

A
Handbook on
Electronic Registration

WEB Portal HomePage

On the left hand corner of the home page there is a e-Registration link. On bringing the cursor to e-registration link list of all the registration link opens. Click on VAT Registration.

Click here for VAT Registration

COMMERICAL TAXES DEPARTMENT
(Government of Jammu & Kashmir)

Organization Acts Rules Forms Tax Schedule Notifications & Clarifications Statistics Help

Welcome to Official Website of Commercial Taxes Department

Site Search
Search GO

e-Services

- e-Registration
- e-Amendment
- e>Returns
- e-Payment
- e-Checkpost

VAT Registration
CST Registration
Casual Dealer Registration
Transporter Registration
Upload Documents

VISION
To optimize collection of Taxes through efficient administration

MISSION
To provide excellent services to the honest dealers in a fair, professional, convenient and courteous manner with just application of Statutes and use of latest Technological Tools.

Mr. Omar Abdullah
Hon'ble Chief Minister

View

- Commodities and Tax Rates
- Tenders
- Advertisements
- VAT-FAQ
- VAT-Whitepaper
- Photo Gallery

News and Updates

- » roml
- » test
- » Test XML
- » amend

E-Services Help

- e-Services - FAQs
- e-Services - Presentation
- e-Services - Quick Guide
- e-Services - User Guide

Forms Finder

- Value Added Tax (VAT)
- Central Sales Tax (CST)
- General Sales Tax (GST)
- Entry Tax (ET)
- Motor Spirit & Diesel Oil Tax (MST)
- Passenger Tax (PT)

Login(Registered Dealer)

Login Id
Password

Virtual Keyboard
40 + 14 ?
(Enter the result of expression)

Login
Forgot Password
New User? Sign-Up

Useful Links

- CTD Offices & Contacts
- Make Commercial Tax Website My Homepage
- E-Services Templates
- Circle Jurisdiction
- Post Query
- Feedback
- Holiday List

Total Visits :
Thank You for Visiting
Last Updated: 20/01/2011

"In case you receive any e-mail from an address appearing to be sent by CTD, advising you of any changes made in your personal information, account details or information on your user id and password of web portal, PLEASE DO NOT RESPOND. It is CTD's policy not to seek/send such information through email. If you have already have already disclosed you password please change it immediately. You are strongly advised to NOT provide your user id and password to anyone."

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Screen-1

e-Registration Screen

A new screen will open (Screen -2). This screen displays the details required to be filled by the dealer to apply for new registration.

COMMERCIAL TAXES DEPARTMENT
(Government of Jammu & Kashmir)

Organization Acts Rules Forms Tax Schedule Notifications & Clarifications Statistics Help

Welcome to Official Website of Commercial Taxes Department

You are here: [Home](#) >> VAT Registration

VAT Registration

[Download Template for Registration](#)

[e-Registration Template](#)

Details	
Applicant First Name*	<input type="text"/>
Applicant Surname*	<input type="text"/>
Form Type*	FORM VAT 01
Division*	--Select--
Circle*	--Select--
Email Id*	<input type="text"/>
Upload File*	<input type="text"/> Browse...

Please Download Template from above (Download Template section) to upload

[Upload](#) [Back](#)

Site Search
Search [GO](#)

e-Services

- ♦ e-Registration
- ♦ e-Amendments
- ♦ e>Returns
- ♦ e-Payment
- ♦ e-Checkpost
- ♦ e-Communication
- ♦ Track Service Request

Dealer Information

- ♦ Dealer Search
- ♦ Cancelled Dealers
- ♦ Suspended Dealers
- ♦ Sureties Provided by Dealers

GST Corner

- ♦ GST - 1st Draft Paper
- ♦ Comments of the Dept. of Revenue
- ♦ Report of the Task Force on GST
- ♦ Joint Working Group on GST
- ♦ GST Reforms

Referral Websites

- ♦ Govt of J&K

Screen-2


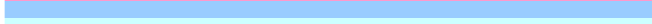
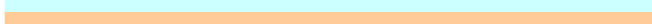

Template for e-Registration

To apply for registration dealer has to download the template from the website. It is advisable to download the template once and store it for future use. The user should have Microsoft Excel Sheet (version may be 97, 2000 or 2003) installed in his computer for this purpose.

Preparation for the Registration

1. After downloading requisite template, data can be entered in this template in following steps:
 1. Open the downloaded template and fill the template with appropriate data.
 2. Enter the data as per the color shown in the background and as mentioned in the comments. The color scheme used for templates are:

Color Codes

	-	Alphanumeric
	-	Alphabets
	-	Numbers
	-	Date
	-	DropDown

VAT Registration Template

1. Following is sample template for VAT Registration Form:

The screenshot shows a Microsoft Excel spreadsheet titled "VAT Registration (VAT I)". The spreadsheet is organized into columns A through L and rows 1 through 49. The form is structured as follows:

- Row 1:** Title "VAT Registration (VAT I)" in a black header cell.
- Row 2:** Section header "Basic Information".
- Row 3:** Section header "Firm Information".
- Row 4:** Input field "Do you wish to register as*".
- Row 5:** Input field "Name of Applicant*".
- Row 6:** Input field "Father / Husband Name*".
- Row 7:** Input field "Trading Name*".
- Row 8:** Input field "Date of Birth*".
- Row 9:** Input field "Sex*".
- Row 10:** Input field "PAN*".
- Row 11:** Section header "Business Address*".
- Row 12:** Input field "Number".
- Row 13:** Input field "Street".
- Row 14:** Input field "Area or Locality".
- Row 15:** Input field "Village/Town/City".
- Row 16:** Input field "District".
- Row 17:** Input field "PIN Code".
- Row 18:** Section header "Contact Details:".
- Row 19:** Input field "Telephone".
- Row 20:** Input field "Mobile".
- Row 21:** Input field "Fax".
- Row 22:** Input field "Email".
- Row 23:** Input field "Resident Status*" with a dropdown arrow.
- Row 24:** Input field "Business Status*" with a dropdown arrow and a text box "If Others" to its right.

Navigation buttons are located in column C:

- Row 5:** "Validate" button.
- Row 6:** "Next >>" button.
- Row 7:** "Last >" button.

The spreadsheet interface includes the Microsoft Excel menu bar (File, Edit, View, Insert, Format, Tools, Data, Window, Help), a toolbar, and a status bar at the bottom showing "Ready" and "7 of 24 - Clipboard Item collected."

Screen-3

2. The registration forms have the following buttons:



Click on Validate after filling data to validate the data and to Generate upload sheet.



Click on Next for navigating to next sheet.



Click on Previous for navigating to previous sheet.



Click on First for navigating to first sheet.



Click on Last for navigating to last sheet.



Click on Add Rows (+) button to add rows in existing table.



Click on Delete Rows (-) button to remove rows from existing table.

3. After filling up the data in template click on the validate button. All the data in the sheet is validated and if all the data is correct it generates a upload file and dealer has to upload that generated file.

Upload and submit the form

1. After downloading the templates please fill the templates as per the comments mentioned.
2. For uploading the filled template navigate to VAT Registration page again, from where the template has been downloaded.

The screenshot displays the 'COMMERCIAL TAXES DEPARTMENT (Government of Jammu & Kashmir)' website. The main navigation bar includes links for Organization, Acts, Rules, Forms, Tax Schedule, Notifications & Clarifications, Statistics, and Help. The page title is 'VAT Registration'. A callout box on the left points to the 'Download e-Registration Template' link in the 'e-Registration Template' section. Another callout box on the right points to the 'Upload' button at the bottom of the form. The form fields are as follows:

Details	
Applicant First Name*	<input type="text" value="varis"/>
Applicant Surname*	<input type="text" value="vora"/>
Form Type*	<input type="text" value="FORM VAT 01"/>
Division*	<input type="text" value="Jammu"/>
Circle*	<input type="text" value="CIRCLE A-JAMMU"/>
Email Id*	<input type="text" value="varis.vora@tcs.com"/>
Upload File*	<input type="text" value="C:\Users\958889\Desktop\all excels\Cc"/> <input type="button" value="Browse..."/>

Please Download Template from above (Download Template section) to upload

Screen-4

Note: Screens for downloading templates and uploading them on web site are the same.

Sr. No.	Label Type	Data Type	Action to be performed
1.	Applicant First Name	Characters	Name of the Applicant.
2.	Applicant Surname	Characters	Surname of the Applicant.
3.	Form Type	Characters	Default Form Type is Form VAT 01
4.	Division	Characters	Select the Division from Drop down.
5.	Circle	Characters	Select the Circle from Drop down.
6.	Email Id	Characters	Enter a valid email Id .
7.	Upload File	File	Select the downloaded filled template for Registration form

3. After filling up the details as mentioned above click on the Browse button to select the generated upload file. Clicking the submit button will upload the file. After uploading the form details will be verified by the system and if they are found correct, system will give no error message otherwise list of error messages will be displayed.

4. On uploading the template, it will show you various statuses.
 - 1) Uploading the file
 - 2) Validating the data

5. After validation if there is some error in data entry, then it will show the error list showing the error message with the row number and sheet details. You need to correct the data and upload the templates again.

Note: The system will not allow submission/upload of registration sheet till the errors are corrected.

COMMERCIAL TAXES DEPARTMENT
(Government of Jammu & Kashmir)

Organization Acts Rules Forms Tax Schedule Notifications & Clarifications Statistics Help

Welcome to Official Website of Commercial Taxes Department

You are here: [Home](#) >> Summary Of Upload

Summary Of Upload

Total Records : 1 Current Page : 1 / 1

Form Name	Row Number	Label Name	Error
FormVAT-01 (C)	1	Declaration of Business Manager and person(s) authorized to receive notices & documents*	Enter proper values in all columns

[Back](#)

Site Search
Search GO

e-Services

- e-Registration
- e-Amendments
- e>Returns
- e-Payment
- e-Checkpost
- e-Communication
- Track Service Request

Dealer Information

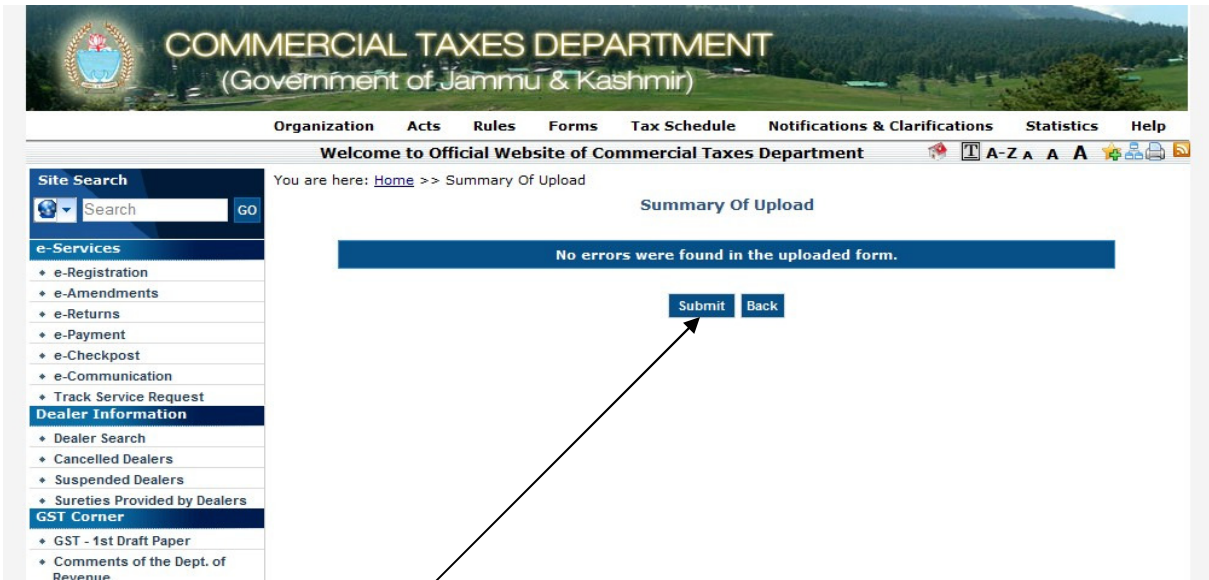
- Dealer Search
- Cancelled Dealers
- Suspended Dealers
- Sureties Provided by Dealers

GST Corner

- GST - 1st Draft Paper
- Comments of the Dept. of Revenue

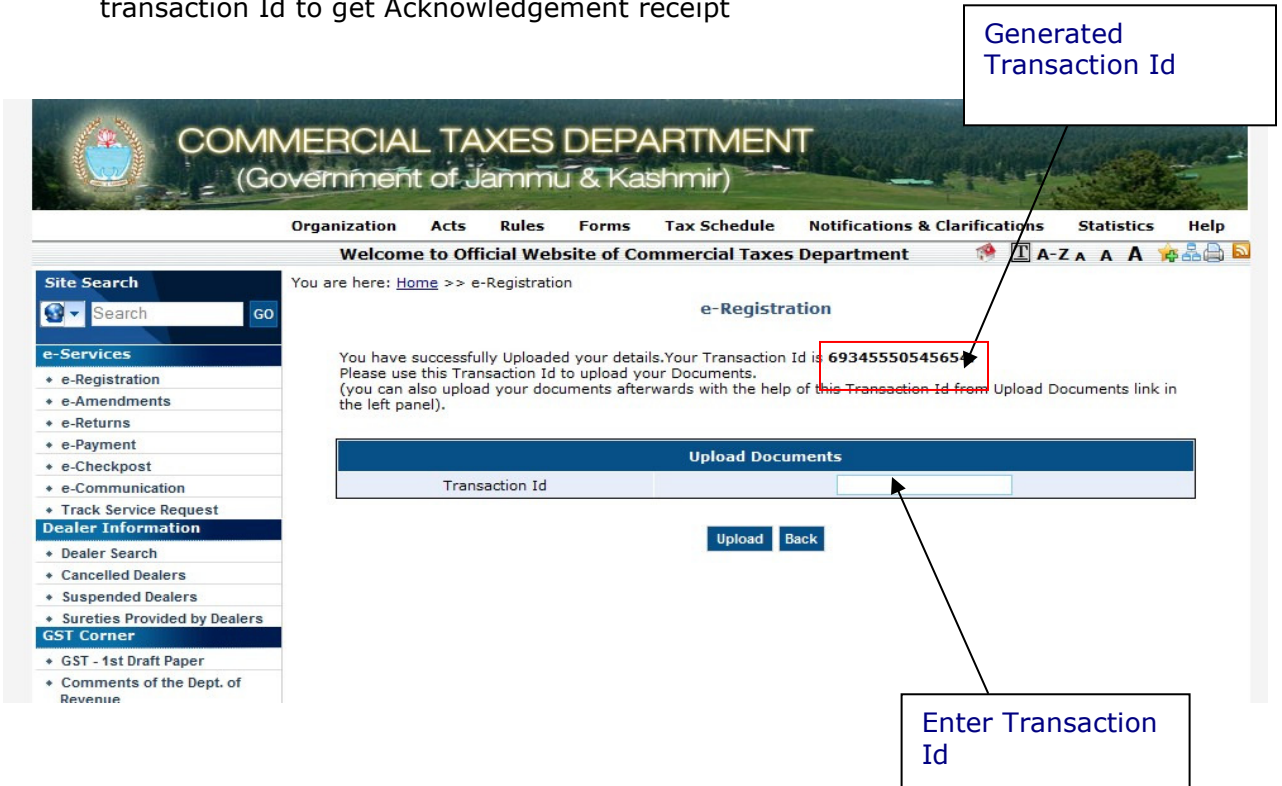
Screen-5

6. If there are no errors in the uploaded template you will find a submit button on the summary page.
7. Click on the submit button to save registration data.



Screen-6

8. After uploading template user has to upload all the documents with given transaction Id to get Acknowledgement receipt



Screen-7

9. After uploading all the documents user can save data.
10. User can remove uploaded documents. With same Transaction Id user upload documents again.
11. Click on Generate Acknowledgement for the Acknowledgment Receipt.

COMMERCIAL TAXES DEPARTMENT
(Government of Jammu & Kashmir)

Organization Acts Rules Forms Tax Schedule Notifications & Clarifications Statistics Help

Welcome to Official Website of Commercial Taxes Department

You are here: [Home](#) >> Upload Documents

Upload Documents

Attachment Type* Atleast one dealer reference document

Attachment* : D:\Jay Gohel.pdf Browse...

Upload Generate Acknowledgment Save & Back

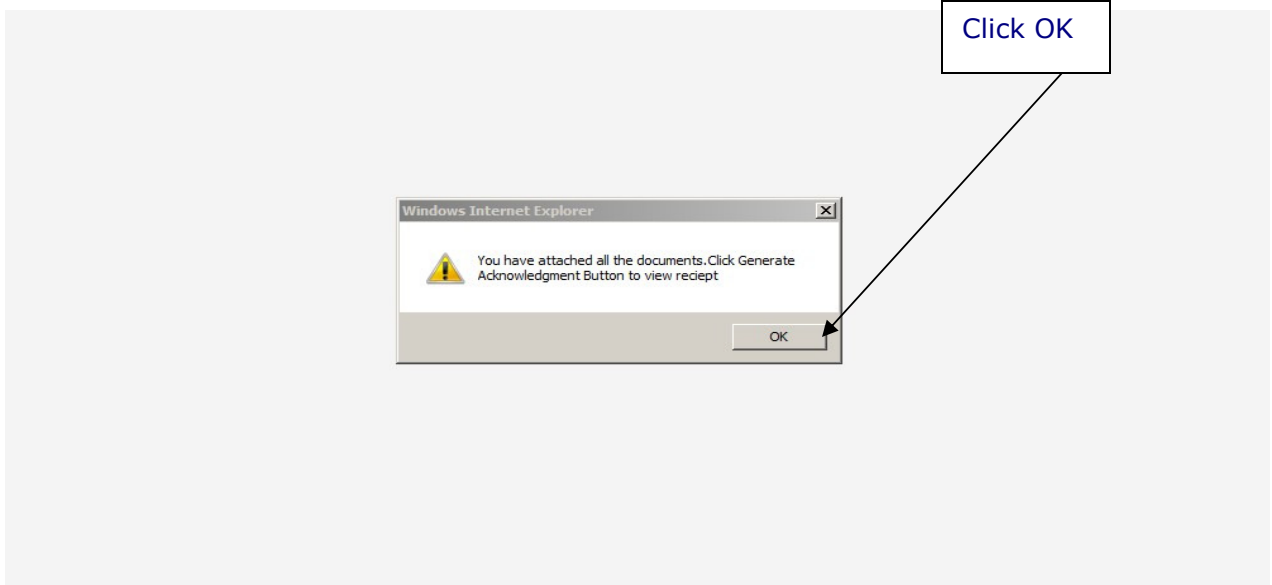
1) You can Save your attached document by clicking on Save & Back button and can upload rest of your documents afterwards.
2) Number of photographs to upload is the summation of your photograph and your Partners photographs

Click on Upload to Attach Documents

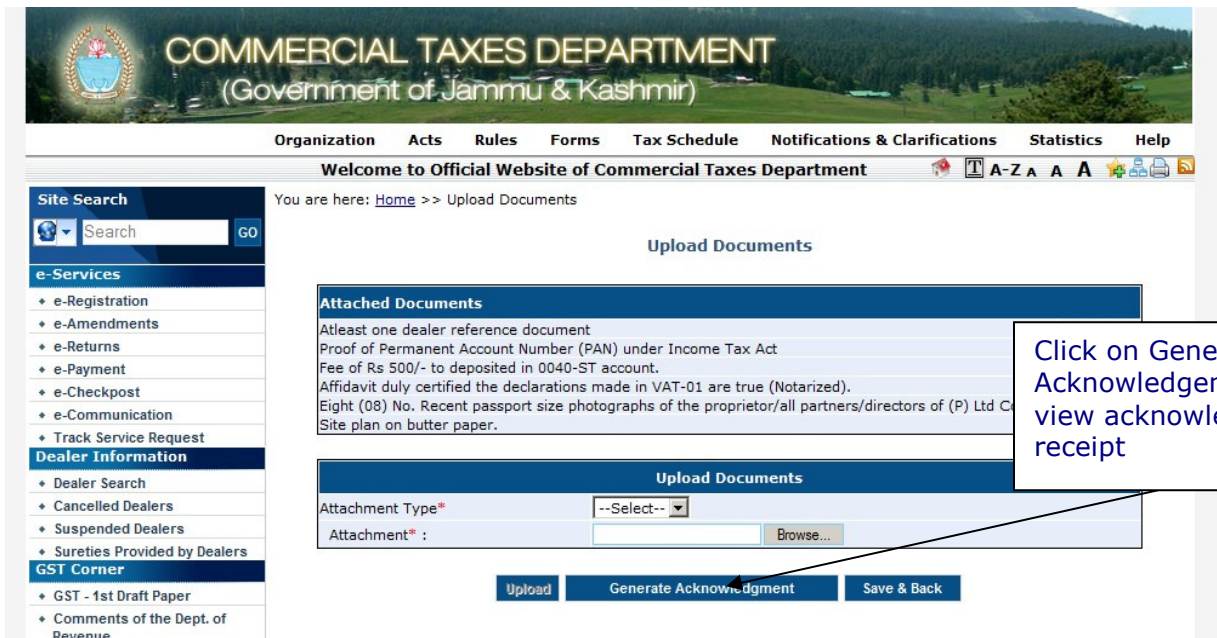
Click on Save & Back to save documents

Screen-8

12. On Attaching all the documents a pop up is generated and Generate Acknowledgement Button is enabled on Clicking OK



Screen-9



Screen-10

13. On Click of Generate Acknowledgement button Acknowledgement Receipt will be generated and the following screen will be displayed. Take a print out of this receipt for future use.



**Commercial Taxes Department
Government of Jammu & Kashmir**

Acknowledgement Receipt for Electronic Registration under VAT Act Form FORM VAT-01

Acknowledgement Number	: 9010905009843
Date of Receipt	: 22/01/2011
Trading Name	: Vasis & Sons
Division Name	: Jammu
Circle Name	: CIRCLE A-JAMMU
Dealers Address	: 16/C, Kagdivad, Kochrab, Ahmedabad, Ahmedabad, 380006
Search Code	: 89345550545654

Notes

- 1) Please Keep a note of your **Acknowledgement Number and Search Code**. You would be able to check status using Acknowledgement Number and Search Code.
- 2) This is a computer generated receipt and does not require signature

Please submit the hard copies of necessary documents to CTD within 3 days of receipt of acknowledgement receipt

[Print](#) [Home](#)

Screen-11

Click Here to Print
Acknowledgment
Receipt

Track Your Application Status

1. The dealer can use the Track Your Application Status to view the current status of his registration.

The screenshot displays the official website of the Commercial Taxes Department, Government of Jammu & Kashmir. The header includes the department's name and logo, along with navigation links for Organization, Acts, Rules, Forms, Tax Schedule, Notifications & Clarifications, Statistics, and Help. A search bar is located at the top left. The main content area features a welcome message, a profile of Mr. Omar Abdullah (Hon'ble Chief Minister), and sections for Vision, Mission, Dealer Information, News and Updates, and Useful Links. A callout box points to the 'Track Service Request' link in the Dealer Information section.

Click on Track Service Request Link

COMMERICAL TAXES DEPARTMENT
(Government of Jammu & Kashmir)

Organization Acts Rules Forms Tax Schedule Notifications & Clarifications Statistics Help

Welcome to Official Website of Commercial Taxes Department

Site Search [] GO

• e-Amendments
• e>Returns
• e-Payment
• e-Checkpost
• e-Communication
• **Track Service Request**
Dealer Information
• Dealer Search
• Cancelled Dealers
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Mr. Omar Abdullah
Hon'ble Chief Minister

View
Commodities and Tax Rates
Tenders
Advertisements
VAT-FAQ
VAT-Whitepaper
Photo Gallery

News and Updates
» romil
» test
» Test XML
» amend

Login(Registered Dealer)
Login Id []
Password []
Virtual Keyboard
40 - 1 ?
(Enter the result of expression)
Login
Forgot Password
New User? Sign-Up

Useful Links
• CTD Offices & Contacts
• Make Commercial Tax Website My Homepage
• E-Services Templates
• Circle Jurisdiction

Screen-12

- As the Track Your Status page opens, the dealer can enter his Acknowledgement No. and Search Code mentioned in the Acknowledgement Receipt.

The screenshot displays the 'Track Your Status' page on the Commercial Taxes Department website. The page header includes the department name and navigation links. The main content area contains a form with the following fields:

Track Your Status	
Search Type	e-Registration
Registration Type	<input type="radio"/> Manual <input checked="" type="radio"/> Online
Acknowledgement No. *	109050009841
Search Code *	693455505454

Callout boxes provide instructions for each field:

- Select Registration type**: Points to the 'e-Registration' dropdown menu.
- Enter Acknowledgement Number**: Points to the 'Acknowledgement No.' input field.
- Enter Search Code**: Points to the 'Search Code' input field.
- Click on Search**: Points to the 'Search' button.

Screen-13

3. On entering the correct Parameters, the dealer can view the status of the registration as well as his filled up registration form and also the dealer can generate a duplicate acknowledgement receipt and can View Form.

The screenshot shows the official website of the Commercial Taxes Department, Government of Jammu & Kashmir. The main navigation bar includes links for Organization, Acts, Rules, Forms, Tax Schedule, Notifications & Clarifications, Statistics, and Help. The page title is 'Welcome to Official Website of Commercial Taxes Department'. The breadcrumb trail indicates the user is at 'Home >> Track Your Status'.

The 'Track Your Status' section contains a search form with the following fields:

Track Your Status	
Search Type	e-Registration
Registration Type	Manual <input type="radio"/> Online <input checked="" type="radio"/>
Acknowledgement No. *	90109050009844
Search Code *	99345550545654

Buttons for 'Search' and 'Back' are located below the search form.

The 'Registration Details' table is as follows:

Registration Details				
Acknowledgement No.	Firm Name	Registration Status	Tax Type	TIN
90109050009844	VARIS & SONS	Data Entry Done	VAT	-

Below the registration details, there are two buttons: 'View Form' and 'Generate Duplicate Acknowledgement'. A callout box on the left points to the 'View Form' button with the text 'Click Here to View Form'. A callout box on the right points to the 'Generate Duplicate Acknowledgement' button with the text 'Click Here for Duplicate Acknowledgment'.

Screen-14

4. View form for VAT 01 having data entered by user during Registration in Excel Template.

View Form VAT-01

[See Rule 12(a)]

Application for registration as VAT/Voluntary/TOT dealer



View Form VAT-01	
Acknowledgement No.	90109050009844
TIN	Registration Effective Date

Firm Information			
Do you wish to register as VAT/Voluntary/Turnover Tax Dealer		VAT	
Name of the Applicant	Varis Vora	Father/Husband Name	Nuruddin
Trading Name	Varis & Sons	Date of Birth	13/12/1985
Sex	MALE	PAN No	ARTFE1675A

Business Address			
Door Number	16/c	Street	Kagdivad
Area/Locality	Kochrab	Village/Town/City	Ahmedabad
District	Ahmedabad	Pin Code	380006
Resident Status	Resident Dealer		

Contact Details			
Telephone	07934543217	Mobile No.	9876512345
Fax	07932447865	Email Id	varis.vora@tcs.com
Business Status	Proprietorship	Other Business Status	
Resident Status	Resident Dealer		

Residential Address			
Door Number	16/c	Street	Kagdivad
Area/Locality	Kochrab	Village/Town/City	ahmedabad
District	ahmedabad	State	Gujarat
Pin Code	380006	Country	india
Name of the Statutory Authority	Department of State Excise		

Business Information - Type of Business	
Type of Business	

Screen-15

5. Duplicate Acknowledgement Receipt



Commercial Taxes Department
Government of Jammu & Kashmir

Duplicate Acknowledgement Receipt for Electronic Registration under VAT Act FORM VAT-01

Acknowledgement Number	: 90109050009844
Date of Receipt	: 22/01/2011
Trading Name	: VARIS & SONS
Division Name	: Kashmir
Circle Name	: CIRCLE B-KASHMIR
Dealers Address	: 16/ c, Kagdivad, Kochrab, Ahmedabad, Ahmedabad, 380006
Search Code	: 99345550545654

Notes

- 1) Please Keep a note of your **Acknowledgement Number and Search Code**. You would be able to check status using Acknowledgement Number and Search Code.
- 2) This is a computer generated receipt and does not require signature

[Print](#) [Close](#)

Screen-16