

Amnesty Scheme-2022

FAQ REGARDING FILING OF AMNESTY APPLICATION AND UPLOADING .TXT FILE

Q. How can I apply for Amnesty Scheme 2022 declared by the GST Department, Government of Maharashtra?

Ans: The Applicant can apply for Amnesty Scheme 2022 through Online mode only. The applicant can download Offline Excel Template in Form-1 and Form-1A as applicable, provided in Electronic forms in download segment of mahagst Portal namely.

Form-1: - For making Amnesty application against any statutory order dues.

Form-1A: - For making Amnesty application against Return arrears or Asked to pay Arrears as per Form-704

Q. What is the procedure to make an amnesty application?

Ans: To submit an Amnesty application, please perform following steps:

1. Access the <https://www.mahagst.gov.in> URL. The mahagst Home page is displayed.

2. Steps for Online submission of Application under Amnesty Scheme:

In order to submit the application for Amnesty Scheme online; the applicant needs to go through certain Steps that are discussed hereinbelow.

These Steps are as under:

- (1) Downloading Application for Settlement (Amnesty) in Form-I and Form-IA Template
- (2) Filling Template as per application type i.e. Form-I or Form-IA as per the class of arrears.
- (3) Validation of the application Form.
- (3) Creation of .txt file of Amnesty template which was filled and validated by user.
- (4) Access mahagst portal by using log-in credentials. The URL is <https://mahagst.gov.in>.
- (5) Uploading of Form-I/Form-IA .txt file created earlier.
- (6) Uploading of Application related documents
- (7) Submission of application
- (8) Acknowledgement of Amnesty Application

Q. From where I can download the Amnesty Excel Template/Forms?

Ans: The e-Amnesty application Forms are provided at <https://mahagst.gov.in> under “Electronic Forms” of Download section.

To download these Forms, follow the process as below,

- Visit www.mahagst.gov.in
- The applicant will access the mahagst portal.
- At mahagst portal, a “download” section is provided. Click “download” section, dropdown will appear. As marked below click on “Forms”, the forms section will get open.
- After clicking the “Forms” the next window will open.
- The click on the Tile named as “Electronic Forms”. The new page will open. In electronic Forms List, “Amnesty Scheme-2022 e-Forms” are provided.
- Please select to download appropriate Forms that is required to settle the arrears.

- These Forms will get downloaded and saved on download section of your PC.
- After downloading appropriate excel template; open the excel template.
- In Form-I and in Form-IA, detailed Instructions are given on the First sheet of both Forms. Go through the instruction sheet carefully and fill the application form correctly. Please note that mandatory fields in the Form shall be filed appropriately.

Q. What does the status TIN holder means?

Ans: The TIN holder means the tax payer who is holding the TIN under MVAT Act and have USER PROFILE on SAP portal. The TIN holder applicant has already created their profile and must have user ID and password. For login to 'Dealer's e-services', the TIN holder needs to use 11-digit TIN as user ID and password as set by him.

Q. What does the status Unique Identification number (UIN) holder means?

Ans: Unique Identification number (UIN) holder means any applicant who doesn't have USER PROFILE on SAP but wants to avail benefits of Amnesty Scheme 2022; can apply for CREATION OF PROFILE based on PAN e.g. Un-registered dealer (URD) under MVAT, Financial Institution who are willing to apply on behalf of taxpayer and Any other person.

The Non-TIN holder applicant have to create his profile first. In this profile creation process he will be provided 11-digit user ID (UIN-Unique Identification Number-starting with 77) and password. The user manual for Non-TIN holder profile creation is already published on mahagst portal in "Manuals and Procedure" section.

Q. If the taxpayers don't have USER PROFILE on SAP portal or if taxpayer's TIN has been cancelled after onset of GST Act; what will be the process to go for it?

Ans: The tax payer whose TIN is cancelled at any time on or before the 30th June 2017 and said tax payer has not created the USER PROFILE on the SAP portal then he shall create USER PROFILE in SAP on mahagst portal. For this please refer the user manual for profile creation for active and inactive TIN in Manuals and procedure section.

Q. I have forgotten my password, how should I reset it?

Ans: In case any Tax payer has forgotten his/her password then option to reset the password has been provided on mahagst portal. At home page, tile "login for e services" is provided after clicking on the same there will be option- "log in for VAT and allied acts" by clicking on the same, dealer's log in page will be opened, on this page "forgot password" option is provided, by clicking on the same; Tax payer can reset the forgotten password.

Q. I don't have UIN, how can I get it?

Ans: For the tax payer who, do not hold any Registration Number under the any of the Act including the MVAT Act; can apply for UIN (Unique Identification Number) for purpose of submission of Amnesty Application. Such a taxpayer is required to create the USER PROFILE. Please refer the User Manual for this purpose provided at "dealer services" on mahagst portal by clicking the same- "manuals and procedure" option will be available to download the required manual of Profile creation of Nodal TIN holder for Amnesty Scheme.

Q. I am an Unregistered dealer, I want to apply for amnesty scheme, please guide me to file application.

Ans: The Non-TIN holder/Unregistered applicant have to create his profile first. In this profile creation process he will be provided 11-digit user ID (UIN-Unique Identification Number-starting with 77) and password. The user manual for Non-TIN holder profile creation is already published on mahagst portal in “Manuals and procedure section” (Profile creation of Non TIN holder for Amnesty Scheme).

Q. I am an Unregistered dealer under MVAT Act, wants to file amnesty application for dues under Profession tax, how should I login? what will be my login credentials?

Ans: The Non-TIN holder/Unregistered applicant have to create his profile first. In this profile creation process he will avail 11-digit user ID (UIN-Unique Identification Number-starting with 77) and password. The user manual for Non-TIN holder profile creation is already published on mahagst portal in “Manuals and procedure section” (Profile creation of Non-TIN holder for Amnesty Scheme).

Q. What is the login Id and password to upload the amnesty application?

Ans: Tax payer who is holding the TIN under MVAT Act; or the tax payer whose TIN is cancelled at any time on or before the 30th June 2017 and said tax payer has not created the USER PROFILE on the SAP portal then he shall create USER PROFILE on the SAP portal. For this please refer the user guide for creation of Profile on the SAP portal.

The TIN holder applicant has already created their profile and must have user ID and password. For login to dealers e-services, the TIN holder needs to use 11-digit TIN as user ID and password as set by him.

In case of Unique Identification Number (UIN) holder, the tax payer who do not hold any TIN under any of the Act including the MVAT Act. Such tax payer for submission of Amnesty Application is required to create the USER PROFILE please refer the User Manual for this purpose.

The Non-TIN holder applicant have to create his profile first. In this profile creation process he will be provided 11-digit user ID (UIN-Unique Identification Number-starting with 77) and password. The user manual for Non-TIN holder profile creation is already published on mahagst portal in what's new section.

Q. Please provide the details of the path required for uploading of .txt file on mahagst portal?

Ans: For filing amnesty application online, click on Tile “Amnesty Scheme 2022” after logging in your profile in SAP portal, the Amnesty Form page will open. Click on the upload form button. In this Amnesty Form page following selection points are provided.

(1) Select “Act”-from drop down, for which amnesty application is to be filed. Select it correctly.

(2) Select Financial year (Period) for which application is to be made- Select the period from drop down is provided.

(3) Select the correct type of application Form that you have to apply for Amnesty (Form-I or Form-IA) from given drop down.

(4) In attachment section click “Browse” button to select the .Txt file of application.

After browsing and attaching required .Txt file; the attachment success message will show. Click on “Upload File” Button. The attached form .Txt file will be uploaded.

Q. How to upload documents online?

Ans: After successful uploading of .txt file, by clicking “Upload file” button, the success message will be shown, Close the message. Then document upload page will open. Various documents such as Statutory Orders, Tax paid challans, acknowledgment of application of Appeal withdrawal, Appeal withdrawal order, Returns, Form 704, etc. needs to be uploaded while making Amnesty application. For document

uploading, get the documents ready on your computer. Only PDF format documents of the size 2mb each can be uploaded. Maximum 10 documents are allowed to be uploaded. Click on “Browse” button in Upload forms page. Select the proper document and double click on it. The document will get attached and success message will be seen. Only one document gets attached at one time. Now close the message and click “Upload File” button. The document uploaded success message will be seen. Close the message. The uploaded document will be seen on this page.

Q. I have uploaded wrong document, Can I delete the same and add new document?

Ans: Yes. You can delete the wrongly uploaded document before submitting the Form by using delete button provided below the uploaded document.

Q. I am a registered dealer under MVAT Act and have applied under Amnesty scheme-2019. Now I want to apply for Amnesty-2022, Can I use the same Login ID and Password to upload the application online?

Ans: Yes. You can use the same login id and password for Amnesty Scheme-2022.

Q. I have UIN, generated during Amnesty-2019, can I use the same for Amnesty-2022?

Ans: Yes. You can use the same UIN for amnesty scheme-2022.

Q. Where can I get the details required for filing of application?

Ans: Please refer the Instructions sheet given in Excel Template which is guiding on the details required for filling of amnesty application.

Q. What is the size and format of the document required for uploading of documents along with application?

Ans: Documents which are to be uploaded online are required to be in PDF format only having size up to 2 mb.

Q. How many documents can I upload on portal along with application?

Ans: Maximum 10 documents can be uploaded by selecting one document at a time for one amnesty application.

Q. I am filing the details in excel template but unable to proceed to next page. How can I know the error occurring in filing of application?

Ans: After clicking “Click to Proceed” button, if you are not able to proceed to next sheet and instead of that you get “Please refer message sheet”. That means, there are errors. Please refer the “Message” sheet and correct the “errors” stated in the said “Message” sheet. After correcting said errors, please click on “Click to Proceed” button for moving to next sheet.

Q. I want to make some corrections in already filed sheets, how should I correct those sheets?

Ans: You can use the “Refresh” button provided at bottom of sheet to unlock the filed sheet, then you can make corrections in that sheet. After making necessary corrections, you have to click on “Click to proceed” tab to move to next sheet.

Q. I am filing an application in given excel template, Error in the message box is showing as “Date format should be “DD/MM/YYYY”. How can I resolve this difficulty?

Ans: Go to search option of the computer/laptop and go to the control panel. Click on control panel tab. Control panel window will open. In this control panel window, the "Date and Time" tab is given. Click on "Date and Time" tab. Date and time window will open. In this date and time window, "Change Date and Time" tab is given. Click on "Change Date and Time" tab. After clicking, the new button "Change date format" will open. "Select or Type" the date format as "DD/MM/YYYY" and click on "Apply" button and then click on OK button. The system date format will change to DD/MM/YYYY format as required.

Q. After generating .txt file, I have opened the file and renamed that. While uploading the renamed .txt file, I have received error message. What should I do now?

Ans: The offline amnesty Application template will be converted in .Txt file as soon as user clicks “Generate .Txt file” button. Please note that after generation of the .txt file, it will be auto saved on your local desktop. This .txt file will have some name as per set program. Users are requested to not rename or open this file. The renamed or opened file will not get uploaded as the uploading validations will not allow to upload such renamed/changed .txt file. Error message of “Corrupt file will not be uploaded” will pop up on window.

Q. I have created .txt file on my laptop and copied same into pen drive. Further I used same .txt file for uploading from my office computer, but unable to upload the same, please guide.

Ans: Please note that after generation of the .txt file, it will be auto saved on your local desktop. This .txt file will have some name as per set program. Users are requested to not to copy and paste it on other devices. The copied .txt file will not get uploaded while uploading; validations will not allow to upload such copied .txt file and Error message of “Corrupt file will not be uploaded” will pop up on window.

Q. I am having trouble while uploading the .txt file received through email, please guide me to resolve the issue.

Ans: Users are requested to not rename/open the .txt file. Any .txt file shared from devices or downloaded from mail will not get uploaded as the uploading validations will not allow to enter such downloaded .txt file and Error message of “Corrupt file will not be uploaded” will pop up on window. You are suggested to use the original autosaved .txt file after successful generation of it.

Q. I don't have any email id, while filing details in excel template, it is asking for valid email id, please suggest the proper action.

Ans: While filling application in provided excel template, email id of the applicant is mandatory. Application will not proceed until proper email id is provided at given box. Hence it is suggested that valid email id to be created for filing of application.

Q. After filing of amnesty application, can I receive the acknowledgement for the same?

Ans: After successful submission of amnesty application, acknowledgement will be generated from system which will be communicated to Tax payer on email id and message will be sent to mobile no. provided while filing amnesty application.

Q. How can I make payment under amnesty scheme 2022?

Ans: To make online payment for Amnesty scheme-2022, visit to mahagst portal <https://mahagst.gov.in>. At home page, a payment tile is given by clicking on the same, option of “e payment for amnesty” will be seen. By clicking the same, payments can be made under amnesty scheme-2022. There are various options for payment. Tax payer can make payments by using valid TIN, PAN or UIN as applicable.

Q. Is there any separate link; provided to make payments for this new amnesty scheme?

Ans: To make payments separate link is provided as “E-payments under Amnesty 2022” at Home page of mahagst portal under payment tile.

Q. Can I make payment under BST act for the period prior to 01/04/2005?

Ans: Yes. To make a payment online, visit to mahagst portal <https://mahagst.gov.in>. At home page, payment tile is given. By clicking on the same, option of “e payment for amnesty” will be seen. By clicking the same; payments can be made under amnesty scheme-2022 for the old acts. There are various options for payment. Tax payer can make payments by using valid TIN, PAN or UIN as applicable.

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