Instruction

1. Log on to website www.mahagst.gov.in
2. Go to "Maharashtra State Tax on Professions, Trades, Callings and Employment Act, 1975".
3. Click on the option "New Dealer Registration under PT Acts"
4. then "Instructions" page will appear. Detailed guidelines regarding application process flow, list of required documents are provided in the instruction sheet. Click "Proceed"
5. After that "Create Temporary Profile" page will appear.
6. Select PTRC/PTEC Act from the check boxes provided in the field "Acts for Registration".
7. Fields marked with ** are mandatory fields.
8. PAN/TAN, Mobile No and Email ID are a mandatory requirement before applying for registration.
9. Enter PAN and click on "Verify" and after successfully verification constitution of PAN will auto be fetched.
10. Enter OTP received on Email ID and Mobile no and verify.
11. Click on "create profile" After successfully creation of temporary profile and will valid till 15 days for applying the online registration with PAN suffix P is user-id and password.
12. Applicant will login by using credentials as temporary profile or directly by clicking continue button while temporary profile creations.
13. After that "e-Registration" Act selection page will appear for which type of Act registration is required. In this page dealer can select both Acts for registration in single application.
14. PTRC Registration Form I and PTEC Registration Form II under Professional Act will open.
15. Information in the form should be completely filled either by entering in the relevant fields or selecting from the drop-down lists.
16. Fields marked with ** are mandatory fields.
17. PAN/TAN is a mandatory requirement before applying for registration.
18. In case, a dealer has opted for both Acts then the forms will be displayed in the sequence PTRC and then PTEC.
19. Once the displayed form is filled completely and submitted. the data of unified fields of other forms will be needed to enter/selected by the applicant across all such forms.
20. 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.
21. 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.
22. All communication will be made on the email Id and mobile given in the temporary profile.
23. The applicant should select the 'Status of the signatory" to the application and provide relevant details. Depending upon the constitution of the dealer, the application should be signed.
24. The signatory, manager/authorized person(s) are required to sign digitally or by uploading the signature at relevant place/places while filing the application and submit the relevant documents.
25. After filing the application Form, click on "Submit" button. After successful submission of Form. an acknowledgment bearing "Application Reference Number" will be available for download on confirmation page. The submitted application form which will be communicated via e-mail as attached PDF Format:
26. The MGSTD portal shall carry out preliminary verification/validation, including real-time PAN validation with NSDL portal Aadhaar No. Electricity bill utilities with respective service providers such as Tata Power, MSEB, BEST, Reliance Energy and Toronto and issuance of TIN

by MGSTD Department through inter-portal connectivity before submission of the application form.

27. 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.

Grant of Registration Certificate

1. If the application is correct and complete in all respect along with relevant documents then system will generate TIN after verifications (Auto-Approved) 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

2. Registration certificates will be sent via email. The applicants need not visit MGSTD 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.

Rejection of the Application

1. If the application is found defective, then defect memo will be issued and e-mail to applicant. The applicant needs to rectify the defects within 7 days.

2. In case the applicant rectifies the defects within 7 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 7 days, then the application shall be rejected, and the temporary profile will be de-activated after 15 days.

DOCUMENTS TO BE FURNISHED

1. PAN and TAN is mandatory as a proof of Identity document.

2. As proof of place of business (POB and APOB) and residence (POR) latest electricity bill is mandatory.

3. Bank Passbook or Cancelled cheque is mandatory.

Out of the remaining documents any one can be submitted.

Sr. No.	Acts	Status	Documents
1	Documents Required for PTRC	Non-Mandatory	Photograph
2	Documents Required for PTRC	Non-Mandatory	Signature
3	Documents Required for PTRC	Mandatory	Scanned copy of PAN
4	Documents Required for PTRC	Mandatory	Address Proof (Principal Place) of Employer
5	Documents Required for PTRC	Mandatory	Bank Passbook or Cancelled cheque
6	Documents Required for PTEC		No documents required.