



USER MANUAL

New Registration under PTEC

<p>MAHARASHTRA GST TAX DEPARTMENT</p>



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

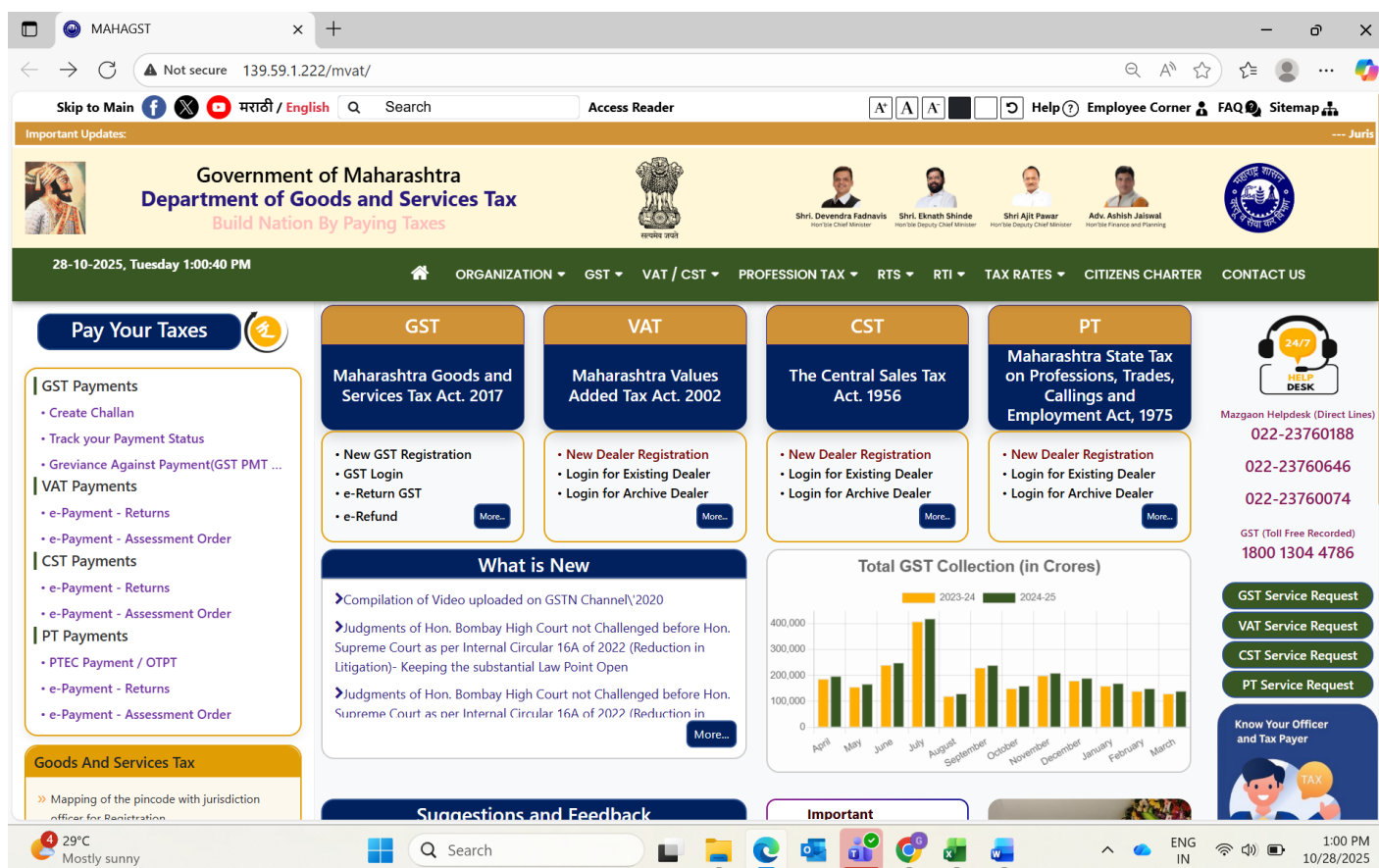
Steps involved in the Maharashtra State Tax on Professions, Callings and Employments Act, 1975 (PT Act)

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 displays the MAHAGST website interface. The header includes the Government of Maharashtra logo, the Department of Goods and Services Tax, and the tagline 'Build Nation By Paying Taxes'. The main navigation bar lists various tax categories: GST, VAT, CST, PT, and others. The PT section is highlighted, showing options for New Dealer Registration, Login for Existing Dealer, and Login for Archive Dealer. A sidebar on the left provides links for GST Payments, VAT Payments, CST Payments, and PT Payments. A central section titled 'What is New' contains updates on video compilations and court judgments. A bar chart shows the 'Total GST Collection (in Crores)' for 2023-24 and 2024-25. The bottom of the page features a 'Suggestions and Feedback' section and a 'Know Your Officer and Tax Payer' section.



3.2. Instruction page

- Read the instructions and click on Proceed

The screenshot shows the MAHAGST portal interface. The top navigation bar includes links for ORGANIZATION, GST, VAT, C/S, PROFESSION TAX, RTS, RTI, TAX RATES, CITIZENS CHARTER, and CONTACT US. The main content area is titled 'Pay Your Taxes' and features a sidebar with links for GST Payments, VAT Payments, CST Payments, and PT Payments. The main section displays a list of instructions for registration, including steps for logging in, creating a temporary profile, and submitting documents. A table at the bottom lists the documents required for registration, categorized by the type of registration (PT, PTEC, etc.).

Sl. No.	Acts	Number	Documents
1	Documents Required for PT/RC	1	Photograph
2	Documents Required for PT/RC	2	Signature
3	Documents Required for PT/RC	3	Scanned copy of PAN
4	Documents Required for PT/RC	4	Address proof (Principal Place) of Employer
5	Documents Required for PT/RC	5	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.

MAHAGST

Not secure 139.59.1.222/mvat/user-registration/pt

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

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

Enter Type of Registration: *
Profession Tax (PT)

Profession Tax: *
The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTEC)

Enter Type of Identification: *
PAN

PAN No.:
DSRPG1516E Verified

Constitution:
Individual

Legal Name of Applicant: *
Gauri

Email Id: *
gaurigadga@orientindia.net Verified

Mobile Number: *
+91 8452878304 Verified

Create Profile

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**

MAHAGST

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

Success!

Your temporary Profile Creation successful. Complete your registration process

Continue

Create Profile



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.

MAHAGST

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28-10-2025, Tuesday 1:15:51 PM

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

Gauri Tax Payer

Dashboard My Worklist E Return Payments PTEC OTP Payments

Helpline No

Mazgaon Helpdesk (Direct Lines) 022-23760188 022-23760666 022-23760074 GST Helpline 1800-1304-4706

Logout

PTEC Registration Form II

1(A). INCOME TAX PERMANENT A/C NO. (PAN) OF THE APPLICANT: DSRPG1516E

1(B). TAX DEDUCTION AND COLLECTION A/C NO. (TAN) OF APPLICANT, IF APPLICABLE:

2(A). (i) LEGAL NAME OF THE BUSINESS: Gauri

2(A). (ii) TRADE NAME, IF ANY: Orient

2(B). DETAILS OF AUTHORIZED SIGNATORY:

(i) Name of signatory applicant: Gadge Gauri Babaji

(ii) Mobile No. of signatory applicant: +91 8786545356

(iii) Aadhaar No of signatory applicant: 766975430654

(iv) Email Id of signatory applicant: gaurigadge@orientindia.net

3. DATE OF BIRTH (IN CASE OF AN INDIVIDUAL PERSON): 06/08/2010

4. ENTRY AS PER RATE SCHEDULE I TO PROFESSION TAX ACT, 1975 BY WHICH COVERED:

Please Specify(Entry): 1

Please Specify(SubEntry): 4

5. MONTH OF COMMENCEMENT OF THE PROFESSION/ TRADE/CALLING/EMPLOYMENT: February 2025

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

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

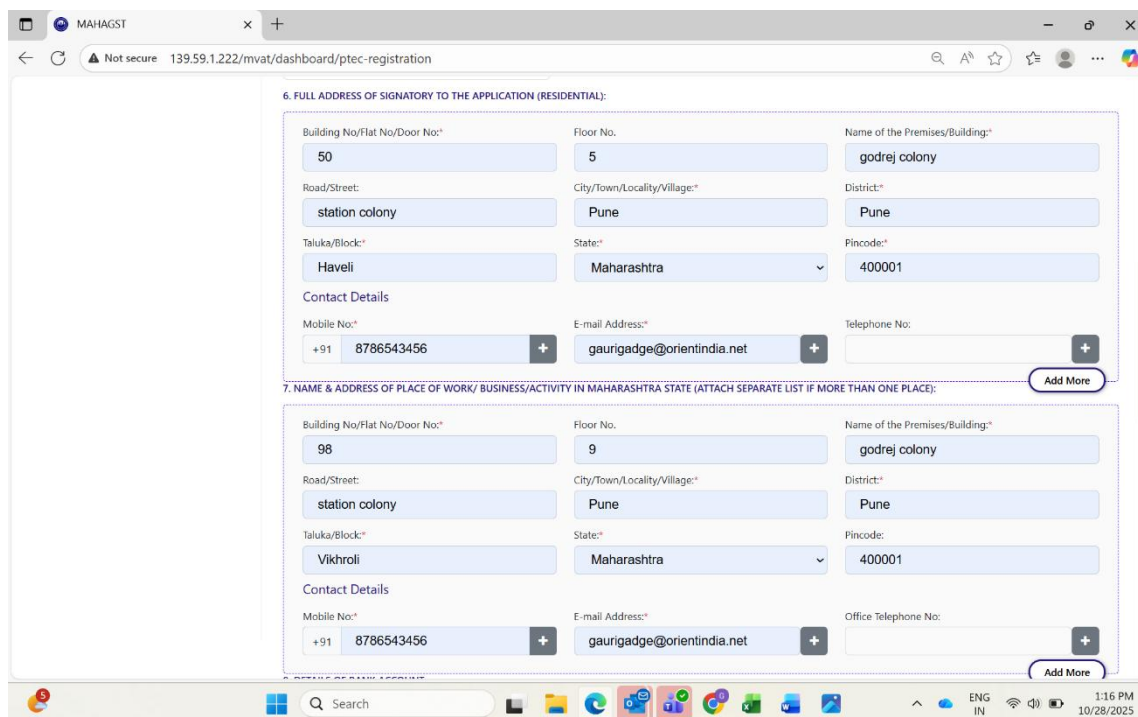
The applicant must provide the complete residential address details of the authorized signatory as per official records.

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 displays the MAHAGST PTEC registration dashboard. The main form is titled '6. FULL ADDRESS OF SIGNATORY TO THE APPLICATION (RESIDENTIAL):'. It contains the following fields:

- 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.: (empty)

Below this form is section '7. NAME & ADDRESS OF PLACE OF WORK/ BUSINESS/ACTIVITY IN MAHARASHTRA STATE (ATTACH SEPARATE LIST IF MORE THAN ONE PLACE):'. It contains the following fields:

- 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.: (empty)

Each form has an 'Add More' button. The browser window shows the URL '139.59.1.222/mvat/dashboard/ptec-registration' and the system clock indicates 1:16 PM on 10/28/2025.



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.

The screenshot displays the MAHAGST registration dashboard in a web browser. The page title is "MAHAGST" and the URL is "139.59.1.222/mvat/dashboard/ptec-registration". The page is titled "6. FULL ADDRESS OF SIGNATORY TO THE APPLICATION (RESIDENTIAL):". It contains two forms for adding business locations. The first form is for "neo city" and the second is for "godrej colony". Both forms include fields for Building No./Flat No./Door No., Floor No., Name of the Premises/Building, Road/Street, City/Town/Locality/Village, District, Taluka/Block, State, Pincode, Mobile No., E-mail Address, and Telephone No. The "Add More" button is visible at the bottom of each form. The page also shows a "7. NAME & ADDRESS OF PLACE OF WORK/ BUSINESS/ACTIVITY IN MAHARASHTRA STATE (ATTACH SEPARATE LIST IF MORE THAN ONE PLACE):" section and a "8. DETAILS OF BANK ACCOUNT:" section. The browser's taskbar at the bottom shows the date and time as 17:16 on 20-10-2025.

6. FULL ADDRESS OF SIGNATORY TO THE APPLICATION (RESIDENTIAL):		
Building No./Flat No./Door No.*	Floor No.	Name of the Premises/Building.*
50	5	neo city
Road/Street:	City/Town/Locality/Village.*	District.*
bakori road	Pune	Pune
Taluka/Block.*	State.*	Pincode.*
Haveli	Maharashtra	400001
Contact Details		
Mobile No.*	E-mail Address.*	Telephone No.
+91 8786543456	gaurigadge@orientindia.net	
Add More		

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.*	Floor No.	Name of the Premises/Building.*
98	7	godrej colony
Road/Street:	City/Town/Locality/Village.*	District.*
station colony	Pune	Pune
Taluka/Block.*	State.*	Pincode:
Vikhroli	Maharashtra	400001
Contact Details		
Mobile No.*	E-mail Address.*	Office Telephone No:
+91 8786543456	gaurigadge@orientindia.net	
Add More		

8. DETAILS OF BANK ACCOUNT:		
-----------------------------	--	--



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 displays the MAHAGST PTEC registration dashboard. The browser address bar shows the URL: 139.59.1.222/mvat/dashboard/ptec-registration. The page is titled "8. DETAILS OF BANK ACCOUNT:" and includes an "Add More" button. The form fields are as follows:

Field	Value
IFSC Code:	SBIN0078900
Name of the Bank:	State Bank of India
Branch Name:	shirol
Type of Account:	Savings
Account number:	32456756743

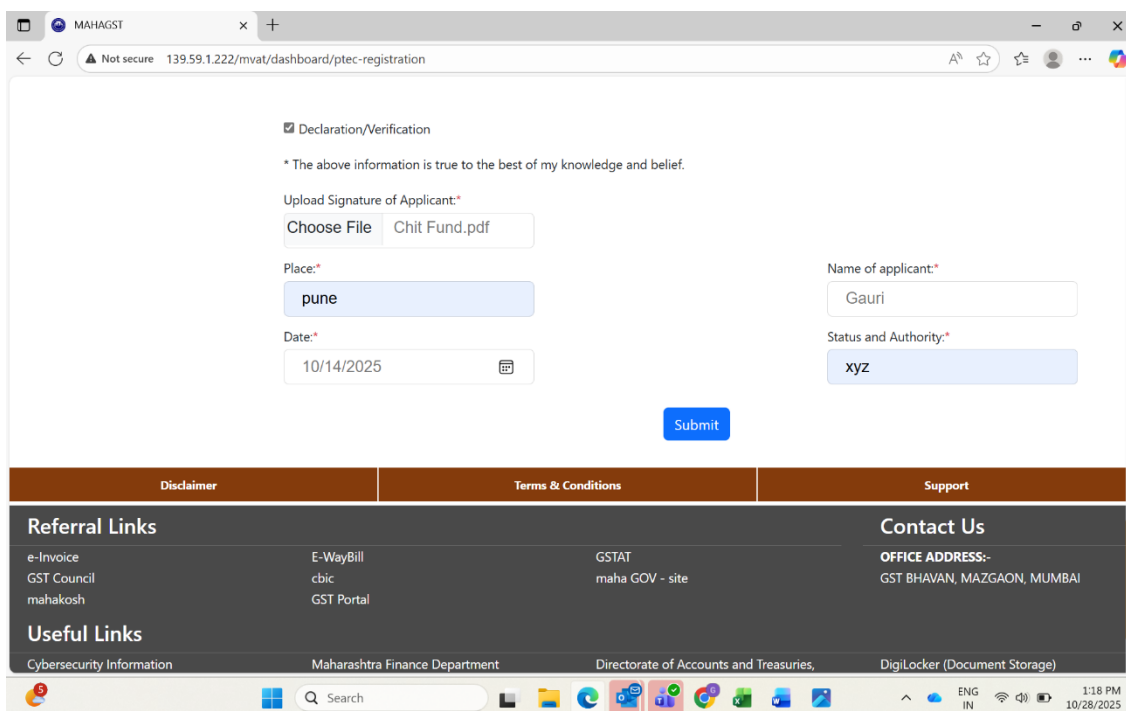
Below the bank account details is section "9. OTHER INFORMATION (IF APPLICABLE):" with an "Add More" button. It contains four rows of input fields for different tax registrations:

Registration Type	Field	Value
i. GSTN under GST Act, 2017:	Registration Number	
	Date of Effect:	mm/dd/yyyy
ii. TIN under MVAT Act, 2002 :	Registration Number	
	Date of effect :	mm/dd/yyyy
iii. TIN under CST Act, 1956 :	Registration Number	
	Date of effect :	mm/dd/yyyy
iv. R.C.No. under Profession Tax Act, 1975 :	Registration Number	
	Date of effect :	mm/dd/yyyy

At the bottom of the form, there is a checkbox labeled "Declaration/Verification" which is checked.

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



The screenshot shows a web browser window with the URL 139.59.1.222/mvat/dashboard/ptec-registration. The page is titled "Declaration/Verification" and contains the following fields and buttons:

- ☒ Declaration/Verification
- * The above information is true to the best of my knowledge and belief.
- Upload Signature of Applicant:*
 Chit Fund.pdf
- Place:*
- Date:*
- Name of applicant:*
- Status and Authority:*
-

The footer contains several sections:

- Disclaimer**
- Terms & Conditions**
- Support**
- Referral Links**
 - e-Invoice
 - GST Council
 - mahakosh
 - E-WayBill
 - cbic
 - GST Portal
 - GSTAT
 - maha GOV - site
- Contact Us**
 - OFFICE ADDRESS:-
 - GST BHAVAN, MAZGAON, MUMBAI
- Useful Links**
 - Cybersecurity Information
 - Maharashtra Finance Department
 - Directorate of Accounts and Treasuries
 - DigiLocker (Document Storage)

4.8. Acknowledgement

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



PTec LIST

Not secure 139.59.1.222/mvat/dashboard/ptec-list

Skip to Main | मराठी / English | Search | Access Reader

Help | Employee Corner | FAQ | Sitemap

Important Updates: --- Jurisdiction Update from 10th Dec-2024 to 31st Mar

Government of Maharashtra
Department of Goods and Services Tax
Build Nation By Paying Taxes

28-10-2025, Tuesday 1:30:52 PM

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

Gauri
Tax Payer

- Dashboard
- My Worklist
- E Return Payments
- PTec OTPT Payments

Helpline No

- Mazgaon Helpdesk (Direct Lines) 022-23760188
- 022-23760646
- 022-23760074
- GST Helpline 1800-1304-

PTec Registration List

Sl	TIN	Reference No.	Firm Name	Tax Type	Registered Date	status	Action
1	9913733583P	30648239782387	Gauri	PTec	28-10-2025	Approved	View Acknowledgement

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).

Menu | PTEC_RC_7510984448... | Create

All tools | Edit | Convert | E-Sign | Find text or tools | Share | Ask AI Assistant

FORM - II A
CERTIFICATE OF ENROLLMENT

Under Sub-Section(2) or Sub-Section(3) of Section 5 of the Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975

(See rule 4(6))

Enrollment Certificate Number	99695085594P
This is to certify that Gauri Gadge, whose details are give 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

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THANK YOU