



USER MANUAL

New Registration under PTEC

**MAHARASHTRA GST TAX
DEPARTMENT**



Submitted By,



Orient Technologies Limited
Formerly known as Orient Technologies Ltd



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1. Instructions

Please make sure you go through below instructions before Registering online

- *Make sure you are filling correct and valid details in the input fields as per the description. Read carefully before entering details*
- *Mobile Number fields will contain only 10 digit number. (Use of +91 is not allowed)*
- *Wherever ADD button is mentioned, you can add multiple details. E.g. Address, Bank details etc.*
- *Make sure you have all soft copies of the documents which will be uploaded during the registration process*
- *While filling FORM II, NEXT button will save all the data you have entered before clicking on NEXT*
- *PREVIOUS button will take you to previous page*



2. Steps of Registration Process

Steps involved in the Maharashtra State Tax on Professions, Callings and Employments Act, 1975 (PT Act)

1. Create temporary profile with MGSTD for New Registration
2. Select the Act
3. Fill the FORM for registering under PTEC
4. Submit the form online.

3. Create Temporary Profile

3.1. Profile Screen

- Click on New Dealer Registration under PT.
- Instruction Page will open for registration.

The screenshot shows the official website of the Government of Maharashtra, Department of Goods and Services Tax (MAHAGST). The top navigation bar includes links for 'Skip to Main', social media (Facebook, Twitter, YouTube), language (मराठी / English), 'Access Reader', and various government ministers. The main content area features four main tax categories: GST, VAT, CST, and PT, each with sub-links for registration, login, and returns. A 'What is New' section highlights recent legal judgments. A 'Total GST Collection (in Crores)' chart compares 2023-24 and 2024-25 collections. A 'Suggestions and Feedback' and 'Important' section are also visible. The bottom of the page shows a weather forecast (4°C, 29°C, mostly sunny), system icons, and the date (10/28/2025).



3.2. Instruction page

- Read the instructions and click on Proceed

The screenshot shows the MAHAGST portal with the following details:

- Header:** MAHAGST, Not secure, 139.59.1.222/mvat/user-registration/pt, Government of Maharashtra, Department of Goods and Services Tax, Build Nation By Paying Taxes.
- Top Navigation:** ORGANIZATION, GST, VAT / CST, PROFESSION TAX, RTT, TAX RATES, CITIZENS CHARTER, CONTACT US.
- Left Sidebar:** Pay Your Taxes, Instructions, GST Payments, VAT Payments, CST Payments, PT Payments.
- Right Content:** Instructions for PTEC registration, a table of required documents, and a 'Proceed' button.
- Bottom:** Weather (29°C, Mostly sunny), Search bar, System icons (Cloud, ENG IN, 12:59 PM, 10/28/2025).

Instructions (Excerpt):

1. Log on to web-site www.mahagst.gov.in
2. Click on "e-Registration" on home page
3. Select "Profession Tax" for registration under various Acts, then "Instructions" page will appear. Detailed guidelines regarding application process flow, list of required documents are provided in the instruction sheet. Click "Next" and then "PAN/TAN Validation" information page will appear
4. After that "Temporary Profile creation" page will appear. To create Temporary profile by giving valid PAN, e-mail id and mobile number. After successfully creation of temporary profile and will valid till 90 days for applying the online registration with PAN's user-id and password
5. Applicant will login by using credentials as temporary profile. After successful login, Dever will select "Existing Users" option from menu option. After that "Act selection" page will appear for which type of Act registration is required. In this page Dever can select multiple Acts for registration in single application.
6. Select PT/PTC/PTEC Act from the check boxes provided in the field "Acts for Registration".
7. Enter PAN/TAN, e-mail id and mobile number.
8. Information in the form should be completely filled either by entering in the relevant fields or selecting from the drop down lists.
9. Fields marked with * are mandatory fields.
10. PAN/TAN is a mandatory requirement before applying for registration.
11. Selection of constitution in the form should be as per the PAN.
12. In case, a dever opted for all Acts then the forms will be displayed in the sequence MGST, CST, PT/PC, ET, LT, SC/PT and lastly PT/EC.
13. The online application form will be submitted after the submission of all the forms of concerned fields of other forms will be needed to enter/selected by the applicant across all such forms.
14. The online application form will not be accepted if it is not complete in all respects and the required documents are not submitted along with the application.
15. In case the data in any of the fields is not entered, then the applicant would get error message and would be prompted to enter the said data.
16. All communication will be made on the email id and mobile given in the temporary profile.
17. The applicant should select the State of the signature* to the application and provide relevant details. Depending upon the constitution of the dever, the application should be signed.
18. The signature, manager/authorized persons are required to sign digitally or by uploading the signature at relevant place/pace while filling the application and submit the relevant documents.
19. The application form will be submitted after the constitution of the dever and the application will be communicated via e-mail as attached PDF format.
20. The MSTD portal shall carry out preliminary verification/validation, including real-time PAN validation with NSDL portal, Aadhaar No. validation with UIDAI portal, IGR details with IGR portal and Electricity bill utilities with respective service providers such as Tata Power, MSEB, BEST, Reliance Energy and Tarntro and issuance of TIN by MSTD Department through inter-portal connectivity before submission of the application form.
21. The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 Rules, notifications, forms and the trade circulars issued by the department are available on the official web site of the department www.mahagst.gov.in.
22. If the application is correct and complete in all respect along with relevant documents then Registering Authority will generate TIN after verification. In case the application is eligible for granting registration, then the date of uploading the application shall be considered as the date of application for the purpose of determining the effective date of RC.
23. Registration certificates will be sent via email and post. The applicants need not visit MSTD offices for procurement of Registration Certificates as the same would be made available on the portal in downloadable format with digital signature of appropriate certifying authority.
24. Rejection of the Application:
 - 1. If the application is found defective, then defferment will be issued and e-mail to applicant. The applicant needs to rectify the defects within 30 days.
 - 2. In case the applicant fails to rectify the defects within 30 days, the Officer will verify and if found satisfactory then TIN would be generated. In this case the date of first application would be taken for the purpose of determining the effective date of RC.
 - 3. If the applicant does not rectify the defects shown in defect memo within 30 days, then the application shall be rejected and the temporary profile will be deactivated after 90 days.
25. DOCUMENTS TO BE FURNISHED:
 - 1. If the PAN Card is not available with the applicant, then the details of the PAN obtained from the website of Income Tax Department shall be accepted as a proof of PAN instead of copy of PAN.
 - 2. Please refer Trade Circular No 42 T of 2008 dated 26.12.2008.
 - 3. As proof of place of residence (POR) and address (POR) latest electricity bill is mandatory. Out of the remaining documents any one can be submitted.
26. Dever No. : 1, Act No. : Documents Required for PTAC, Number : 1, Documents : Photograph, 2, Documents : Signature, 3, Documents : Scanned copy of PAN, 4, Documents : Address proof (Principle Place) of Employer, No Documents Required.

Table of Required Documents:

No.	Act	Number	Documents
1	Documents Required for PTAC	1	Photograph
1	Documents Required for PT/PC	2	Signature
1	Documents Required for PT/EC	3	Scanned copy of PAN
1	Documents Required for PT/EC	4	Address proof (Principle Place) of Employer
2	Documents Required for PTEC		No Documents Required.

3.3. Create Temporary Profile Screen

The applicant must first create a temporary profile on the MAHAGST portal before proceeding with PTEC registration.

Fill in the following fields:

- Enter Type of Registration –
The field auto-populates as *Profession Tax (PT)*.
- Profession Tax –
Select Profession Tax as *The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTEC)*.
- Enter Type of Identification –
Choose PAN or TAN from the dropdown list.
- PAN No. –
Enter your valid PAN number.
Once validated, the system will display a green "Verified" status.
- Constitution –
The field auto-populates the constitution type as per PAN details.
- Legal Name of Applicant –
Enter the applicant's full legal name as per PAN records.
- Email ID –
Provide a valid email address for registration confirmation and future communication.
Once verified, the field will display a green "Verified" status.
- Mobile Number –
Enter a 10-digit mobile number (without +91 or any country code).



Once verified, the field will display a green “Verified” status.

- **Create Profile Button –**
Click on “Create Profile” to generate your temporary user ID.

Important Updates: --- Jurisdiction Update from 10th Dec-2024 to 31st March 2025 --- Periodicity of the PTEC dealer for F.Y. 2025-26 is available

Government of Maharashtra
Department of Goods and Services Tax

Shri. Devendra Fadnavis
Shri. Eknath Shinde
Shri. Ajit Pawar
Adv. Ashish Jaiswal

28-10-2025, Tuesday 1:07:05 PM

ORGANIZATION • GST • VAT / CST • PROFESSION TAX • RTS • RTI • TAX RATES • CITIZENS CHARTER • CONTACT US

Pay Your Taxes

Create Temporary Profile

GST Payments
• Create Challan
• Track your Payment Status
• Grievance Against Payment(GST PMT 07)

VAT Payments
• e-Payment - Returns
• e-Payment - Assessment Order

CST Payments
• e-Payment - Returns
• e-Payment - Assessment Order

PT Payments
• PTEC Payment / OTPT
• e-Payment - Returns
• e-Payment - Assessment Order

1 cm of rain In 4 hours

Search

ENG IN 10:07 PM 10/28/2025

3.4. Temporary Profile Creation Successful

Once all required details are entered and verified, the system will display a confirmation message indicating that the temporary profile has been created successfully. Complete your registration process.

- **Click Continue**

Temporary Profile Created Successfully! check your email for further instructions.

Success!

Your temporary Profile Creation successful. Complete your registration process

Continue

Create Profile

Disclaimer

Referral Links

E-Invoice
GST Connect

E-WayBill

GSTAT

Support

Contact Us

OFFICE ADDRESS:
GST Bhawan, 345/2/4/1, NIBM Road, Kharadi, Pune - 411014, Maharashtra, India

10:08 PM 10/28/2025



4.PTEC Registration Form II

4.1. Dealer details

The applicant must fill in all mandatory fields in *Form II* to apply for registration under the Maharashtra State Tax on Professions, Trades, Callings, and Employments Act, 1975 (PTEC).

Fill in the following fields:

- The field auto fetch Income Tax Permanent Account Number (PAN) of the Applicant –
- Tax Deduction and Collection Account Number (TAN) of Applicant, if applicable – If available, enter the TAN number; otherwise, leave blank.
- The field auto fetch Legal Name of the Business –
- Trade Name, if any – Enter the trade name of the business, if applicable.

4.2. Details of Authorized Signatory –

- Enter full name (Last Name, First Name, Middle Name).
- Aadhaar Number – Enter the 12-digit Aadhaar number of the signatory.
- Mobile Number –
- Email ID –

3. Date of Birth (In case of an Individual Person) –

Enter the date of birth of the applicant.

4. Entry as per Rate Schedule I to Profession Tax Act, 1975 by which covered –

Specify the relevant *Entry* and *Sub-entry* number as per Schedule I of the Act.

5. Month of Commencement of the Profession / Trade / Calling / Employment –

Enter the month and year of commencement of the professional activity.

The screenshot shows the 'PTEC Registration Form II' page. The left sidebar shows the user profile 'Gauri' and navigation links for Dashboard, My Worklist, E Return Payments, PTEC OTPT Payments, and Helpline No. (with numbers 022-23760188, 022-23760646, 022-23760074, and GST Helpline 1800-1304-4786). The main form area includes fields for PAN (DSRPG1516E), TAN (empty), Legal Name of the Business (Gauri), Trade Name (Orient), Signatory details (Name: Gadge, Aadhaar: 766975430654, Mobile: +91 8786545356, Email: gaurigadge@orientindia.net), Date of Birth (06/08/2010), Entry (1), Sub-Entry (4), Month of Commencement (February 2025), and Premises details (Building No: 50, Floor No: 5, Name: godrej colony). The top navigation bar includes links for ORGANIZATION, GST, VAT / CST, PROFESSION TAX, RTS, RTI, TAX RATES, CITIZENS CHARTER, and CONTACT US. The bottom status bar shows the date 10/28/2025 and time 1:15 PM.



4.3. Full Address of Signatory to the Application (Residential)

The applicant must provide the complete residential address details of the authorized signatory as per official records.

Fill in the following fields:

- Building No./Flat No./Door No. –
- Floor No. –
- Name of the Premises/Building –
- Road/Street –
- City/Town/Locality/Village –
- Taluka/Block –
- District –
- State –
- Pincode –

Contact Details –

- Mobile Number: Enter a 10-digit valid mobile number.
- Email Address: Provide a valid email ID for communication.
- Enter Telephone No.

The screenshot shows a web-based application for PTEC registration. The top navigation bar includes the MAHAGST logo and the URL 139.59.1.222/mvat/dashboard/ptec-registration. The main content area is divided into two sections:

6. FULL ADDRESS OF SIGNATORY TO THE APPLICATION (RESIDENTIAL):

Building No/Flat No/Door No.* 50	Floor No. 5	Name of the Premises/Building: godrej colony
Road/Street: station colony	City/Town/Locality/Village: Pune	District: Pune
Taluka/Block: Haveli	State: Maharashtra	Pincode: 400001

Contact Details:

Mobile No.* +91 8786543456	E-mail Address: gaurigadge@orientindia.net	Telephone No.
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7. NAME & ADDRESS OF PLACE OF WORK/ BUSINESS/ACTIVITY IN MAHARASHTRA STATE (ATTACH SEPARATE LIST IF MORE THAN ONE PLACE):

Building No/Flat No/Door No.* 98	Floor No. 9	Name of the Premises/Building: godrej colony
Road/Street: station colony	City/Town/Locality/Village: Pune	District: Pune
Taluka/Block: Vikhroli	State: Maharashtra	Pincode: 400001

Contact Details:

Mobile No.* +91 8786543456	E-mail Address: gaurigadge@orientindia.net	Office Telephone No.
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The application interface includes a toolbar with various icons (File, Edit, View, Insert, etc.) and a status bar at the bottom showing the date and time (10/28/2025, 1:16 PM).



4.4. Name & Address of Place of Work / Business / Activity in Maharashtra

The applicant must provide the complete address of the place of business or professional activity in Maharashtra.

Fill in the following fields:

- Building No./Flat No./Door No. –
- Floor No. –
- Name of the Premises/Building –
- Road/Street –
- City/Town/Locality/Village –
- Taluka/Block –
- District –
- State –
- Pincode –

Contact Details –

- Mobile Number: Enter a 10-digit valid mobile number.
- Email Address: Provide an active business email ID.
- Enter Telephone No.
- Add More Button –
Click “Add More” to include details of additional business places, if the applicant operates from more than one location.

6. FULL ADDRESS OF SIGNATORY TO THE APPLICATION (RESIDENTIAL):

Building No/Flat No/Door No.* 50	Floor No. 5	Name of the Premises/Building.* neo city
Road/Street: bakori road	City/Town/Locality/Village.* Pune	District.* Pune
Taluka/Block.* Haveli	State.* Maharashtra	Pincode.* 400001

Contact Details

Mobile No.* +91 8786543456	E-mail Address.* gaurigadge@orientindia.net	Telephone No.
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7. NAME & ADDRESS OF PLACE OF WORK/ BUSINESS/ACTIVITY IN MAHARASHTRA STATE (ATTACH SEPARATE LIST IF MORE THAN ONE PLACE):

Building No/Flat No/Door No.* 98	Floor No. 7	Name of the Premises/Building.* godrej colony
Road/Street: station colony	City/Town/Locality/Village.* Pune	District.* Pune
Taluka/Block.* Vikhroli	State.* Maharashtra	Pincode: 400001

Contact Details

Mobile No.* +91 8786543456	E-mail Address.* gaurigadge@orientindia.net	Office Telephone No.
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8. DETAILS OF BANK ACCOUNT:

Rainy days ahead 32°C

Search ENG IN 17:16 20-10-2025



4.5 Details of Bank Account

The applicant must provide details of at least one bank account linked to the business or profession.

- Fill in the following fields:

- IFSC Code –
- Name of the Bank –
- Branch Name –
- Type of Account –
- Account Number –

- Add More Button –

Click “Add More” to enter details of multiple bank accounts, if the applicant maintains more than one account for business or professional purposes.

4.6 Other Information (If Applicable)

If applicable, provide details of other tax registrations along with their effective dates.

- GSTN under GST Act, 2017 –
Enter the GST registration number and select the date of effect.
- TIN under MVAT Act, 2002 –
Enter the TIN number, if available, and mention the date of effect.
- TIN under CST Act, 1956 –
Enter the TIN number, if applicable, and provide the effective date.
- R.C. No. under Profession Tax Act, 1975 –
Enter the Registration Certificate number, if already issued, and its effective date.

The screenshot shows a web-based application for PTEC registration. The '8. DETAILS OF BANK ACCOUNT:' section is active, displaying fields for IFSC Code (SBIN0078900), Name of the Bank (State Bank of India), Branch Name (shiroli), Type of Account (Savings), and Account number (32456756743). An 'Add More' button is visible. Below this, the '9. OTHER INFORMATION (IF APPLICABLE):' section is shown with four sub-fields: i. GSTN under GST Act, 2017; ii. TIN under MVAT Act, 2002; iii. TIN under CST Act, 1956; and iv. R.C. No. under Profession Tax Act, 1975. Each sub-field has a text input field and a date picker labeled 'Date of Effect: mm/dd/yyyy'. At the bottom of the form, there is a checked checkbox for 'Declaration/Verification' and a standard Windows taskbar at the bottom.



4.7 Declaration / Verification

- Declaration Checkbox –
Tick the checkbox to confirm that the information provided is true to the best of your knowledge and belief.
- Upload Signature of Applicant –
- Place –
- Name of Applicant –
- Status and Authority
- Click Submit

4.8. Acknowledgement

- To download acknowledgement click on acknowledgement.
- To view application form click on view.



The screenshot shows the 'PTEC LIST' page on the Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTEC) website. The page header includes the State Emblem of India, the text 'Government of Maharashtra', 'Department of Goods and Services Tax', and 'Build Nation By Paying Taxes'. It also features links for 'Skip to Main', 'Help', 'Employee Corner', 'FAQ', 'Sitemap', and 'Access Reader'. A banner at the top right states '--- Jurisdiction Update from 10th Dec-2024 to 31st May'. The main content area is titled 'PTEC Registration List' and displays a table with one row of data. The table columns are: SI, TIN, Reference No., Firm Name, Tax Type, Registered Date, status, and Action. The data row shows: 1, 9913733583P, 30648239782387, Gauri, PTEC, 28-10-2025, Approved, View, and Acknowledgement. On the left sidebar, under 'Gauri Tax Payer', there is a list of links including 'Dashboard', 'My Worklist', 'E Return Payments', and 'PTEC OTPT Payments'. Below this is a 'Helpline No' section with contact numbers for Mazgaon Helpdesk, GST Helpline, and other services. The bottom of the page shows a standard Windows taskbar with various icons and system status.

4.9 Submission – Registration Certificate of PTEC Registration Application

This screen represents the final Registration Certificate generated after the successful submission of Form I for registration under the Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTEC).

The screenshot shows a digital certificate document titled 'CERTIFICATE OF ENROLLMENT' under 'FORM - II A'. The document is issued by the 'State Tax on Professions, Trades, Callings and Employments Act, 1975'. It includes the 'State Emblem of India' and the text '[See rule 4(4)]'. The certificate details the following information:

Enrollment Certificate Number	99695085594P
This is to certify that Gauri Gadge, whose details are given below has been registered as an employer under sub-section(1) of section 5 of The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975.	
1. Name of the Enrolled Person	Gauri Gadge
2. Name of Work/Business/Activity(if applicable)	Gauri Gadge
3. Address of the person/principal place of work/business/activity	g m h, 98, , 400001
4. Entry Number under Schedule-I	001 (E)
5. Address of additional place(s) of work	g m h, 98, , 400001
6. Certificate with effect from	30-10-2025
The holder of this certificate shall pay the tax for the unenrolled period at Rs. 10000 immediately for the years 2021-22 to 2024-25 (Previous years), Rs. 2500.00 on or before 30-Jun-25 for year 2025-2026 (current year) and Rs. 2500.00 per annum on or before 30th June of every year, in the manner prescribed in rule 20 of the Maharashtra State Tax on Professions, Trades, Callings and Employments Rules, 1975.	
Place	pune
Date	30-10-2025
Desk ID	MUM-VAT-C-102

The document is presented in a clean, professional layout with a blue header and footer. The footer includes a 'Share' button and an 'Ask AI Assistant' button. The bottom of the page shows a standard Windows taskbar with various icons and system status.



THANK YOU