USER MANUAL

New Registration under PTEC

MAHARASHTRA GST TAX DEPARTMENT

Submitted By,

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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

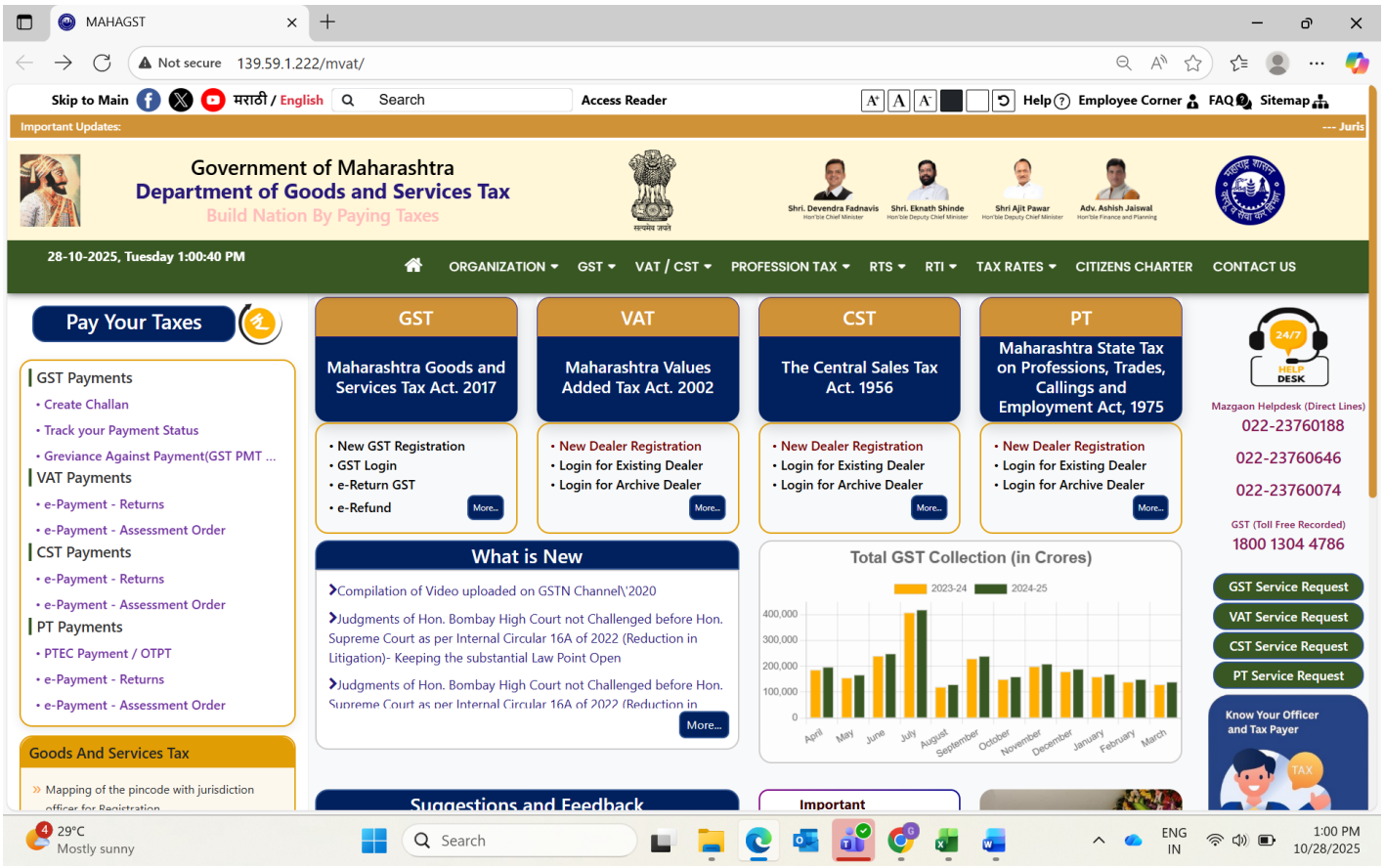
Steps involved in the Maharashtra State Tax on Professions, Callings and Employments Act, 1975 (PT Act)

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

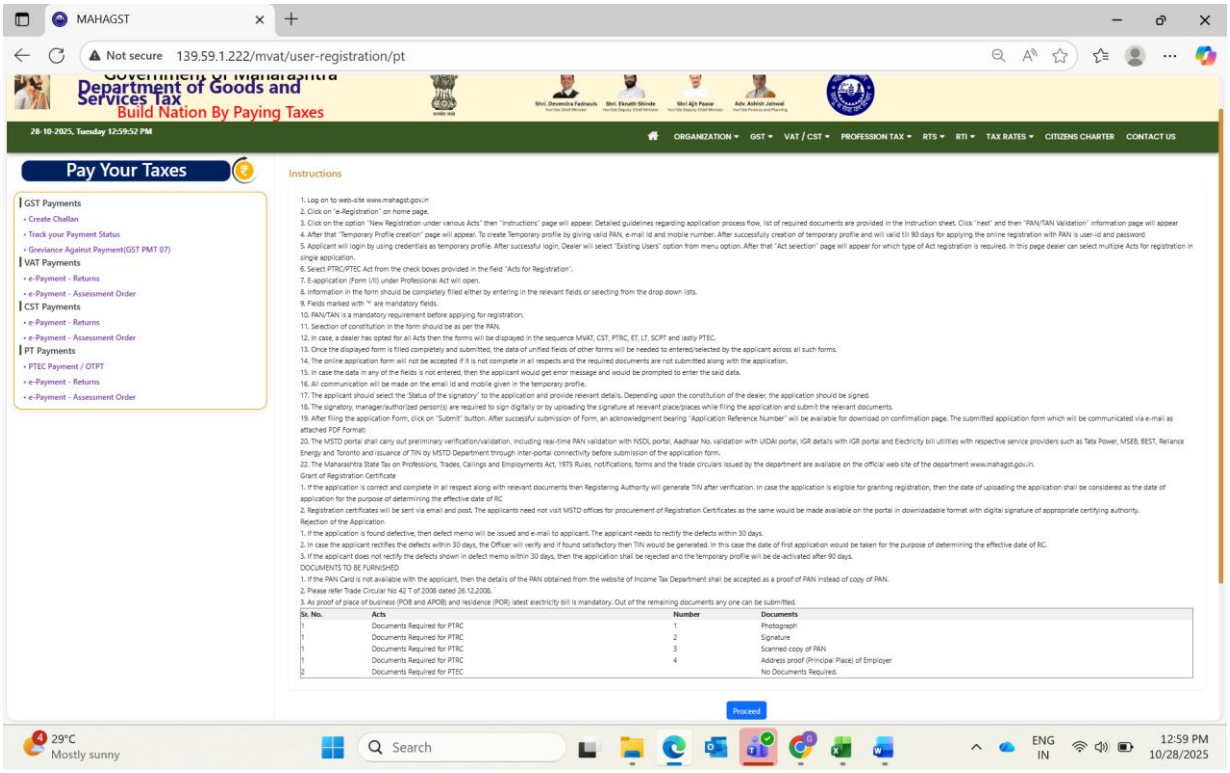
3.1. Profile Screen

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



3.2. Instruction page

- Read the instructions and click on Proceed



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.

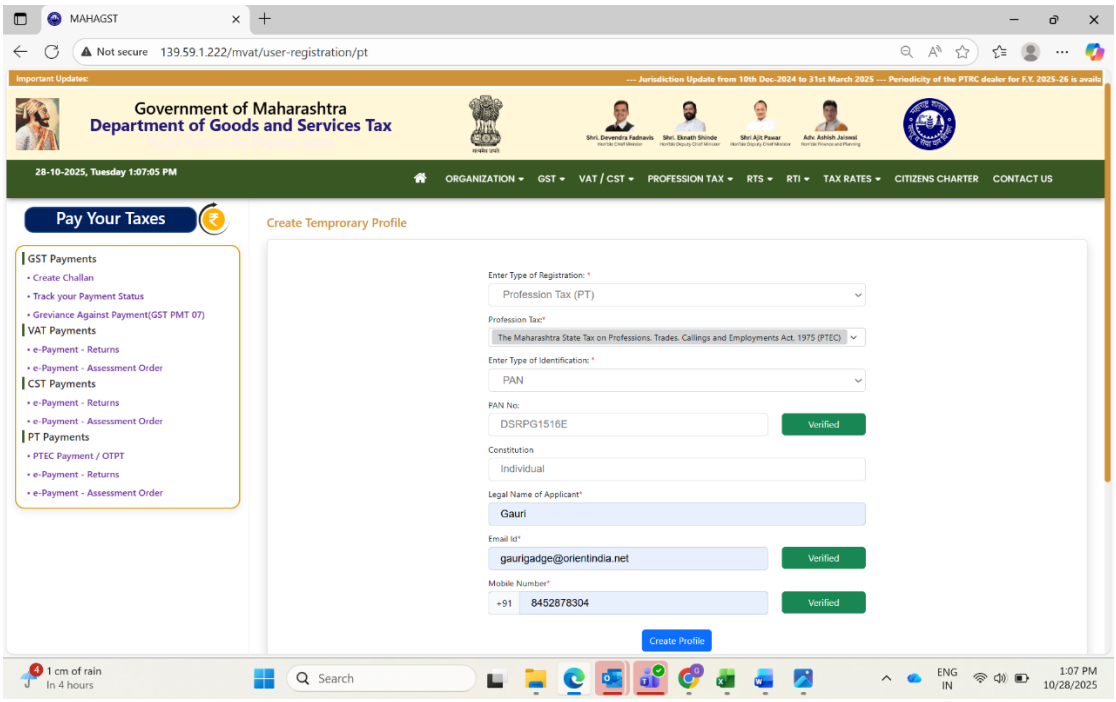
- Legal Name of Applicant –
  Enter the applicant’s full legal name as per PAN records.

- 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.

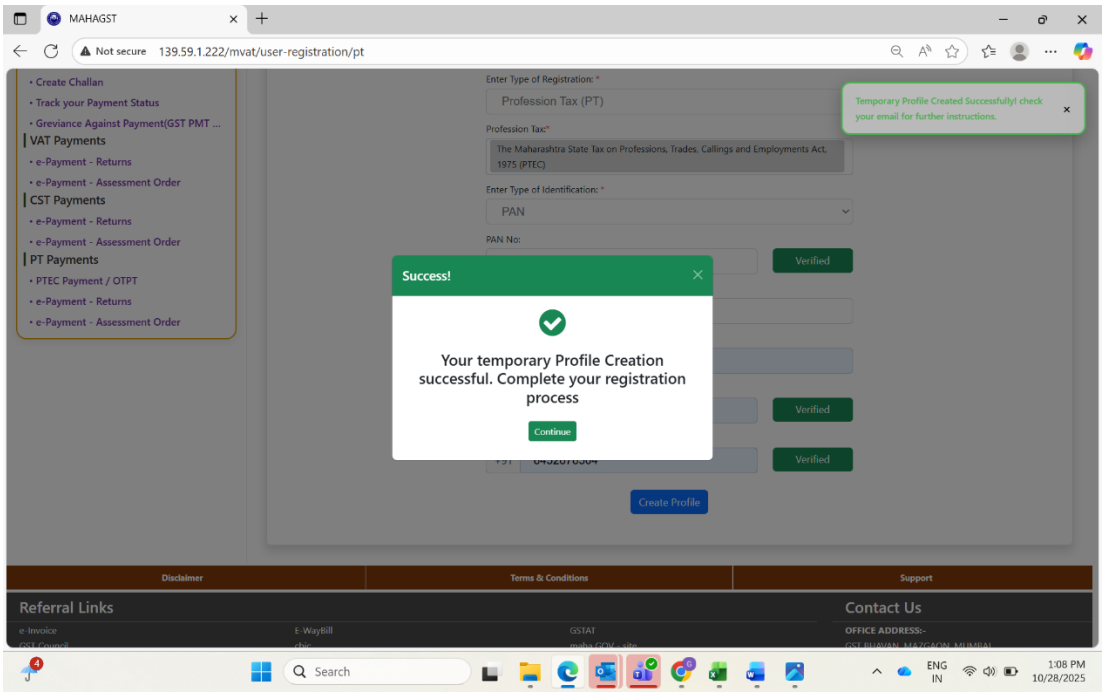
- Create Profile Button –
  Click on “Create Profile” to generate your temporary user ID.



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



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.

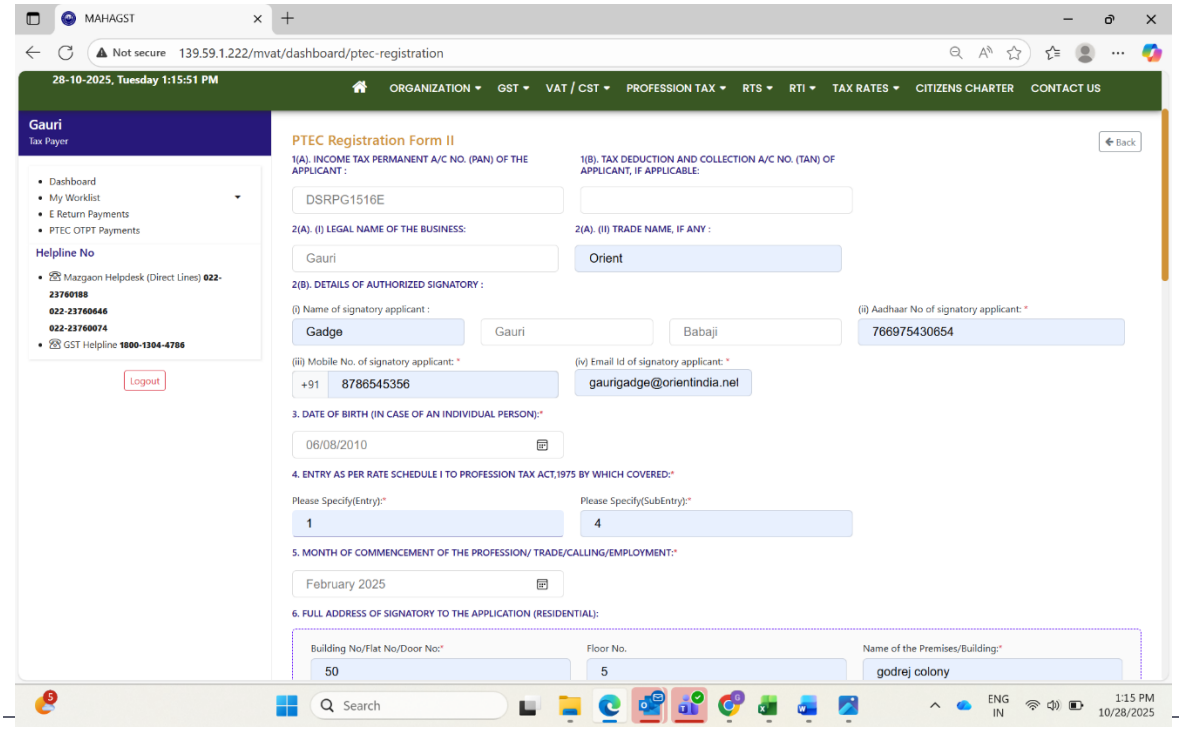
4.2. Details of Authorized Signatory –

- 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.



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

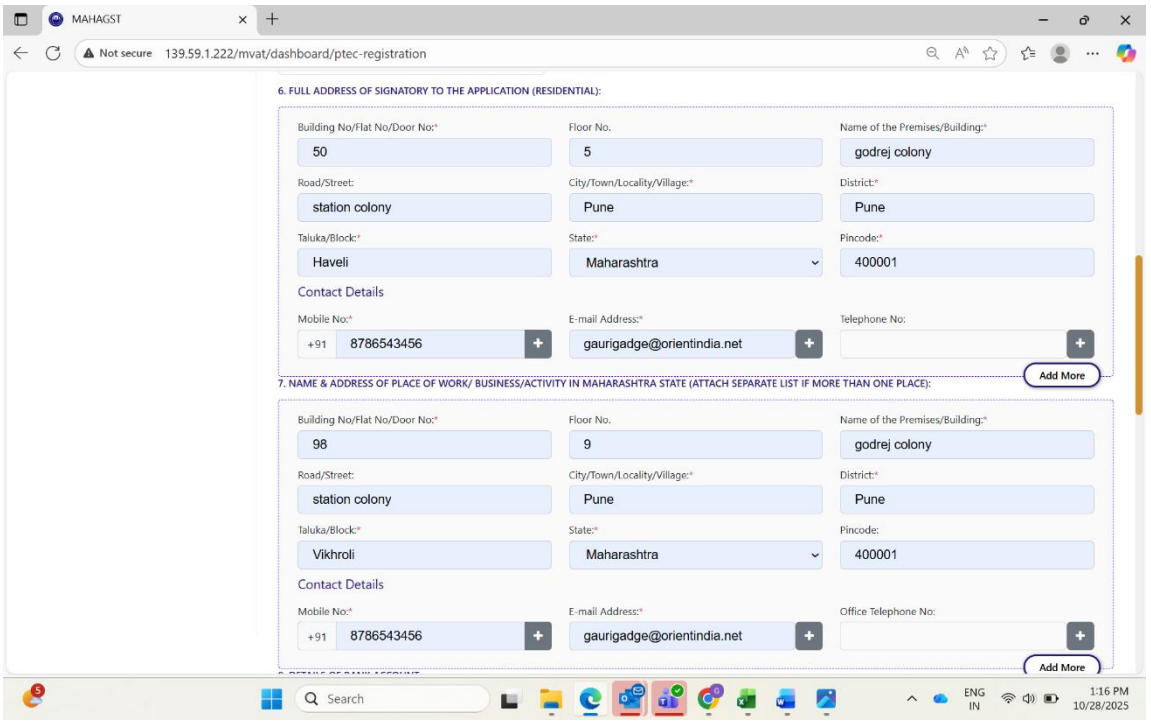
The applicant must provide the complete residential address details of the authorized signatory as per official records.

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.



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

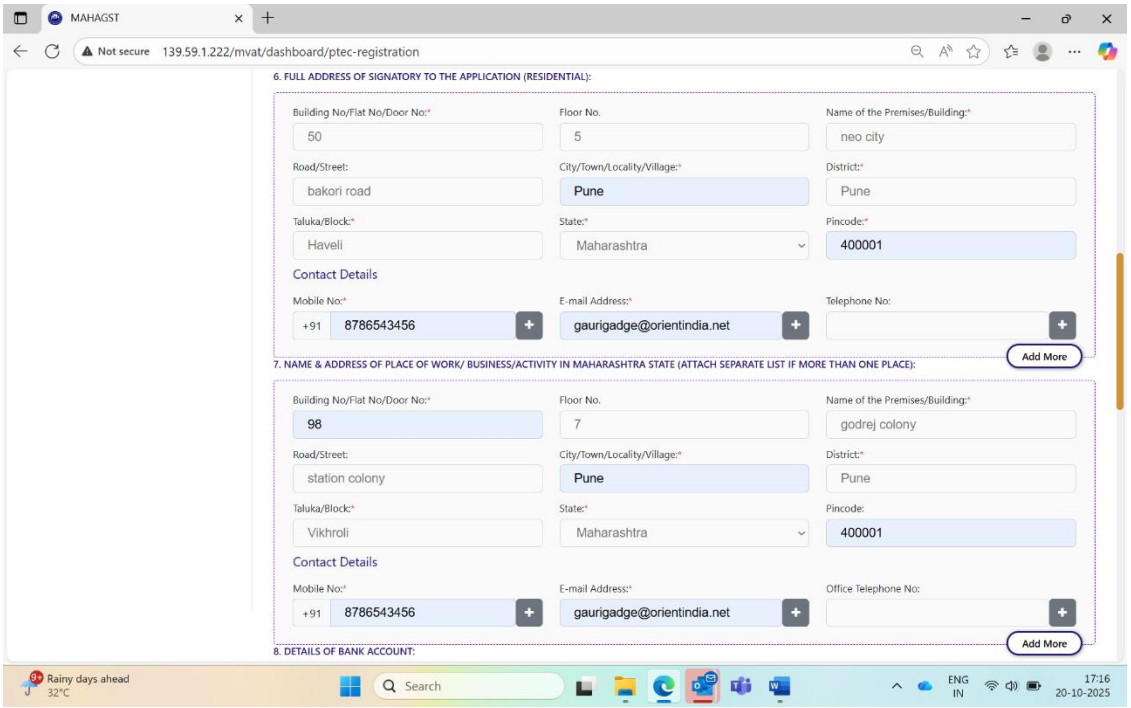
The applicant must provide the complete address of the place of business or professional activity in Maharashtra.

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.



4.5 Details of Bank Account

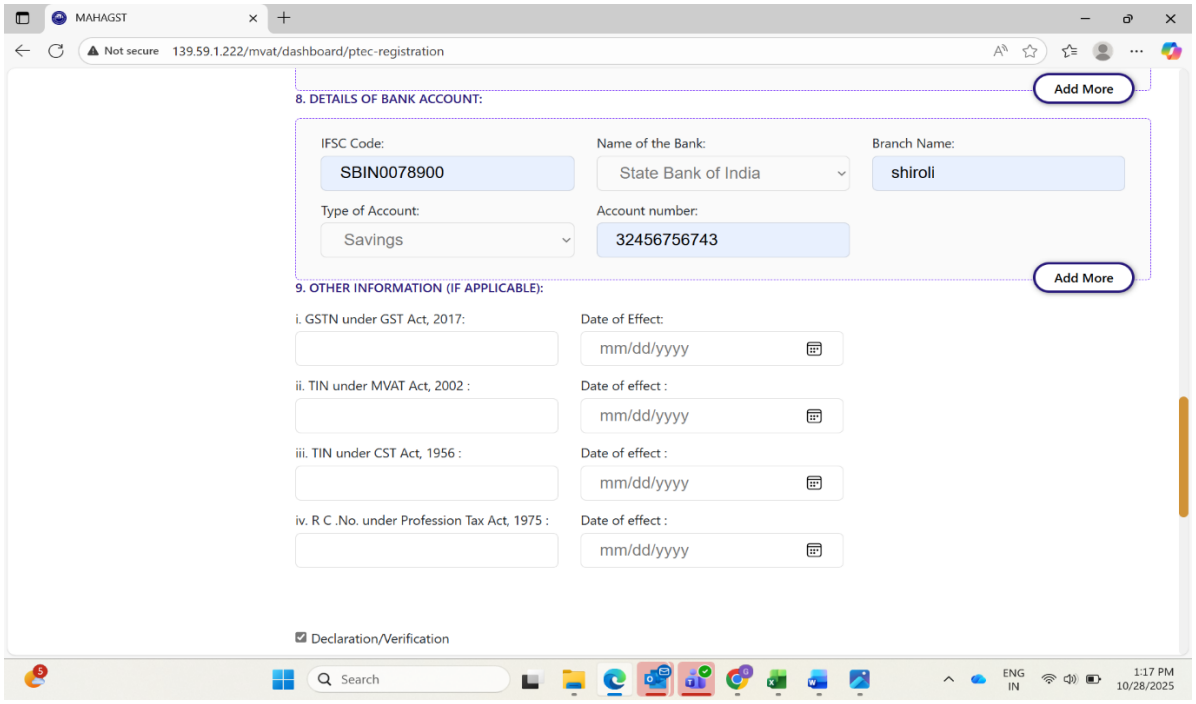
The applicant must provide details of at least one bank account linked to the business or profession.

- 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)

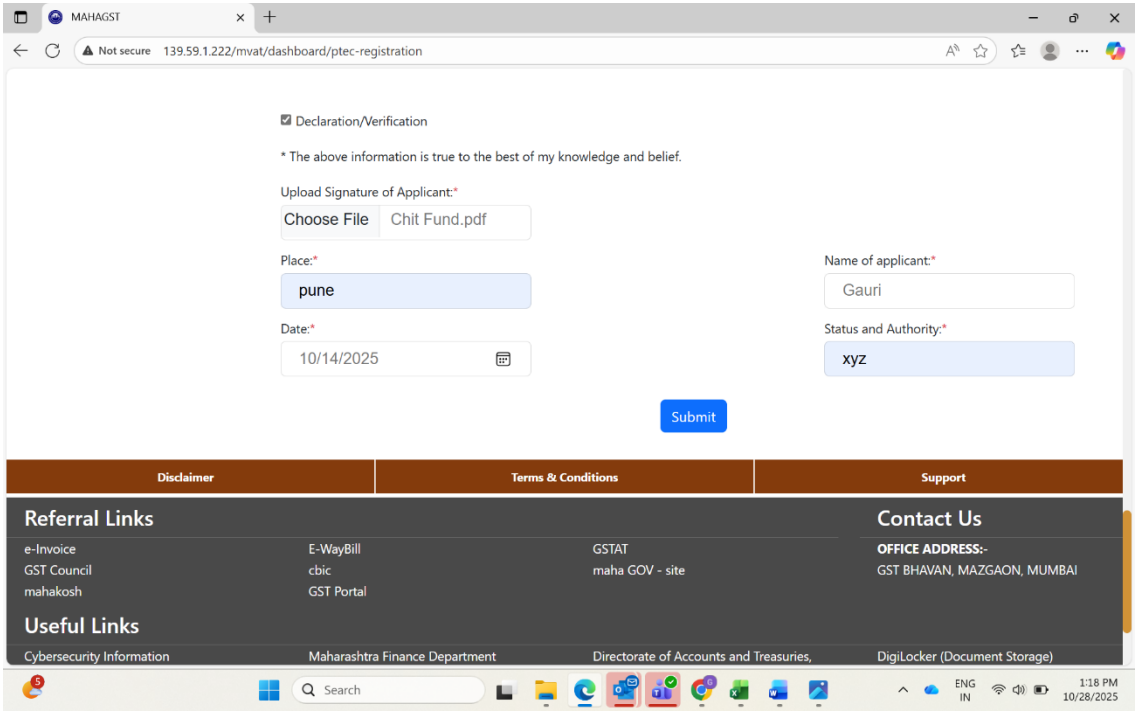
If applicable, provide details of other tax registrations along with their effective dates.

- 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.



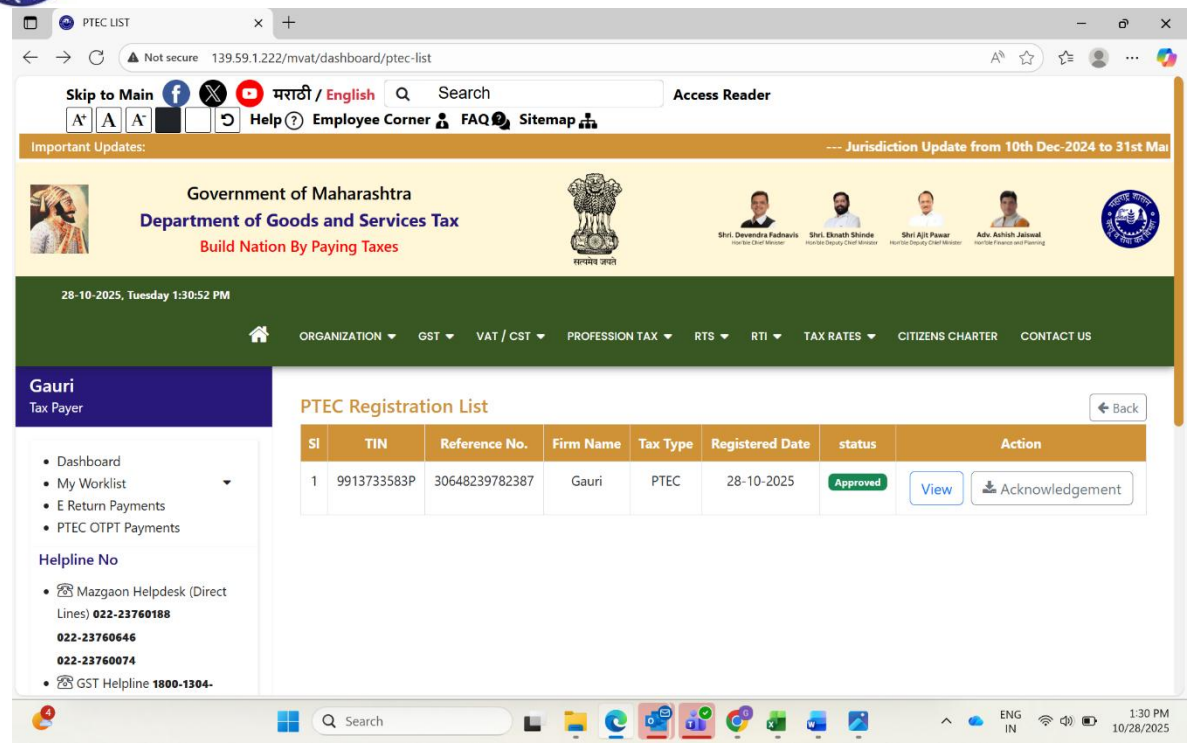
4.7 Declaration / Verification

- 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



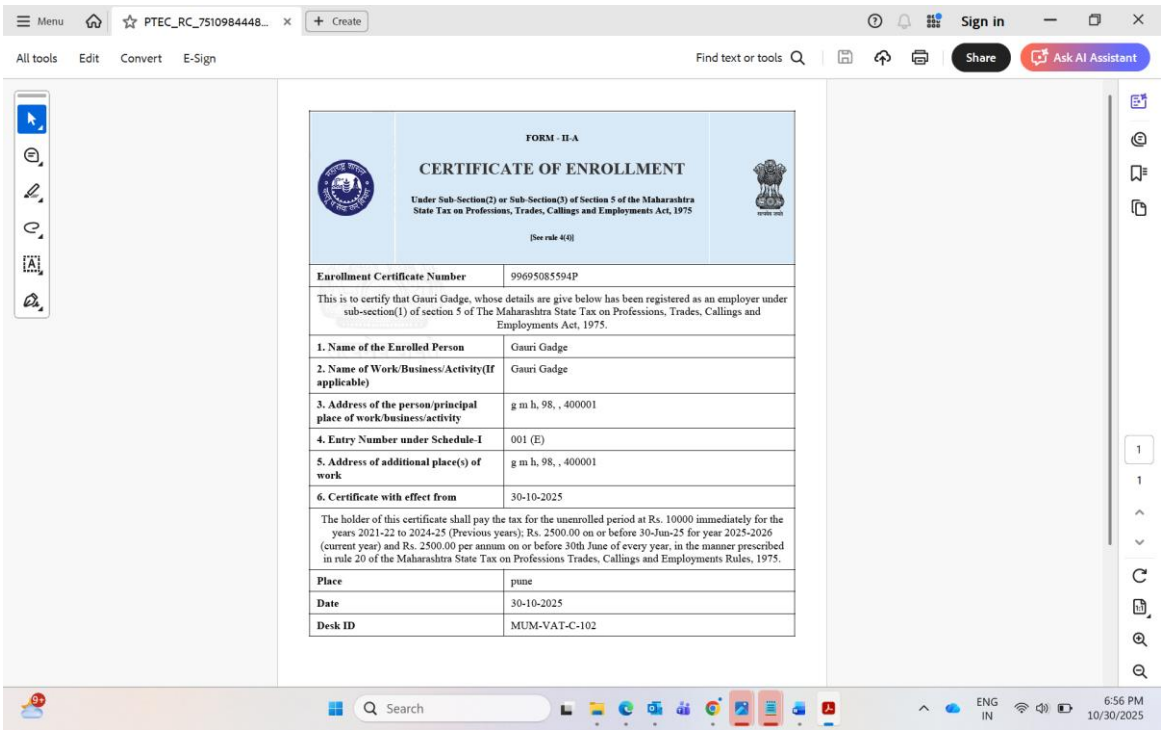
4.8. Acknowledgement

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



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).



THANK YOU