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VATMIS User Manual

Module – Online-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 **VAT Registration** details of dealer given by the dealers in Form A-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 Value Added tax Management Information. It presents the functional capabilities and operational details of Tax types prescribed by CTD.

Getting Started

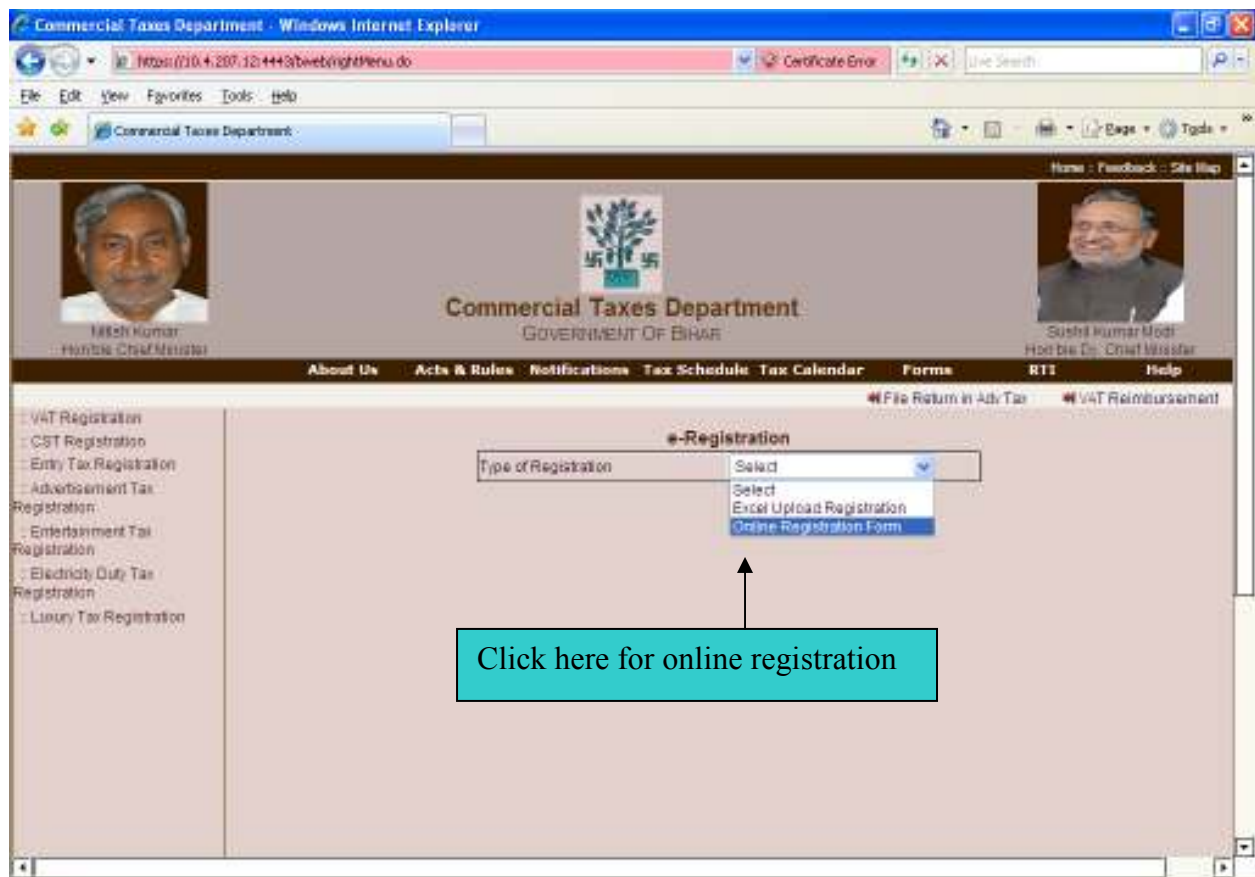
To login into the application, follow the below mentioned steps:

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.



Online e-Registration Page

➔ Select online registration form from drop down list. as per above shown figure.


Commercial Taxes Department - Windows Internet Explorer


https://10.4.207.12:443/bweb/vatregselectiontype.do


File Edit View Favorites Tools Help

Commercial Taxes Department

Home Feedback Site Map

 Nitesh Kumar
Hon'ble Chief Minister



 Sushil Kumar Modi
Hon'ble Chief Minister

Commercial Taxes Department
GOVERNMENT OF BIHAR

About Us Acts & Rules Notifications Tax Schedule Tax Calendar Forms RTI Help

File Return in Adv Tax VAT Reimbursement Inauguration of VATMS

VAT Registration
CST Registration
Entry Tax Registration
Advertisement Tax Registration
Entertainment Tax Registration
Electricity Duty Tax Registration
Luxury Tax Registration

e-Registration

☒ Limited Company with Business Outside the State of Bihar
☐ Dealers with Place of Business in Patna or Muzaffarpur
☐ Small Dealers (Turnover Less than 40 Lacs)
☐ Any Other Category

Select

Submit

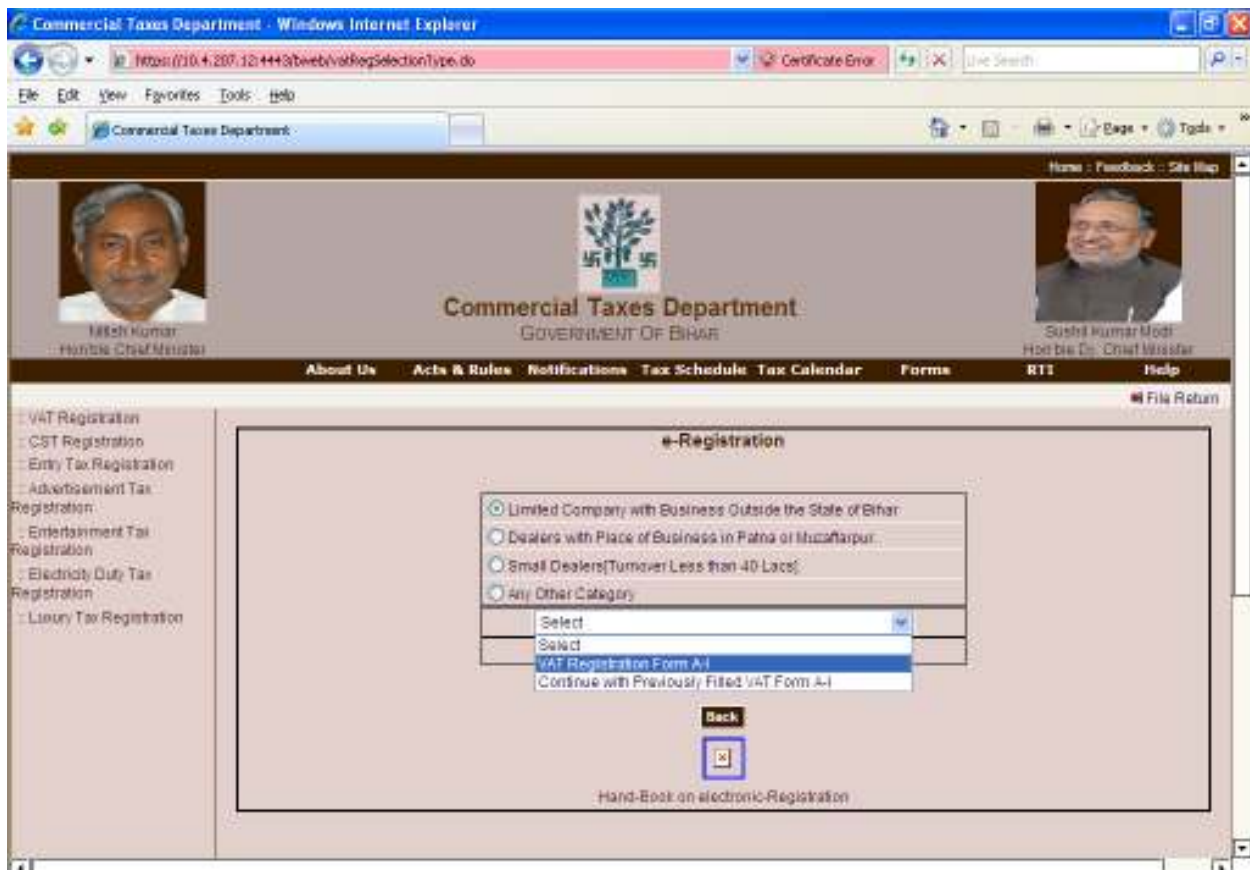
Back

Hand-Book on electronic-Registration

Online registration Page

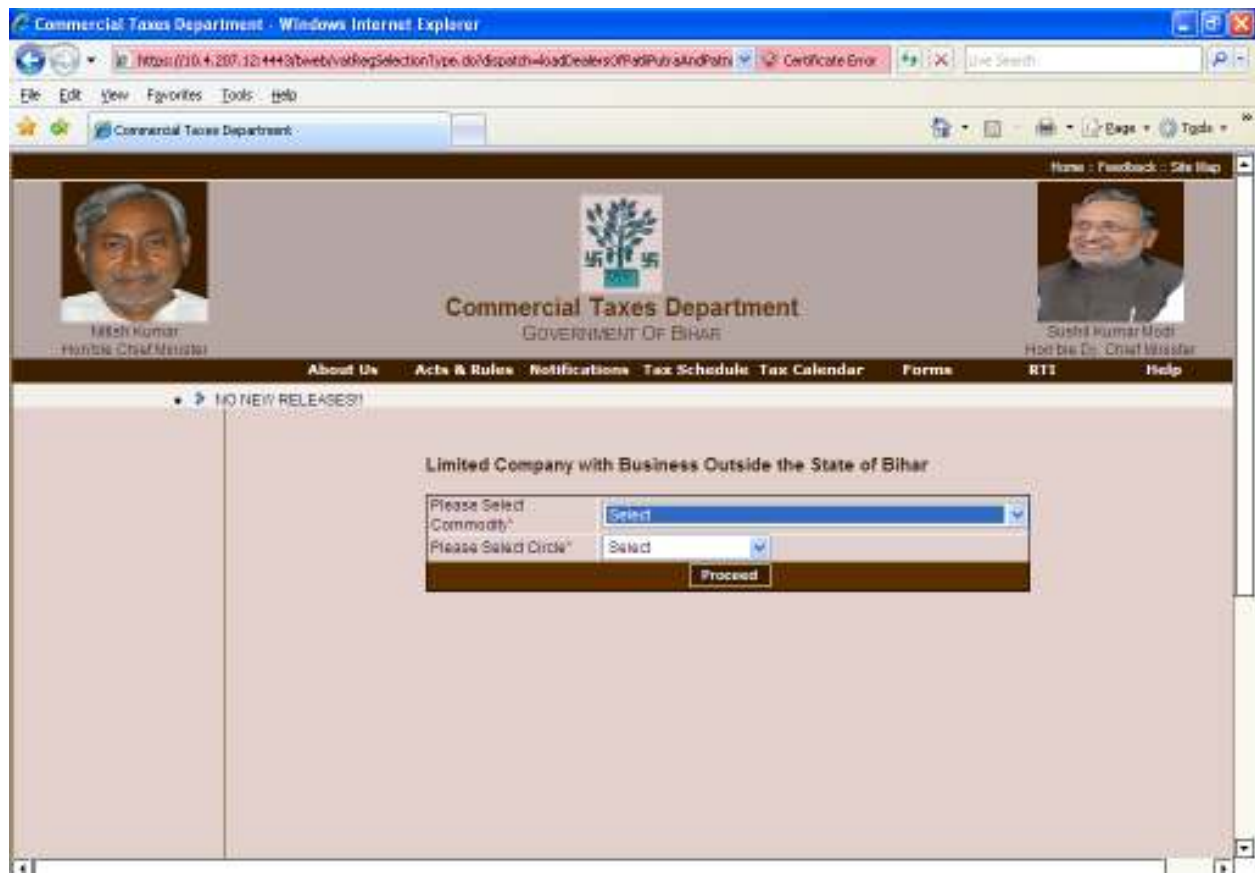
Note: - select your criteria as per your requirement

➔ Click on radio button -Limited Company with Business outside the State of Bihar



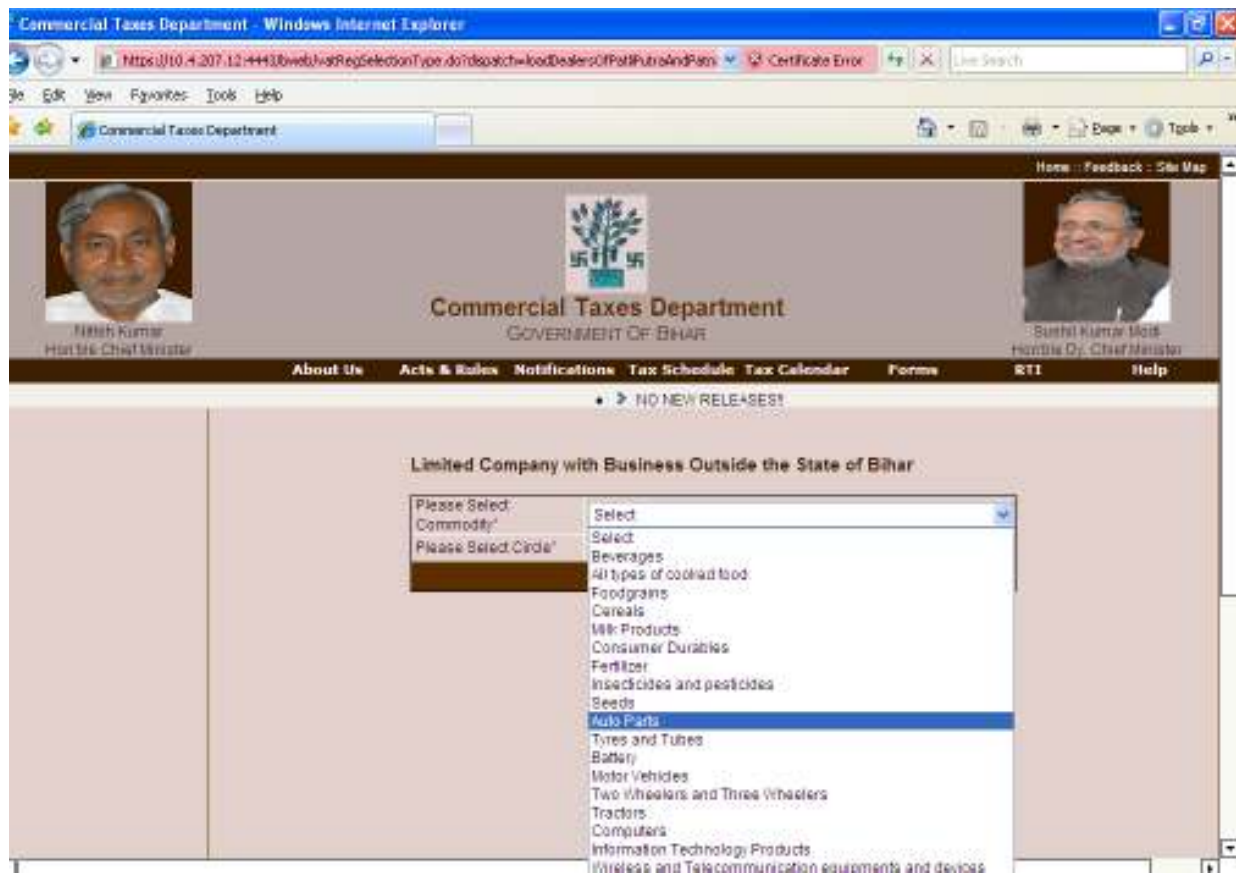
Online registration Page

- ➔ Then select **VAT Registration Form A-1**.then click on submit button. After submit below mention screen will appear.



Commodity Select Page

- ➔ Then select commodity list form drop down list according your Business. Circle will automatically populate. Accordingly your commodity.



Commodity Page

➔ Click on processed button. A window will be appeared as per below given picture.

Dealer details Tab screen

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

➔ Then complete details data entry for given page

Sr. No	Label Type	Action to be performed
1	Name of Business	Enter the name of Business
2	Registration Type	Select registration type from drop down list
3	Applicant Father Name	Enter the owner father name
4	Name of applicant	Enter the name of applicant who apply the registration form
5	Date of Birth	Select the date of birth from given calenderer
6	Block	Select the block from drop down list
9	District	District will automatically appear accordingly block
10	Circle	Circle name will automatically populate
11	State	State name will automatically populate
12	Full Address	Full address of owner
13	Pin code	Enter the Pin code
14	Mobile No	Enter the mobile No
15	Fax No	Enter the Fax no
16	Constitution of business	Select the Constitution of business from drop down list
17	Business type	Select the Business Type

e-Registration Form-Commercial Taxes Department - Windows Internet Explorer

https://10.4.207.124443/bweb/vatregistration.do?dispatch=load

File Edit View Favorites Tools Help

e-Registration Form-Commercial Taxes Department

VAT Form A-I

Application for e-Registration

Dealer Details | Person Details | Activities/Commodities | Other Business | Branches-Add Places | Business Manager

Particulars of the proprietor/partners/directors/Karta/Trustees/Members of the governing body/authorised signatory

Particulars

Full Name* rahesh kumar

Father's/Husband's Name* vijay kumar

Date of Birth* 01/08/1985

Extent of interest (%) 50

Status* Director

Permanent Address

District* patna

Block* patna

PIN 800002

State* Bihar

Full Address* vijay nagar

FAX No.(if any)

Telephone Number(if any)

Add

Address

Delete	Full Name	Father's/Husband Name	Date of Birth	Status	Extent of interest (%)	District	Block	Pin Code	State	Full Address	Phone No.	Fax No.

Bank Details

Bank Name* IDBI Bank

Other Bank Name if other

Branch Name* Fraser Road, PATNA

Other Branch Name

Account No.* 1234567894122

Account Type* Select

PAN Number* aqwsa5675m

Particulars relating to registration, license, permit etc

Add

Person Details Tab

➔ Complete detail data entry for Person details given page

Sr. No	Label Type	Action to be performed
1	Full Name	Enter the name of partner /owner/director
2	Father /Husband name	Father/Husband name of partner /owner/director
3	Date of birth	Select the date of birth form drop down list
4	Extent of interest	Enter the %
5	Status	Enter the status of business partner
6	District	Enter the name of District
7	Bank Name	Select the bank name from drop down list
8	Other bank name if any	Mention other bank name if not available in list
9	Branch name	Enter the branch name of bank
10	Account no	Enter the account no of owner
11	Pan no	Enter the Pan no of owner
12	Particulars relating to registration, license, permit etc	Mention license no and permit details of dealer

e-Registration Form-Commercial Taxes Department - Windows Internet Explorer

https://10.4.207.12/4443bweb/vatRegistration.do?dispatch=load Certificate Error Live Search

File Edit View Favorites Tools Help

e-Registration Form-Commercial Taxes Department

VAT Form A-I

Application for e-Registration

Dealer Details | Person Details | Activities Commodities | Other Business | Branches-Addl Places | Business Manager

Other/Commodities*

Type of Registration* Date of Liability*

Particulars of all immovable properties owned by all persons having interest in the business.*

Commodities Dealt with

Name of Commodities* If other Commodity:

Purpose to*

Add

Delete	Name of Commodities	Purpose to	If Other Commodity

Return To Home page Previous Save Next

Activities Commodity Tab

Sr. No	Label Type	Action to be performed
1	Type of Registration	Select the type of registration obligatory/voluntary
2	Date of Liability	Enter the date of liability of dealer
3	Particulars of all immovable properties owned by all persons having interest in the business. *	Enter the immovable properties details
4	Name of commodity	Select the name of commodity from drop down list
5	Purpose to	Select sale/purchase/manufacture drop down list

VAT Form A-I
Application for e-Registration

Dealer Details | Person Details | Activities/Commodities | **Other Business** | Branches-Add Places | Business Manager

Other Business Particulars of interest in any other business (es), if any.

Business Type* Partner Name/Status*

Name of other business*

Address(Principal Place)

District* Block*
 PIN* State*
 Full Address*
 Fax No. (if any) Telephone Number (if any)
 TIN CST No. Closing date
 Nature of interest in the business Extent of interest (%)

Delete	Business Type	Name of Other Business	Partner Name	District/Block	Pin Code	State	Full Address	Phone No.	Fax No.	TIN	Nature of Interest	Extent of Interest	CST No./Closing Date

Other Business Tab.

➔ To Make the detail data entry for Other business details page and click on next page

Sr. No	Label Type	Action to be performed
1	Business Type	Enter the name of other business if available
2	Name of the business	Enter the firm name
3	Partner Name /Status	Enter the partner name
4	Full address	Full address of dealer
6	Block	Enter the name of block
7	District	Enter the name of District
8	State	Enter the state name
9	Tin no	Enter the VATTIN no of dealer
10	CST No	Enter the CST TIN no of dealer
11	Nature of interest in the business	Enter the nature of business
12	Extent of interest %	% of Interest

e-Registration Form Commercial Taxes Department - Windows Internet Explorer

https://10.4.207.12/443/web/hisRegistration.do?do=showLoad

Certificate Error

Go Edit View Favorites Tools Help

e-Registration Form-Commercial Taxes Department

VAT Form A-I

Application for e-Registration

Dealer Details | Person Details | Activities Commodities | Other Business | Branches-Addl Places | Business Manager

Details of branch/additional place(s) of business in State/India

Branch Name: sonu store Branch Type: Godown

Address(es)

District*: patna Block*: patna

Pin: 800002 State*: Bihar

Full Address*: raja bazar

FAX No. (if any):

Telephone Number (if any):

Add

Address

Delete	Branch Name	Branch Type	District	Block	Pin Code	State	Full Address	Phone No.	FAX No.
--------	-------------	-------------	----------	-------	----------	-------	--------------	-----------	---------

Particulars of any C&F Agency/any other purchasing or selling agency held by the dealer

Name of any C&F Agency/any other gency: Type of Agency: Selected If Other:

Address(es)

District*: Block*: State*: Select

Pin: Full Address*: Telephone:

Branch Addl Places Tab.

➔ Complete detail data entry for Branch-addl places

Sr. No	Label Type	Action to be performed
1	Branch Name	Enter the name of branch
2	Branch Type	Enter the Type of branch
3	District	Enter the name of District
4	Block	Enter the block name
5	State	Enter the state name
6	Pin Code	Enter the pin code
7	Email-id	Enter the email id branch
8	Phone /Fax no	Enter the phone and fax no of branch

e-Registration Form-Commercial Taxes Department - Windows Internet Explorer

https://10.4.207.12:4443/web/vatregistration.do?dispatch=load

File Edit View Favorites Tools Help

e-Registration Form-Commercial Taxes Department

VAT Form A-I

Application for e-Registration

Dealer Details | Person Details | Activities-Commodities | Other Business | Branches-Add Places | **Business Manager**

Declaration of Business Manager*

Name* sarkar, kumar Father's Name* raj, kumar

Details of Relationship with Manager* friend

Permanent Residential Address of Business Manager

District* patna Block* patna

Pin 800000 State* Bihar

Full Address* kankarbagah patna

FAX No. (if any)

Telephone Number (if any)

Add

Address

Delete	Business Manager	Father's Name	Relationship with Manager	District	Block	Pin Code	State	Full Address	Phone No.	FAX No.
--------	------------------	---------------	---------------------------	----------	-------	----------	-------	--------------	-----------	---------

Present Residential Address of Business Manager

District* patna Block* patna

Pin PIN State* Bihar

Full Address* kankarbagah patna

FAX No. (if any)

Telephone Number (if any)

Date From which Liable to Act as Business Manager

Business Manager Tab.

➔ Enter the details of the business manager if Manager appointed.

Sr. No	Label Type	Action to be performed
1	Name	Enter the business manager name
2	Father/Husband name	Type here father/husband name
3	Details of relationship with dealer	Enter the relation ship with dealer.
4	District	Enter the name of District
5	State	Enter the state name
6	Pin Code	Enter the pin code
7	Phone /Fax no	Enter the phone and fax no of branch
8	Extent of interest in business	Enter the interest % in business if any
9	Date from which authorized to act as business.	Joining date of business manager

e-Registration Form-Commercial Taxes Department - Windows Internet Explorer

https://10.4.207.12/443/bweb/volregistration.do?dispatch=load

Manager*

Permanent Residential Address of Business Manager

District* Block*

Pin* State* Selected

Full Address*

FAX No.(If any) Telephone Number(if any)

Add

Address

Delete	Business Manager	Father's Name	Relationship with Manager	District	Block	Pin Code	State	Full Address	Phone No.	FAX No.
01/10/2009	Sanjay Kumar	ajay Kumar	friend	patna	patna	800000	Bihar	kankarbagah patna		

Present Residential Address of Business Manager

District* Block*

Pin* State* Selected

Full Address*

FAX No.(If any) Telephone Number(if any)

Date From which Liable to Act as Manager*

Extent of Interest in Business (%) Status* DY. Manager

Add

Delete	Date From which Liable to Act as Manager	Status	Extent of Interest in Business	District	Block	Pin Code	State	Full Address	Phone No.	FAX No.
01/10/2009		DY. Manager	50	patna	patna		Bihar	kankarbagah patna		

Return To Home page Previous save Generate Acknowledgement

Business Manager Tab.

➔ After enter the appropriate data ,Click on save button, One alert will be displayed as “Your Data has been saved successfully” click on yes button.

e-Registration Form-Commercial Taxes Department - Windows Internet Explorer

https://10.4.207.12/443/bweb/volregistration.do?dispatch=load

Manager*

Permanent Residential Address of Business Manager

District* Block*

Pin* State* Selected

Full Address*

FAX No.(If any) Telephone Number(if any)

Add

Address

Delete	Business Manager	Father's Name	Relationship with Manager	District	Block	Pin Code	State	Full Address	Phone No.	FAX No.
01/10/2009	Sanjay Kumar	ajay Kumar	friend	patna	patna	800000	Bihar	kankarbagah patna		

Present Residential Address of Business Manager

District* Block*

Pin* State* Selected

Full Address*

FAX No.(If any) Telephone Number(if any)

Date From which Liable to Act as Manager*

Extent of Interest in Business (%) Status* DY. Manager

Add

Delete	Date From which Liable to Act as Manager	Status	Extent of Interest in Business	District	Block	Pin Code	State	Full Address	Phone No.	FAX No.
01/10/2009		DY. Manager	50	patna	patna		Bihar	kankarbagah patna		

Return To Home page Previous save Generate Acknowledgement

Business Manger Page

➔ Click on Generate Acknowledgement button, new Screen will be appear as below

The screenshot shows a web browser window titled "Commercial Taxes Department - Windows Internet Explorer". The address bar displays a URL starting with "https://10.4.207.12:443/bweb/vatregistration.do?dispatch=generateOnlineRegistration". The page content is titled "Acknowledgement Receipt" and contains the following information:

Applicant Name:	Prakash Kumar
Application Receipt No.:	99900001131
Application Type:	VAT Registration
Receipt Date:	29/08/2011
R.C. No.:	Applied for
Payment Accompanied:	None

Below this, the address information is split into two columns:

Local Tax Office Address: Bailey Road, Pant Bhawan, 4th Floor, Bailey Road, Patna.	Circle : Division : Patliputra Circle Patna
---	--

At the bottom of the form area, there are two buttons: "Print" and "Back".

A note at the bottom of the page states: "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.

If you are unable to complete VAT online registration continuously you can save in the Detail Data Entry.

Commercial Taxes Department - Windows Internet Explorer

https://10.4.209.12:4443/web/vatRegistrationType.do

Commercial Taxes Department

Prakash Kumar
Hon'ble Chief Minister

Commercial Taxes Department
GOVERNMENT OF BIHAR

Sushil Kumar Nandi
Hon'ble Dy. Chief Minister

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File Return in Adv. Tax VAT Reimbursement Inauguration of VATMS e Services by Hon Chief Minister VATMS e Services to

VAT Registration
CST Registration
Entry Tax Registration
Advertisement Tax Registration
Entertainment Tax Registration
Electricity Duty Tax Registration
Luxury Tax Registration

e-Registration

☒ Limited Company with Business Outside the State of Bihar
☐ Dealers with Place of Business in Patna or Muzaffarpur
☐ Small Dealers (Turnover Less than 40 Lacs)
☐ Any Other Category

VAT Registration Form A-I

Submit

Back

Hand-Book on electronic Registration

VAT Registration Page

e-Registration Form-Commercial Taxes Department - Windows Internet Explorer

https://10.4.209.12:4443/web/vatRegistration.do?dispatch=load

e-Registration Form-Commercial Taxes Department

Application for e-Registration

Dealer Details | Person Details | Activities/Commodities | Other Business | Branches-Add Places | Business Manager

Name of Business* Prakash kumar Registration Type* Regular

Name of Applicant* Prakash kumar Applicant's Father's name* Narendra das

Date of Birth* 01/08/1988

Address (Principal Place)

Block* Patna District* Patna

Circle* Patlipada Circle State* Bihar

Full Address* Gandhi maidan PIN Code

Mobile No.* 2587480314 Fax No. (if any)

Legal Status of Business

Constitution of Business* Distributor If Any Other*

Date of Incorporation Number of Incorporation

Nature of Business

Business Type* Select If Any Other*

Add

Delete	Business Type	If Other Business Type
Delete	DISTRIBUTOR	

Dealer Detail tab

e-Registration Form-Commercial Taxes Department - Windows Internet Explorer

https://10.4.207.10:443/webbvat/registration.do?dispatch=load

File Edit View Favorites Tools Help

e-Registration Form-Commercial Taxes Department

Name of Business* Prakash kumar Registration Type* Regular

Name of Applicant* Prakash kumar Applicant's Father Name* narendra dev

Date of Birth* 01/08/1988

Address(Principal Place)

Block* Patna District* Patna

Circle* Patliputra Circle State* Bihar

Full Address* Gardhi maidan Pin Code

Mobile No.* 2587480314 Fax No.(if any)

Legal Status of Business

Constitution of Business* Distri

Date of Incorporation

Nature of Business

Business Type* Select If Any Other*

Add

Delete	Business Type	If Other Business Type
Delete	DISTRIBUTOR	

Return To Home page Save & Next

- ➔ Make details data entry then click on save button, One alert will be displayed as **“Your data has saved successfully The Transaction Id :XXXXXXX. Please Keep a note of the transaction if for future reference.”**
- ➔ Click on ok button and note that generated number. For further access the same entry.

Commercial Taxes Department - Windows Inter... Internet Explorer

Important Note

Your transaction Id is : "RTGating". Please note it down. This number is very important for further processing of your e-Registration Application. Please click on the main form to continue.

OK

Date of Birth* Status* Select

Father's/Husband's Name* Extant of interest (%)

Permanent Address

District* Block*

Pin* State* Select

Full Address*

Fax No.(if any) Telephone Number(if any)

Add

Delete	Full Name	Father's/Husband Name	Date of Birth	Status	Extant of interest (%)	District	Block	Pin Code	State	Full Address	Phone No.	Fax No.
--------	-----------	-----------------------	---------------	--------	------------------------	----------	-------	----------	-------	--------------	-----------	---------

Bank Details

Bank Name* Select Other Bank Name if other

Branch Name* Select Other Branch Name

Account No.* Account Type* Select

PAN Number* Particulars relating to registration, license, permit etc.

Add

Delete	Bank Name	Branch Name	Account No.	Account Type
--------	-----------	-------------	-------------	--------------

Return To Home page Previous Save Next

- ➔ Select “**Continue with Previously filled VAT Form A-1**” , enter transaction id and click on submit button.
- ➔ You can direct reach on that place where you made interim save.

Commercial Taxes Department - Windows Internet Explorer

https://10.4.207.12:443/web/vatRegSelectionType.do

Commercial Taxes Department

Home - Feedback - Site Map

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Prakash Kumar
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VAT Registration
CST Registration
Entry Tax Registration
Advertisement Tax Registration
Entertainment Tax Registration
Electricity Duty Tax Registration
Luxury Tax Registration

e-Registration

☒ Limited Company with Business Outside the State of Bihar
☐ Dealers with Place of Business in Patna or Muzaffarpur
☐ Small Dealers (Turnover Less than 40 Lacs)
☐ Any Other Category

Select
 Select
 VAT Registration Form A-I
 Continue with Previously Filed VAT Form A-I

Back

Hand-Book on electronic-Registration

Screen for e-Registration

https://10.4.207.12:443/web/vatRegistration.do?dispatch=doRegistration

e-Registration Form-Commercial Taxes Department

VAT Form A-I
Application for e-Registration

Dealer Details | Person Details | Activities/Commodities | Other Business | Branches-Addl. Places | Business Manager

Name of Business* Prakash Kumar Registration Type* Regular
 Name of Applicant* Prakash Kumar Applicant's Father Name* narendra dev
 Date of Birth* 01/08/1986

Address (Principal Place)
 Block* Patna District* Patna
 Circle* Patliputra Circle State* Bihar
 Full Address* Gandhi maidan PIN Code
 Mobile No.* 2587480314 Fax No. (if any)

Legal Status of Business
 Constitution of Business* Distributor If Any Other*
 Date of Incorporation Number of Incorporation

Nature of Business
 Business Type* Select If Any Other*

➔ Follow the above process for registration.

The End