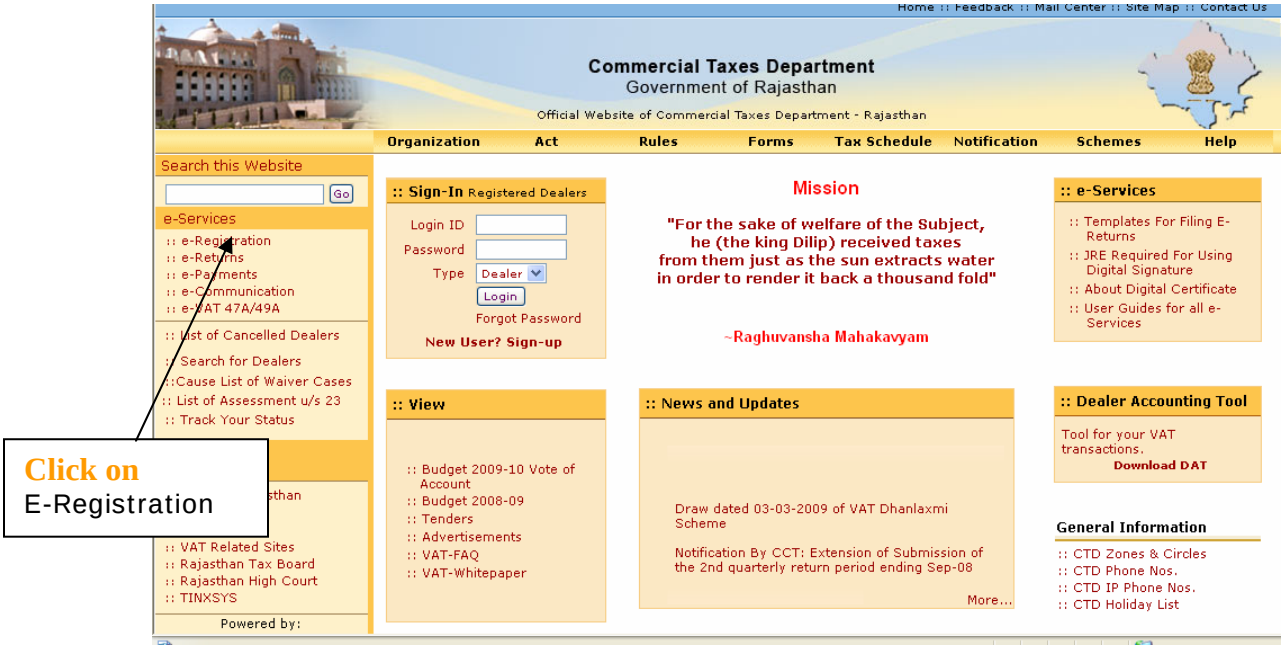
Through the facility of E-Registration, any dealer of Rajasthan can fill and submit their VAT-01A form for registration to the Commercial Taxes Department, Rajasthan.

Following steps are used to complete the process of E-Registration:

Logon to the official website of Commercial Taxes Department, Rajasthan:

Firstly go to the official website of Commercial Taxes Department, Rajasthan i.e. **http://rajtax.gov.in/**

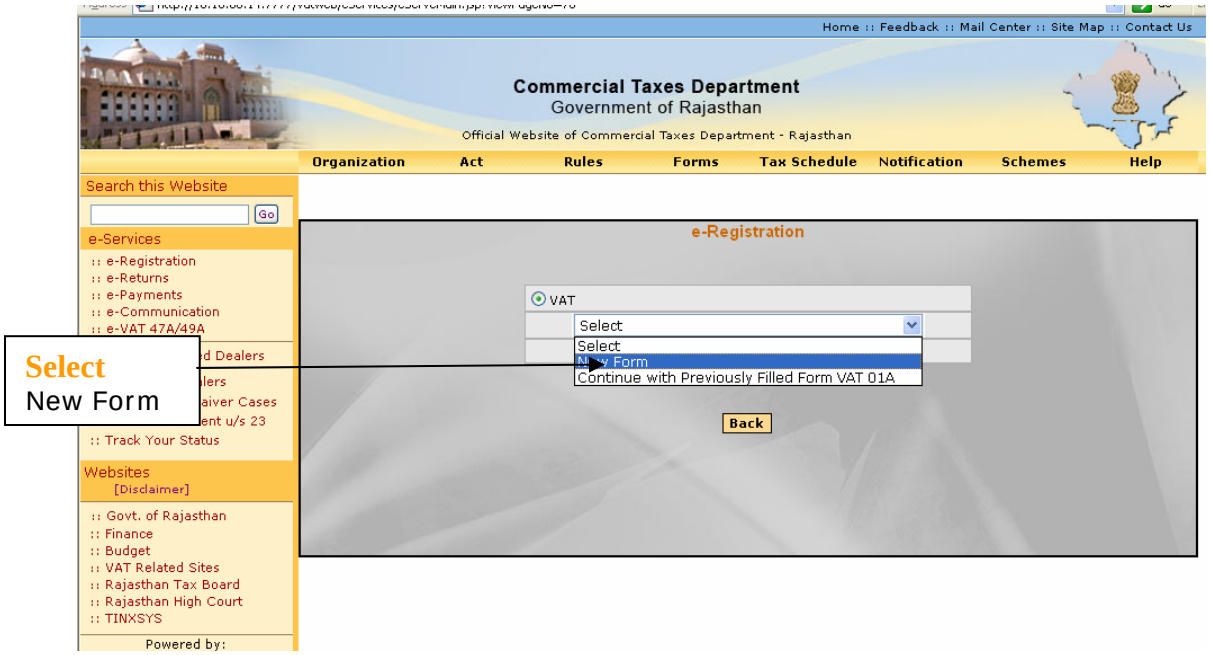
Click on the link of E-Registration link provided on the left panel on home page.



Screen-1

E-Registration Form Selection Screen:

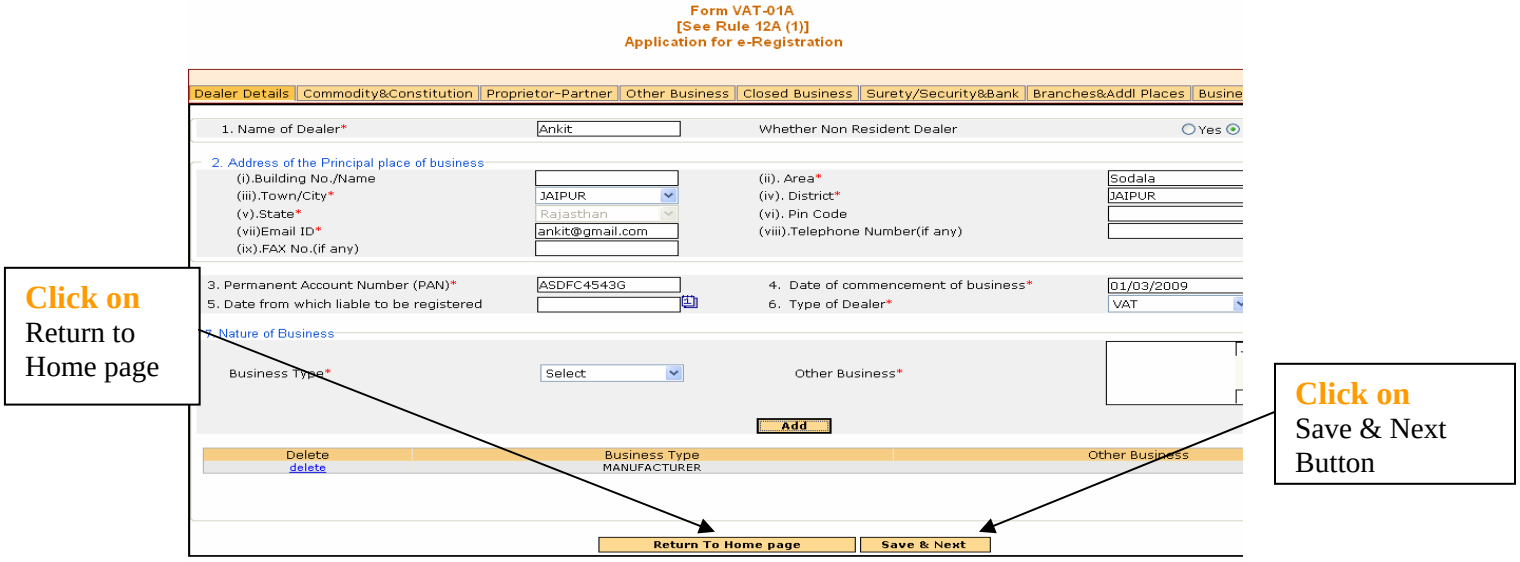
Select New Form from the drop down to open the e-Registration form.



Screen 2

E-Registration (Form VAT-01A) Screen:

Form VAT-01A will open for the dealers to fill in the entries for registration.
If you want to return to Home Page without saving the data then click on "Return on Home Page" button.
Click on "Save & Next" button after filling the data required on Dealer Details tab and proceed.



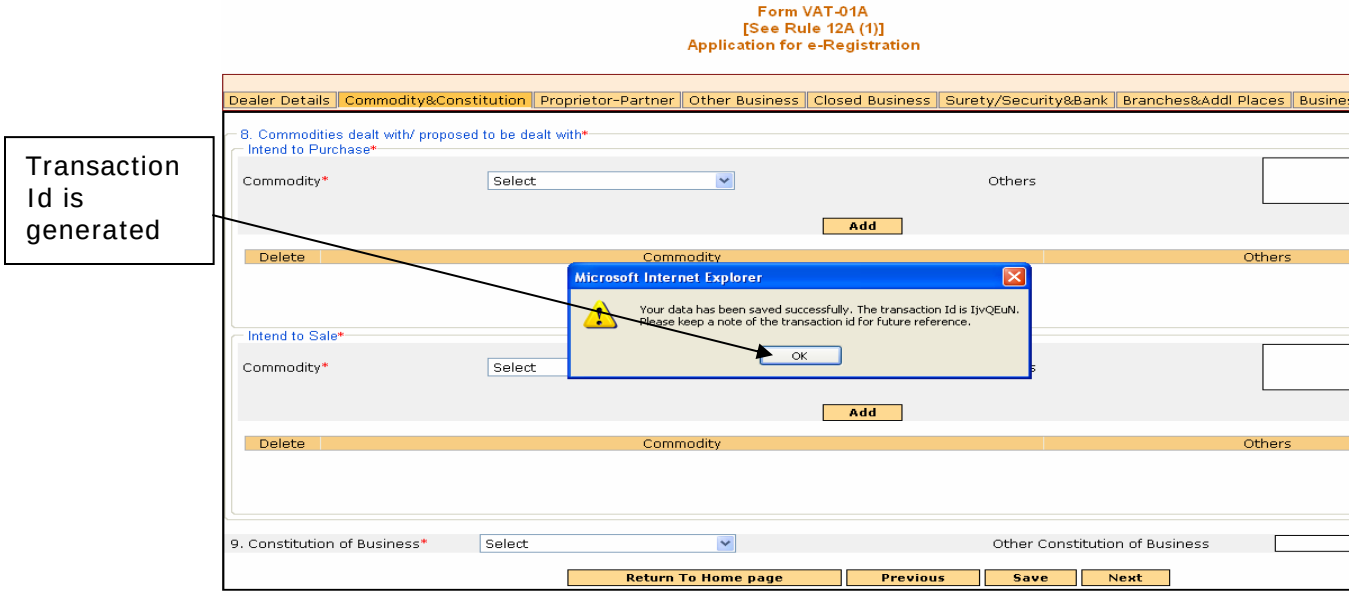
Screen 3

Sr No.	Label	Action To be Performed
1.	Name of Dealer	Enter Firm Name
2.	Whether Non Resident Dealer	Select whether dealer is resident or not
3.	Principal place of Business	Enter address of chief place of business
4.	PAN	Enter Permanent Account Number
5.	Date of commencement of business	Select date of commencement of date
6.	Date from which liable to be registered	Select date from which dealer is liable to be registered
7.	Type of Dealer	Select type in which you want to get registered
8.	Business Type	Select your business type

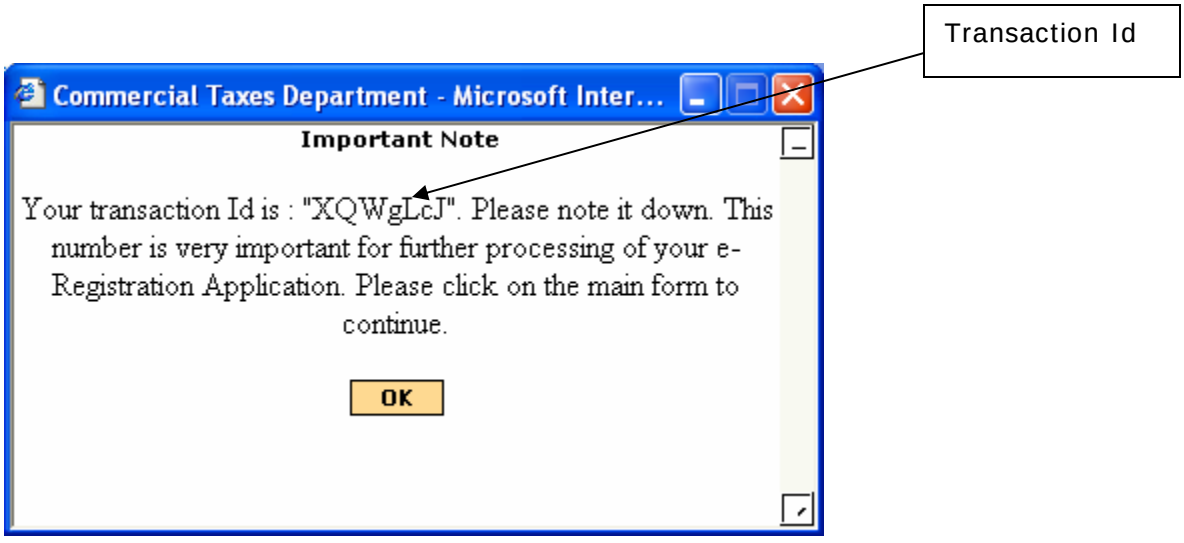
Sr No.	Button	Description
1.	Return to Home page	Click if you want to return to home page without saving.
2.	Save & Next	Click to save data of Dealer Details page and go to next page

After dealer click on “Save & next” button a transaction id will be generated in another pop up window for the dealer.
This transaction id will be required if dealer want to check is e-Registration application status and if Dealer is asked by Registration Authority for any rectification in his application.

Note: ***Dealer should note down the generated transaction id.***

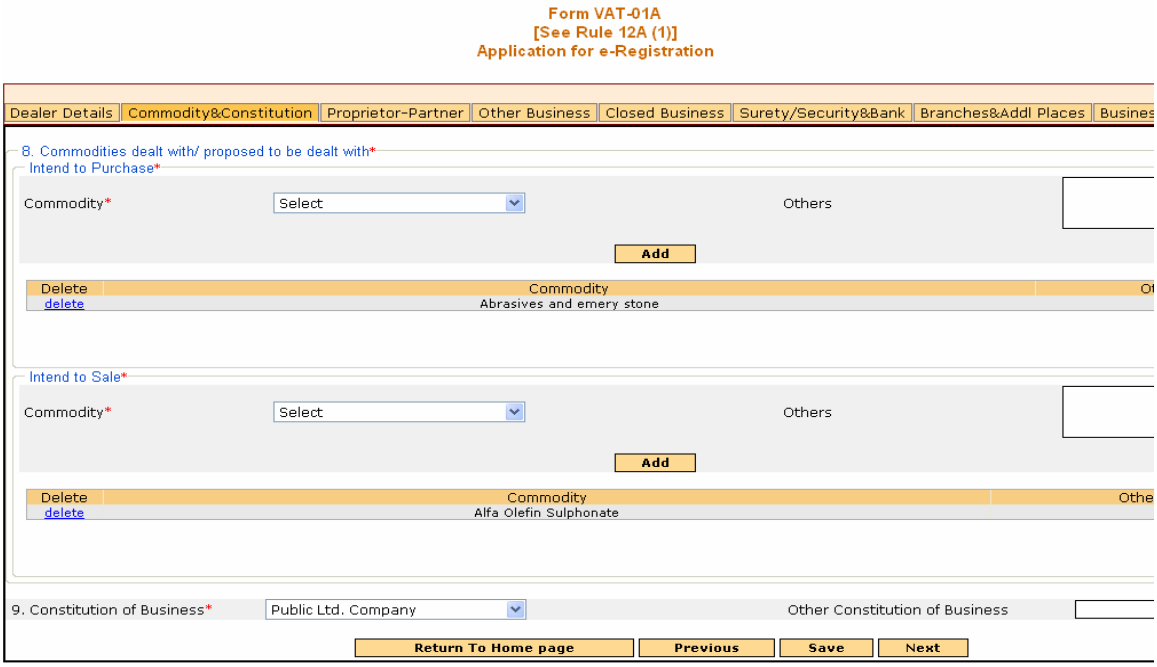


Screen 4



Commodity & Constitution Details:

Here you need to fill your Commodities in which you deal in and your Constitution of Business



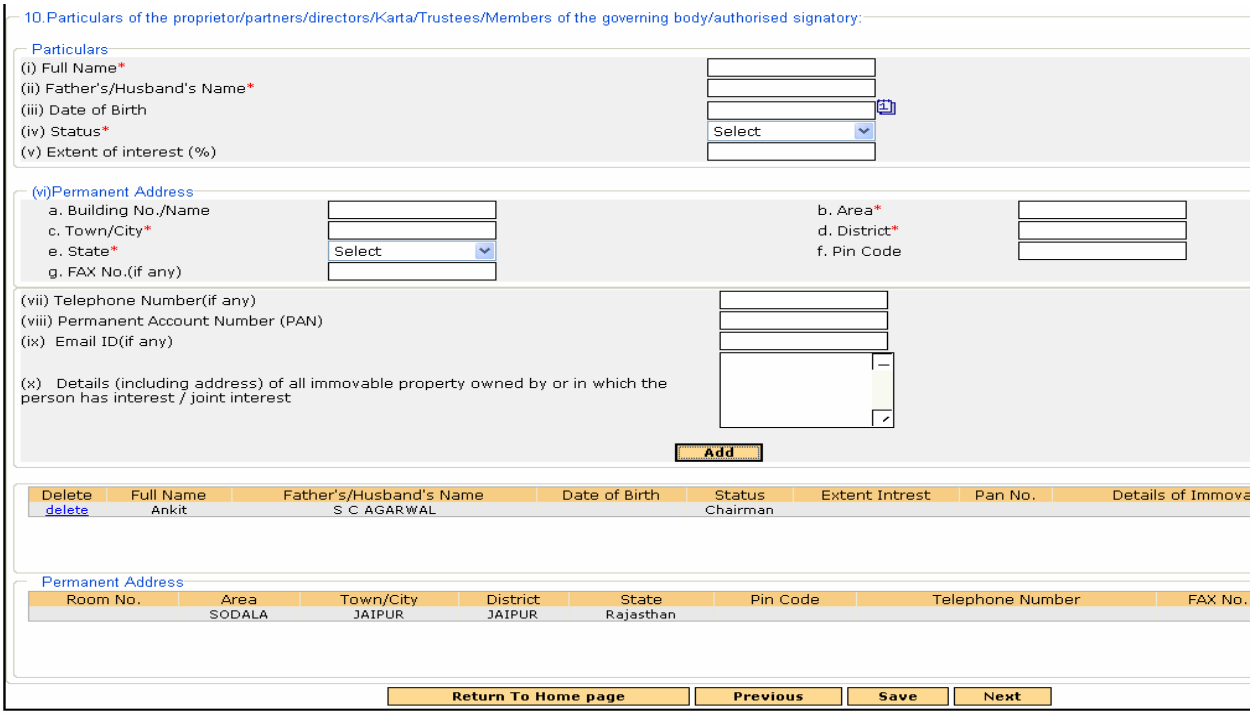
Screen 5

Sr No.	Label	Action To be Performed
1.	Intend to Purchase – Commodity	Select commodity in which with during purchase
2.	Intend to Sale – Commodity	Select commodity in which with during sale
3.	Constitution of Business	Select constitution of business

Sr No.	Button	Description
1.	Return to Home page	Click if you want to return to home page without saving.
2.	Previous	Click to go on previous page
3.	Save	Click to save the page data
4.	Next	Click to go on next page

Proprietor / Partner Details:

Enter your proprietor or partner details



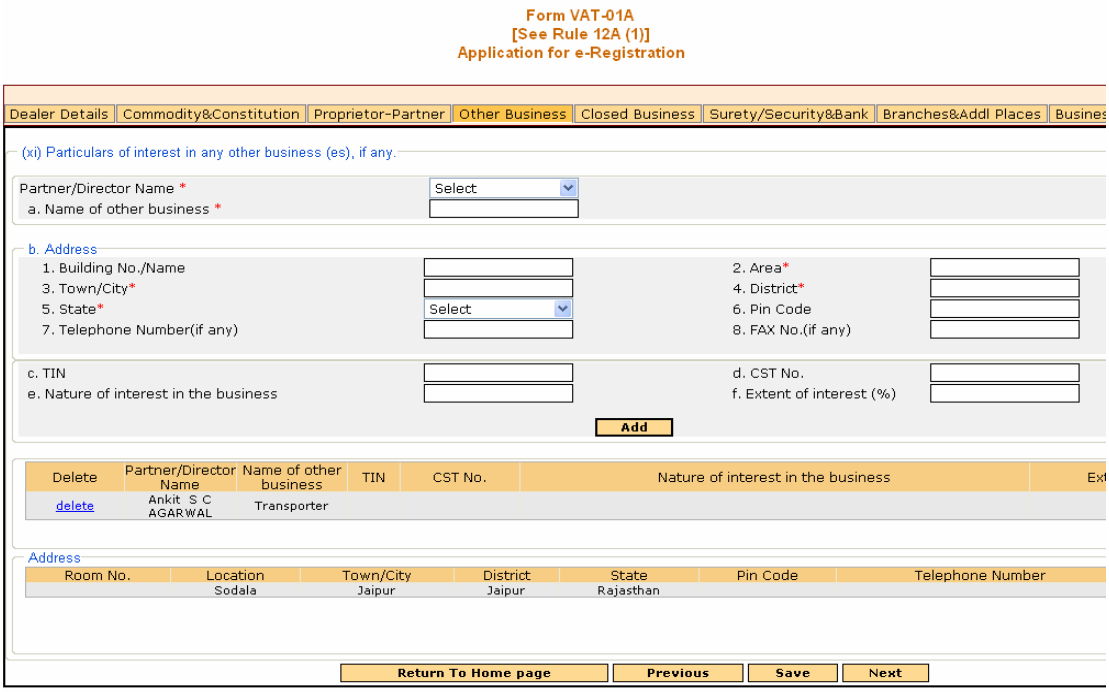
Screen 6

Sr No.	Label	Action To be Performed
1.	Full Name	Select commodity in which with during purchase
2.	Father's/Husband's Name	Select commodity in which with during sale
3.	Date of Birth	Enter your Date of Birth
4.	Status	Select the status of constitution of business
5.	Extent of interest (%)	Enter the extent of interest in business
6.	Permanent Address	Enter Permanent address
7.	Telephone Number	Enter telephone number
8.	PAN	Enter PAN
9.	Email Id	Enter Email Id
10.	Details (including address) of all immovable property owned by or in which the person has interest/joint interest	Enter details of all immovable property owned by or in which you have interest/joint interest

Sr No.	Button	Description
1.	Return to Home page	Click if you want to return to home page without saving.
2.	Previous	Click to go on previous page
3.	Save	Click to save the page data
4.	Next	Click to go on next page

Other Business:

If you have any other business then its details is to be entered on this page. After entering the details click on "Add" button to add the other business details entered in this page. You can enter multiple entries on this page.



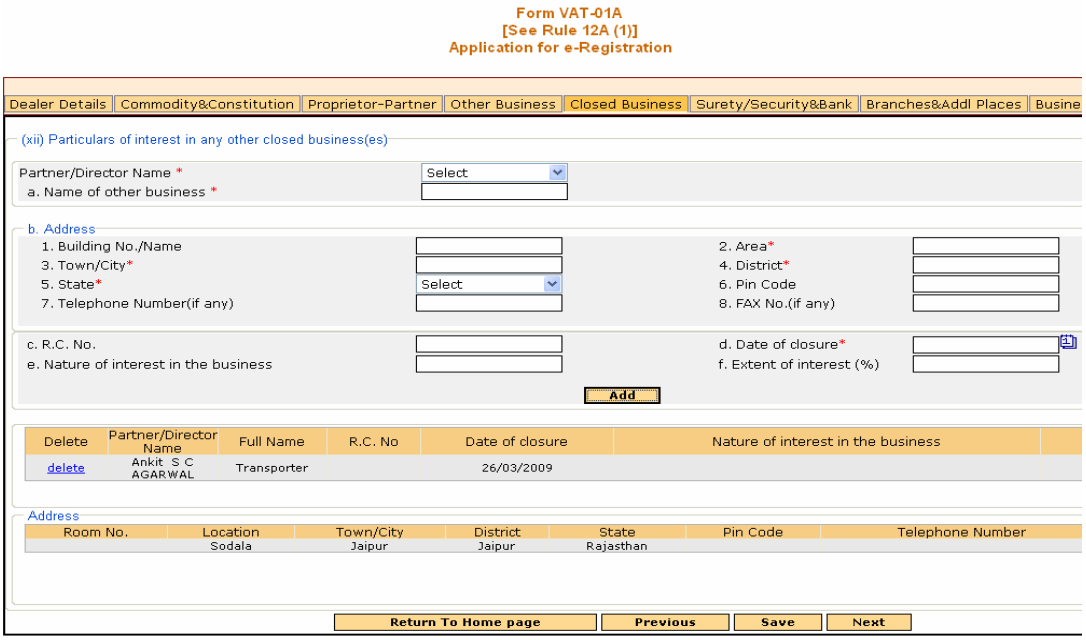
Screen 7

Sr No.	Label	Action To be Performed
1.	Partner/Director Name	Enter Partner or Director's Name
2.	Name of Other Business	Enter Name of other business which you have
3.	Address	Enter the other business address
4.	TIN	Enter TIN of that business
5.	CST No.	Enter the CST number if any for that business
6.	Nature of interest in the business	Enter Nature of interest in that business
7.	Extent of interest (%)	Enter extent of interest you have in that business

Sr No.	Button	Description
1.	Return to Home page	Click if you want to return to home page without saving.
2.	Previous	Click to go on previous page
3.	Save	Click to save the page data
4.	Next	Click to go on next page

Closed Business:

If you had any business previously and you have closed that business then its details is entered in this page.
You can add multiple entries by clicking on Add button.



Screen 8

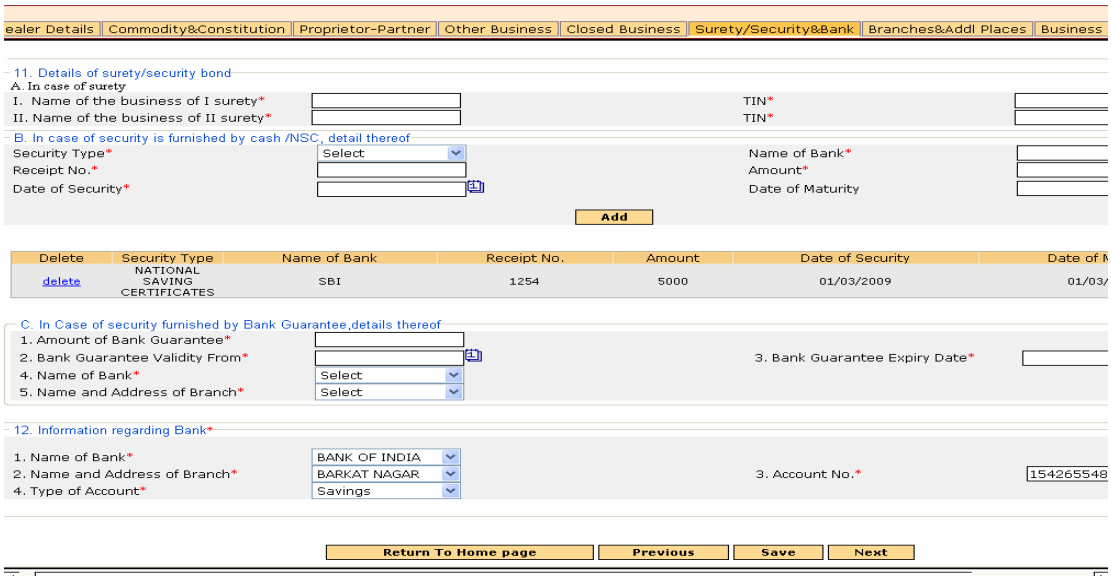
Sr No.	Label	Action To be Performed
1.	Partner/Director Name	Enter Partner or Director's Name
2.	Name of Other Business	Enter Name of other business which you have
3.	Address	Enter the other business address
4.	RC No.	Enter RC number of that business
5.	Date of Closure	Enter the date of closure of that business
6.	Nature of interest in the business	Enter Nature of interest in that business
7.	Extent of interest (%)	Enter extent of interest you have in that business

Sr No.	Button	Description
1.	Return to Home page	Click if you want to return to home page without saving.
2.	Previous	Click to go on previous page
3.	Save	Click to save the page data
4.	Next	Click to go on next page

Surety / Security & Bank Details:

You have to enter either of surety or security details:
Surety Details – TIN of two registered dealers in VAT.
Security Details – You have to enter cash details, NSC details or Bank guarantee.

Bank Details – Enter bank details in which you have any account



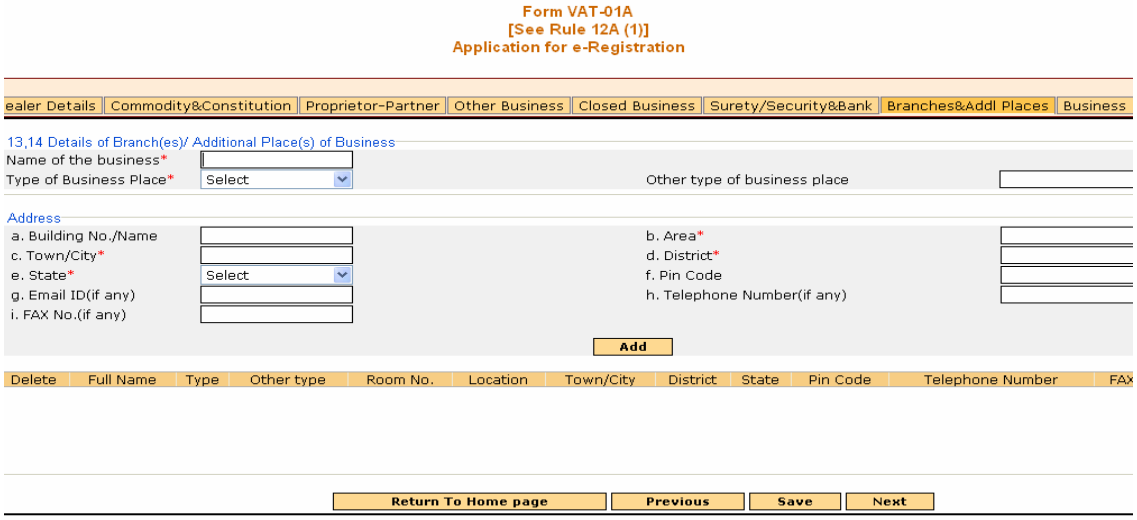
Screen 9

Sr No.	Label	Action To be Performed
1.	Name of business of I surety	Enter TIN of I registered dealer for surety details
2.	Name of business of II surety	Enter TIN of II registered dealer for surety details
3.	Security Details	Select the type of security you want to provide or enter bank guarantee details
4.	Bank Details	Select bank details in which you have the account

Sr No.	Button	Description
1.	Return to Home page	Click if you want to return to home page without saving.
2.	Previous	Click to go on previous page
3.	Save	Click to save the page data
4.	Next	Click to go on next page

Branch & Additional Place of Business:

If you have any additional branches of business then its details are entered on this page.



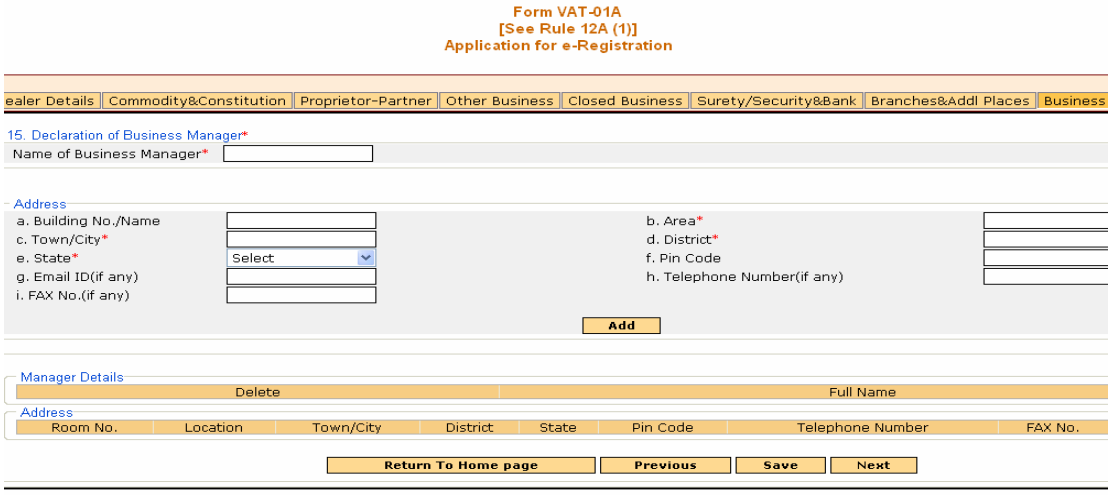
Screen 10

Sr No.	Label	Action To be Performed
1.	Name of business	Enter business branch Name
2.	Type of business	Select type of business whose branch is this
3.	Address	Enter address of branch

Sr No.	Button	Description
1.	Return to Home page	Click if you want to return to home page without saving.
2.	Previous	Click to go on previous page
3.	Save	Click to save the page data
4.	Next	Click to go on next page

Manager Details:

Business Manager Details are to be filled in this page.
You have to submit Form VAT-02 for Manager Details.



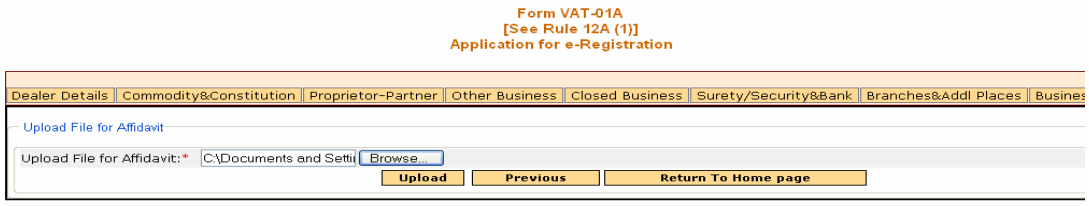
Screen 11

Sr No.	Label	Action To be Performed
1.	Name of Business Manager	Enter Name of business Manager
2.	Address	Enter address of business manager

Sr No.	Button	Description
1.	Return to Home page	Click if you want to return to home page without saving.
2.	Previous	Click to go on previous page
3.	Save	Click to save the page data
4.	Next	Click to go on next page

Affidavit:

You have to upload the scanned affidavit in PDF format with your e-registration application.
Click on browse to select the affidavit saved on your machine.
Click on upload button to upload the affidavit attached.



Screen 12

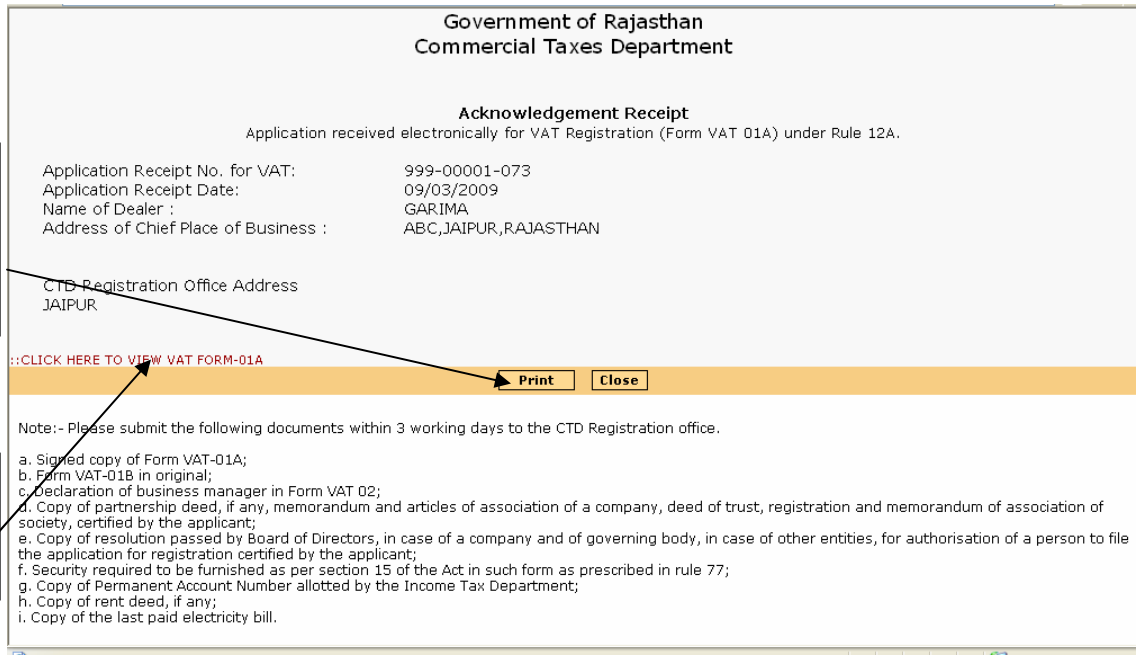
Sr No.	Button	Description
1.	upload	Click to upload the affidavit in .pdf format
2.	Previous	Click to go on previous page
3.	Return to Home page	Click if you want to return to home page without saving.

Acknowledgement Receipt:

With click of upload button Affidavit is uploaded and an acknowledgement receipt is getting generated for you.
The lists of required attachments to be submitted in the office are also provided on the receipt.
Link to View his Form VAT-01A details is given on this Acknowledgement receipt.
Please print the View form VAT-01A PDF copy, sign and submit in the office along with other attachments required.

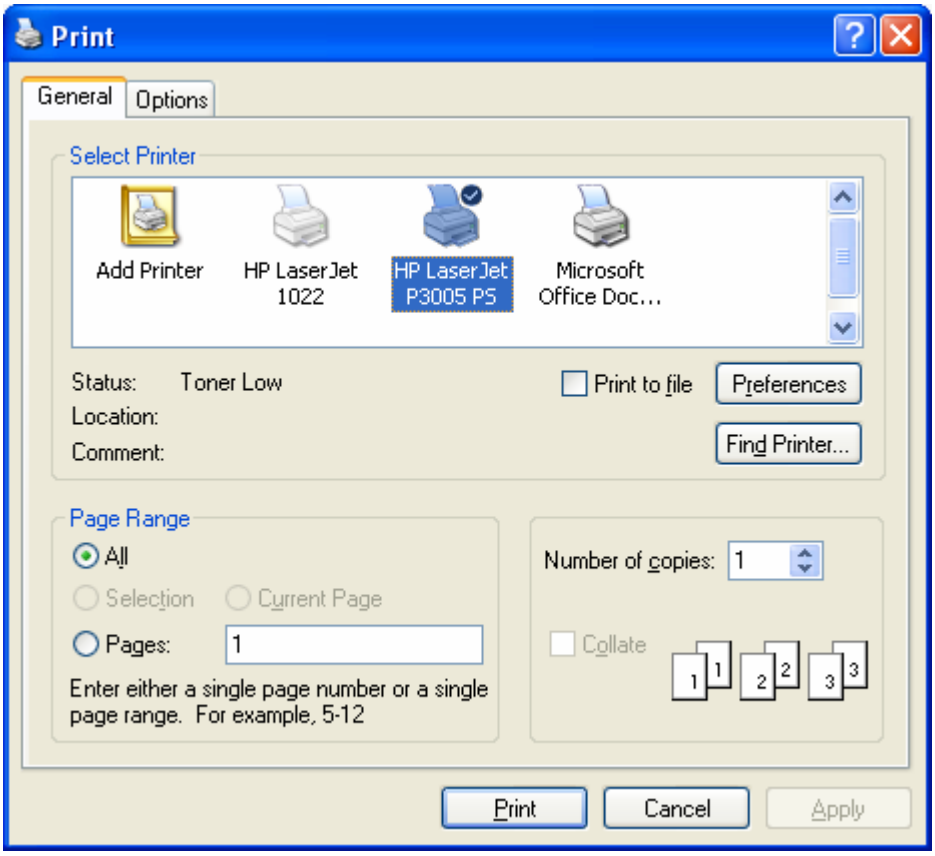
Click here to Print Acknowledgement Receipt

Click here View Form VAT-01A PDF



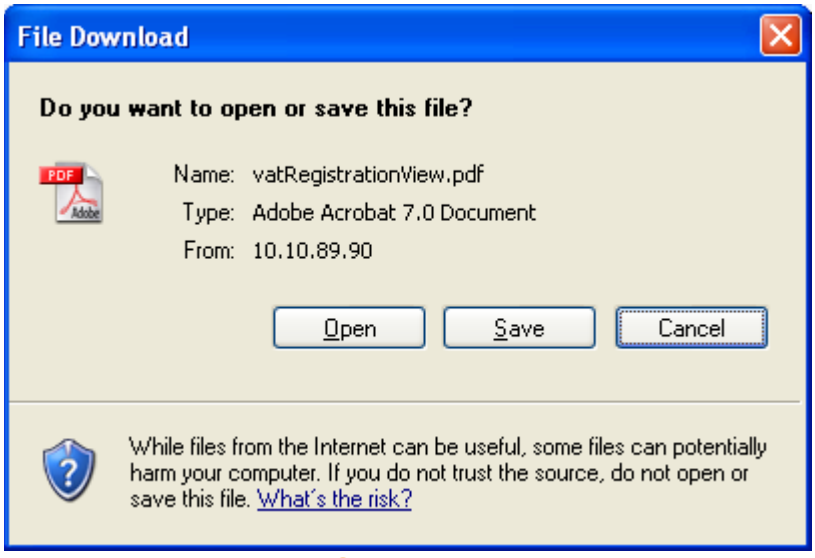
Screen 13

You can print the acknowledgement receipt by clicking “Print” Button.
After click on print button a dialogue box will appear to print the receipt



Screen 14

To view the Form VAT-01A PDF click on link "**Click here to View VAT Form-01A**" on Acknowledgement Receipt.
A dialogue box will appear for Open or save the pdf.



Screen 15

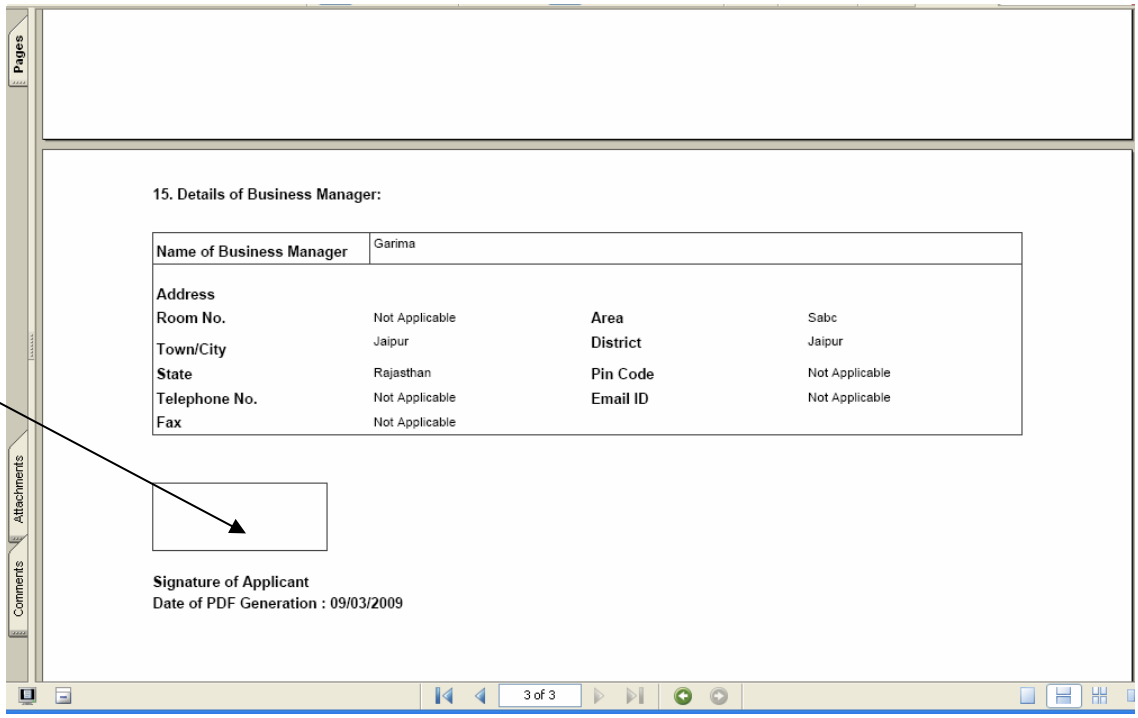
When you click on Open, View Form VAT-01A will open in .PDF format; you should take the print of PDF, sign it and submit it to the office along with other attachments required.

Acknowledgement Number : 99900001073
Acknowledgement Date : 09/03/2009

Form VAT-01A
[See Rule 12A (1)]
Application for e-Registration

1. Name of Dealer		Garima	
Whether Dealer is Resident / Non Resident		Resident	
2.Address of Principal Place of Business			
Bldg. No. / Name	Not Applicable	Area	Abc
Town / City	Jaipur	District (State)	Jaipur
Pin Code	Not Applicable	Email Id	abc@test.com
Telephone Number	Not Applicable	FAX No.	Not Applicable
3. Permanent Account Number (PAN)		ABCFD1234J	
4. Date of commencement of business		02/03/2009	
5. Date from which liable to be registered		02/03/2009	
6. Type of Dealer		VAT	

Screen 16



15. Details of Business Manager:

Name of Business Manager	Garima		
Address			
Room No.	Not Applicable	Area	Sabc
Town/City	Jaipur	District	Jaipur
State	Rajasthan	Pin Code	Not Applicable
Telephone No.	Not Applicable	Email ID	Not Applicable
Fax	Not Applicable		

Sign here after print

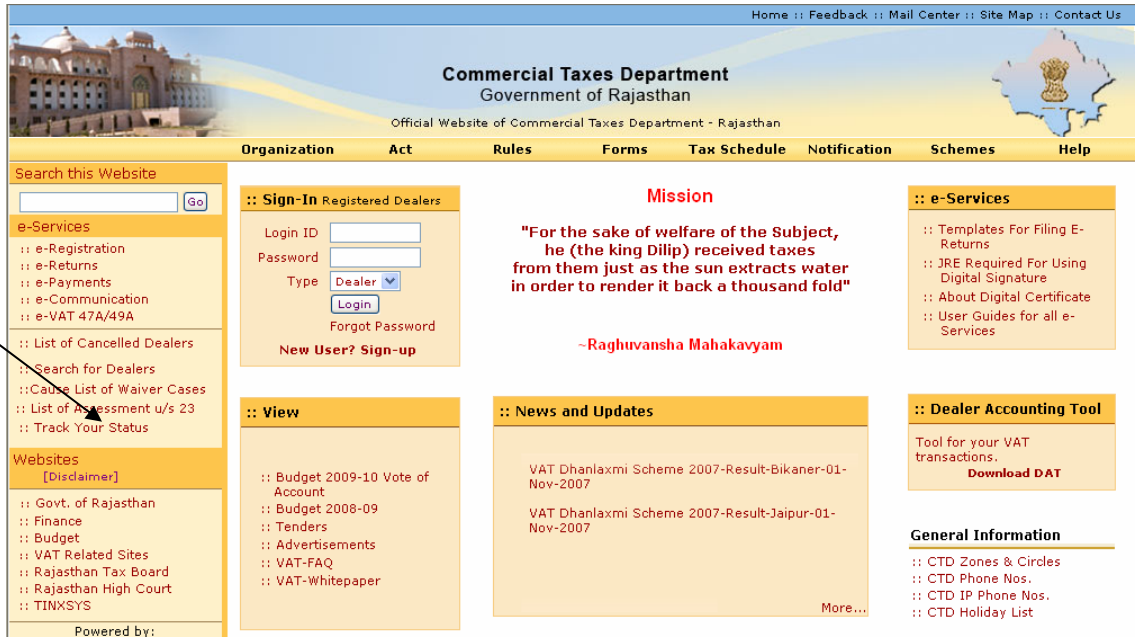
Signature of Applicant
Date of PDF Generation : 09/03/2009

Screen 17

Track Your Status

If you want to track your e-registration application status or when Registering Authority intimate you to rectify your e-Registration Application in that case case on “Track Your Status” link on Home Page.

Click here to Track Your Status

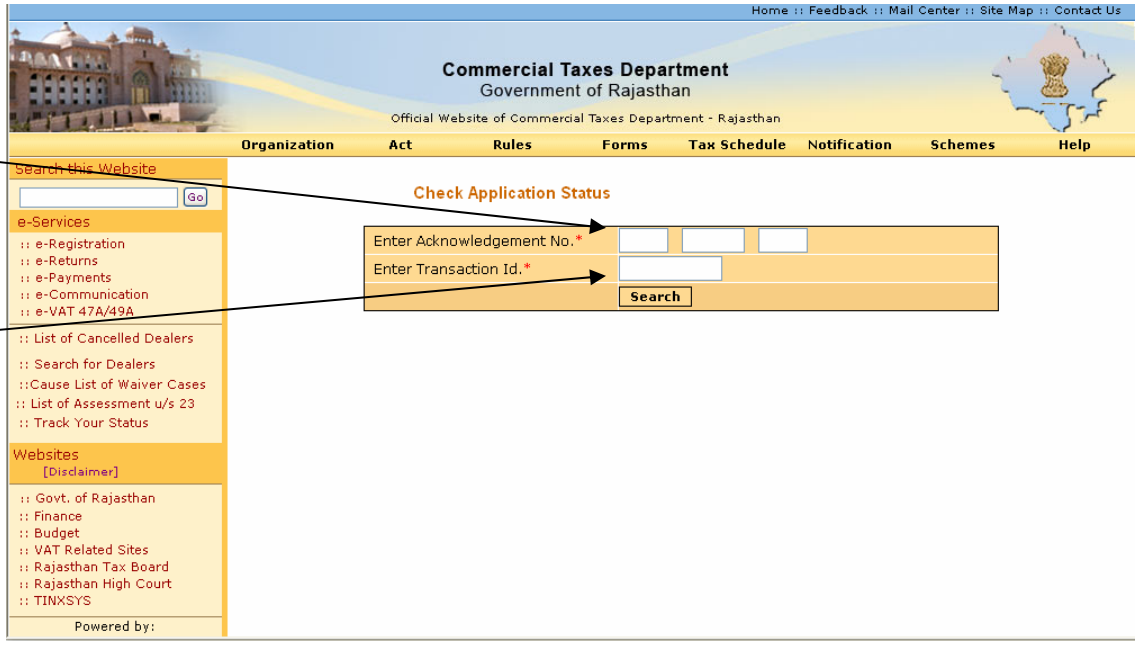


Screen 18

You are required to enter your Acknowledgement Number and the Transaction Id generated during filling of e-registration application.

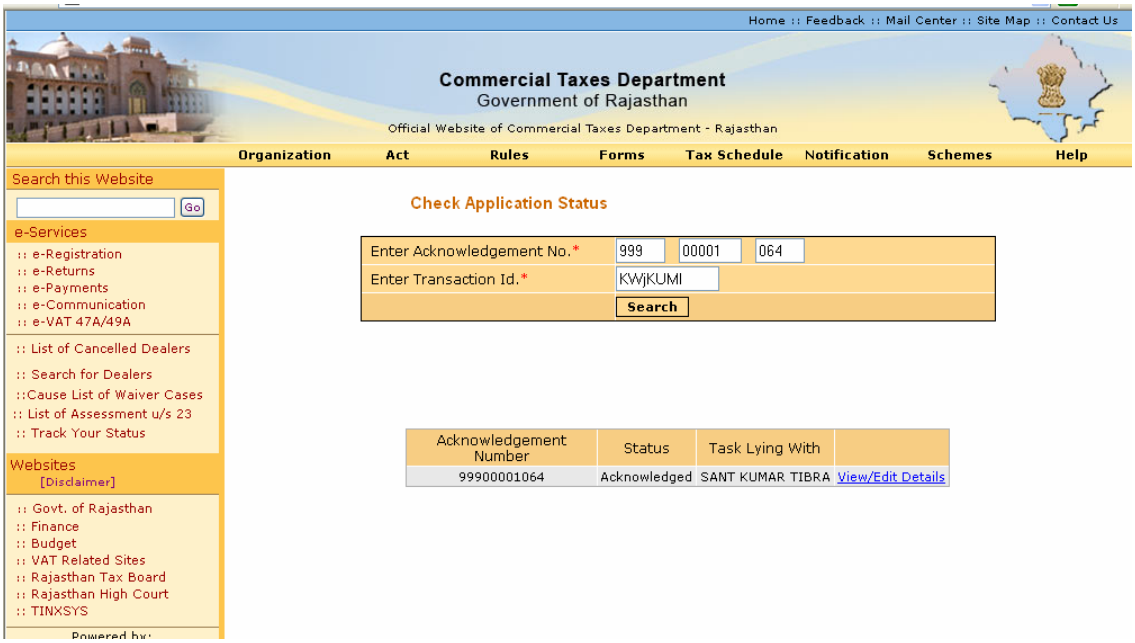
Enter your acknowledge ment number

Enter your Transaction Id



Screen 19

After you enter the acknowledgement number and transaction id following screen will be shown with the details.
When you click on “View/Edit Details” hyperlink then Form VAT-01A will open in editable mode.
Now you can modify your application details and submit the application again.



Screen 20