

## User manual for Registration under The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTEC)

Registration under Profession Tax (Enrolment Certificate) and Profession Tax (Registration Certificate) can be obtained on the portal of the Department of Goods and Services Tax, M.S. (MGSTD) <https://mahagst.gov.in> by online application only. If the application is duly filled, Registration Certificate under Profession Tax (Enrolment Certificate) and/or Profession Tax (Registration Certificate) is granted immediately upon submission of the online Application.

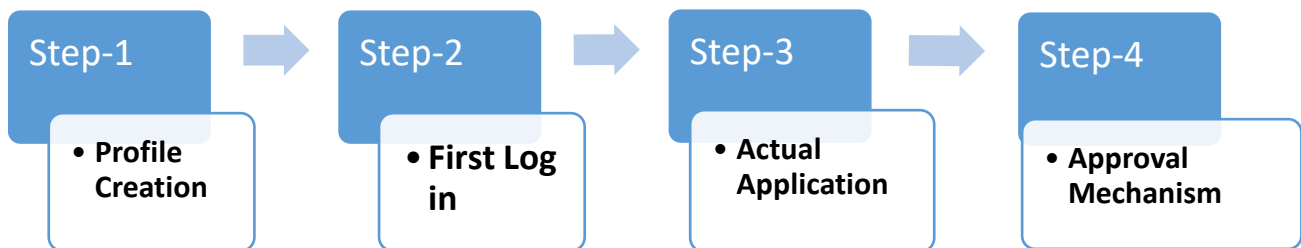
It is to be noted that registration under Profession Tax (Enrolment Certificate) and/or Profession Tax (Registration Certificate) combined with application for Registration under any of the following Acts

1. The Maharashtra Value Added Tax Act, 2002
2. The Central Sales Tax Act, 1956

may be granted after the due verification of the application as per the provisions of the law and therefore, may not be granted immediately upon submission of the online application.

There is not Registration Fee for Profession Tax (Enrolment Certificate) and Profession Tax (Registration Certificate).

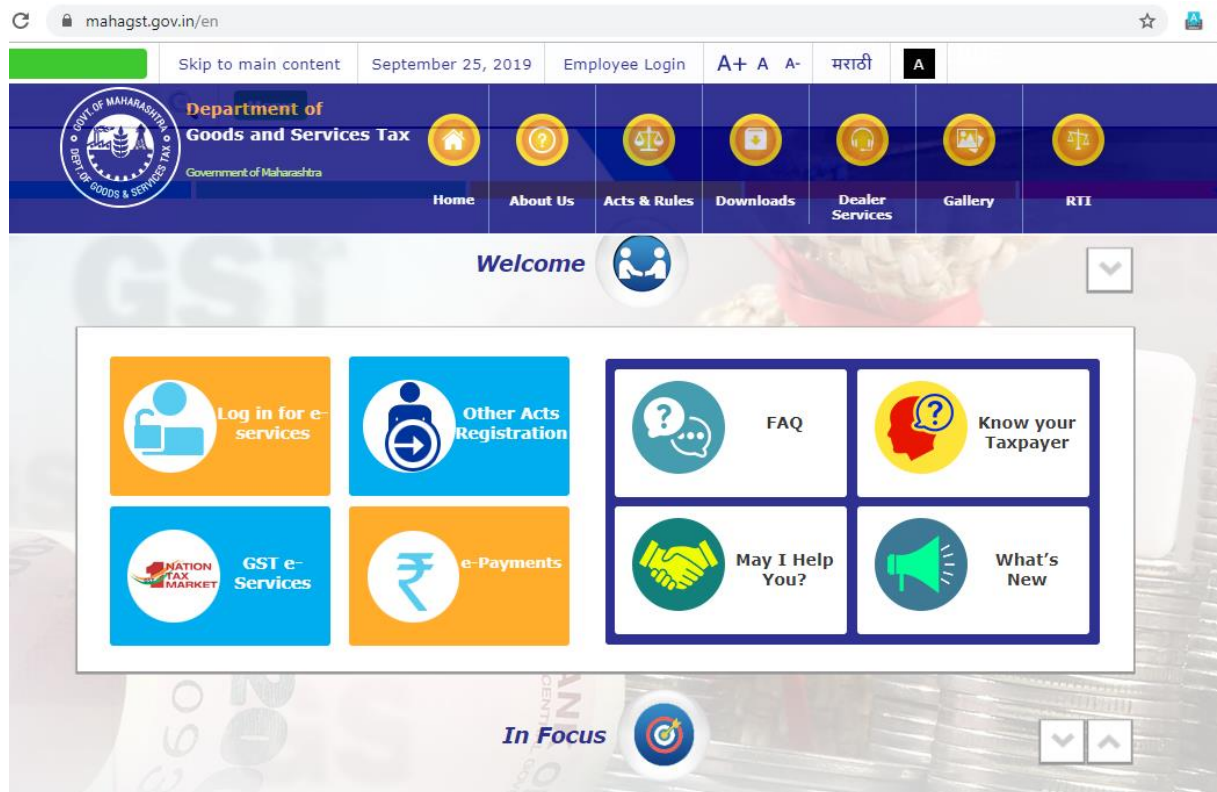
**Process Flow:** Registration Application Process Flow is depicted in the following figure:



# User manual for Registration under The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTEC)

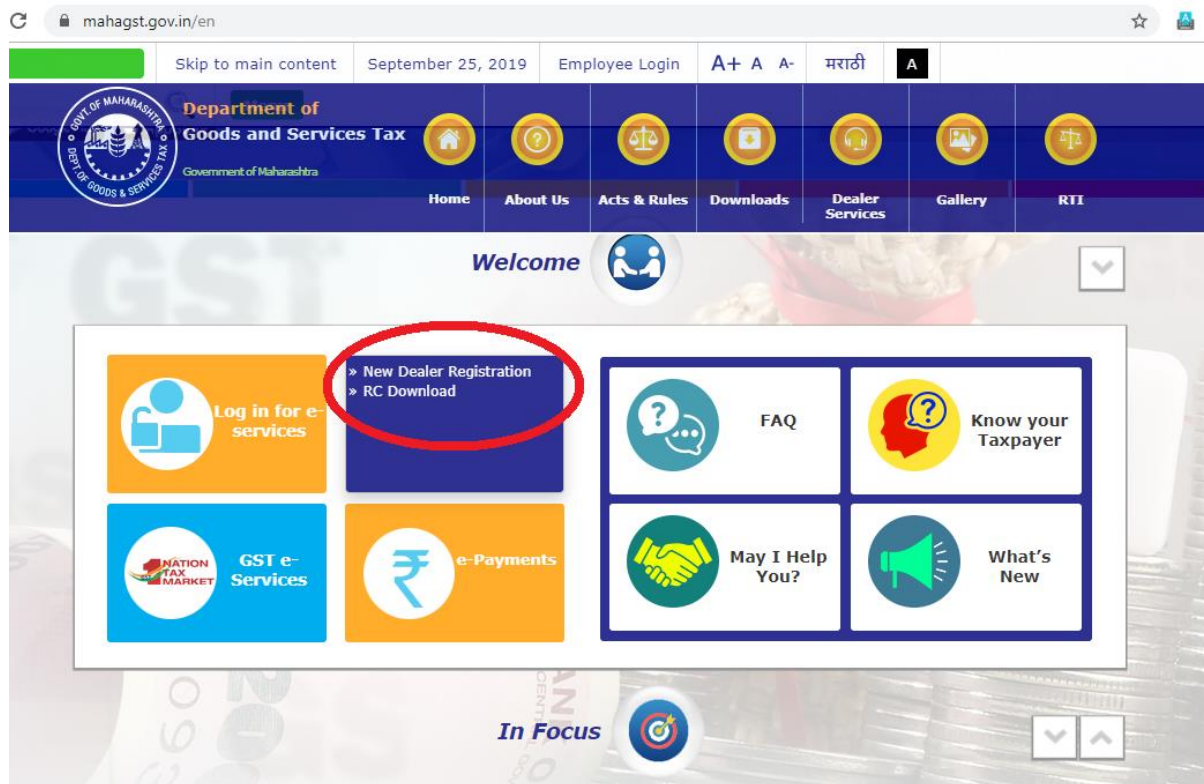
## 1. Step-1 Profile Creation:

For profile creation, applicant has to visit <https://mahagst.gov.in> website and move cursor on **“Other Acts Registration”** tile. (It is to be noted that Profile Creation is One Time Activity only. Once a profile is created/TIN is generated, applicant is no longer needed to create separate Temporary Profile for Registration under any other Acts administered by the Department).

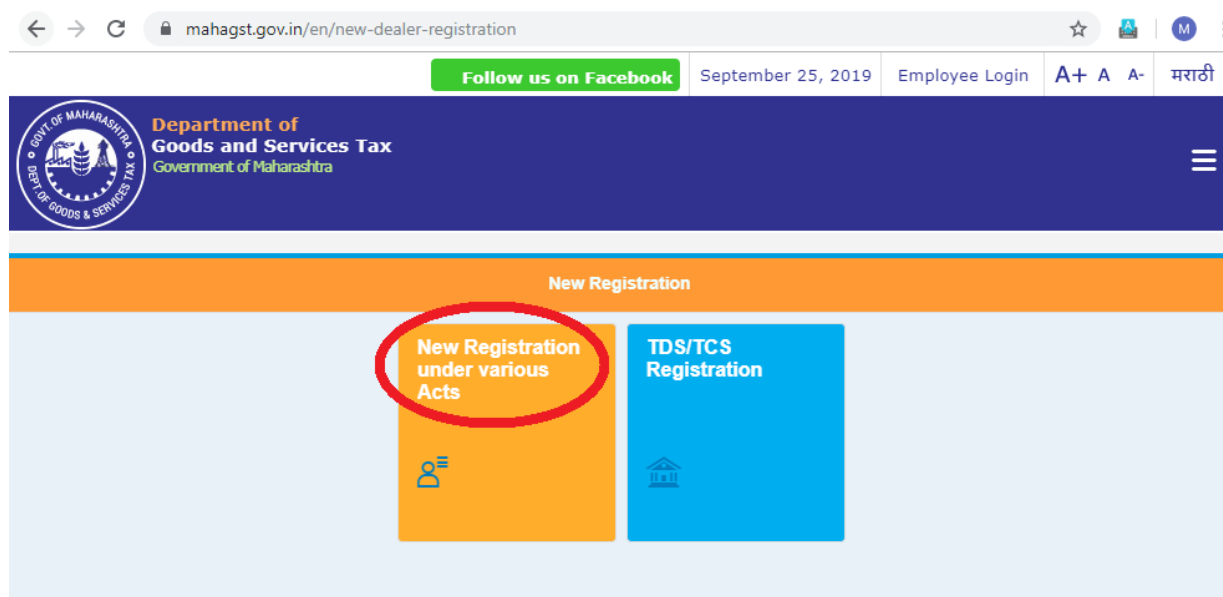


On moving cursor on **“Other Acts Registration”** tile, **“New Dealer Registration”** link will appear on the screen. Please see the following screen-shot.

# User manual for Registration under The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTEC)



On clicking **“New Dealer Registration”** following two tiles will be displayed on the screen. Applicant seeking Registration under Profession Tax has to click on **“New Registration under various Acts”** tile.



Upon clicking on **“New Registration under various Acts”** tile, following screen explaining detailed Process Flow will be displayed on the screen. Applicant may choose to read or skip the Process Flow by simply clicking on **“Next”** button as shown in the figure below.

# User manual for Registration under The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTEC)

← → ↻ mahagst.gov.in/en/new-dealer-registration

Follow us on Facebook September 25, 2019 Employee Login A+ A- मराठी A Search

Department of Goods and Services Tax Government of Maharashtra

Home About Us Acts & Rules Downloads Dealer Services Gallery RTI GOVERNMENT OF MAHARASHTRA

Instructions for Registration

MVAT CST LUXURY TAX PTRC AND PTEC SCPT ENTRY OF GOODS

PROCESS FLOW

1. Log on to web-site www.mahagst.gov.in
2. Click on "e-Registration" on home page.
3. Click on the option "New 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 is user-id and password
5. Applicant will login by using credentials as temporary profile. After successful login, Dealer 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 dealer can select multiple Acts for registration in single application.
6. Select MVAT Act from the check boxes provided in the field "Acts for Registration" and requisite dealer type from the "Type of Dealer" field.
7. E-application (Form 101) under MVAT Act will open.
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 dealer has opted for all Acts then the forms will be displayed in the sequence MVAT, CST, PTRC, ET, LT, SCPT and lastly PTEC.
13. Once the displayed form is filled completely and submitted, the data of unified fields of other forms will be needed to entered/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.

Next

Upon clicking the **"Next Button"**, following message will be displayed on the Screen. If dealer previously was not registered under any of the Acts administered by the MGSTD Department, then he shall select **"New Dealer"**.

← → ↻ mahagst.gov.in/en/new-dealer-registration

Follow us on Facebook September 25, 2019 Employee Login A+ A- मराठी A Search

Department of Goods and Services Tax Government of Maharashtra

Home About Us Acts & Rules Downloads Dealer Services Gallery RTI GOVERNMENT OF MAHARASHTRA

Type of Applicant

Please read the following instructions before you proceed

\* Click on 'New Dealer' if you do not have any active registration certificates under any of the acts administered by MSTO.

☐ New Dealer

Next

On Clicking **"Next"**, following screen will be displayed to the dealer. Since PAN is a key requirement for the Profile Creation, Applicant has to provide the same.

# User manual for Registration under The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTEC)

The screenshot shows the 'New Dealer' registration page on the mahagst.gov.in website. The page has a blue header with the Department of Goods and Services Tax logo and navigation links: Home, About Us, Acts & Rules, Downloads, Dealer Services, Gallery, and RTI. Below the header is an orange bar with the text 'New Dealer'. The main form area is white and contains the following fields:

- Please Select:** Two radio buttons, ☒ PAN and ☐ TAN.
- PAN:** A text input field.
- Image:** A yellow box containing the text 'hVweL' and a green squiggly line. To the right is a circular refresh icon.
- Captcha:** A text input field.
- Next:** A blue button at the bottom of the form.

Some of the basic details of the PAN is automatically fetched from the CBDT (Central Board of Direct Taxes) Departments database. Incorrect PAN will end the Registration cycle at this point.

This screenshot shows the same 'New Dealer' registration page, but with more information entered into the form:

- PAN:** The text 'XXXXXXXXXX' is entered in the input field.
- Constitution:** A dropdown menu is open, showing 'Person' selected. To its right is another dropdown menu with 'Proprietor' selected.
- Image:** The same yellow box with 'hVweL' and a green squiggly line is present.
- Captcha:** The text 'hVweL' is entered in the input field.
- Next:** The blue button remains at the bottom.

# User manual for Registration under The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTEC)

If PAN is correct, following screen will be displayed to the dealer required them to provide Contact number and email address for future communication.

The screenshot shows the 'User Details' section of the registration page. The header includes the Department of Goods and Services Tax logo and navigation links: Home, About Us, Acts & Rules, Downloads, Dealer Services, Gallery, and RTI. The 'User Details' section contains the following fields:

- Your user ID: XXXXXXXXXX
- \*Full Name: Shri XXXXX XXXXX XXXXX
- \*Email ID: |
- \*Re-enter Email ID:
- \*Mobile Number:

A blue 'Create Profile' button is located at the bottom of the form.

Upon clicking **“Create Profile”** button, following confirmation message will be displayed on the screen. At this point, dealer will receive a Profile Activation link on given email address and Profile Activation One Time Password on the mobile number given during the registration process.

The screenshot shows the confirmation message displayed after clicking the 'Create Profile' button. The message states that a link has been sent to the registered email ID and a One Time Password (OTP) has been sent to the registered mobile number. It also includes instructions for creating the profile and a note to check the Junk/Spam folder.

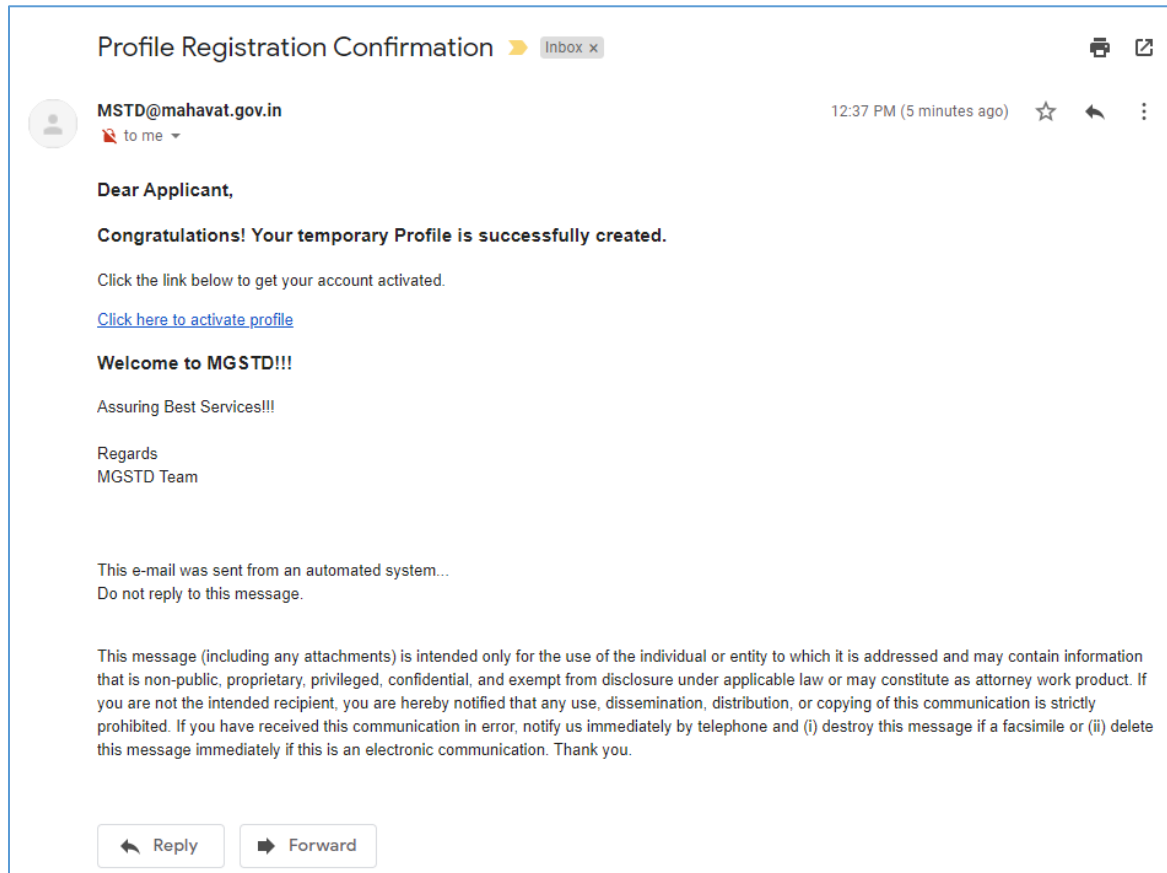
Link has been sent to your registered email ID 'abcabcabc@gmail.com'. Please Follow below steps for creation of profile.  
Step 1: Click the link contained in the email.  
Step 2: On the User Details verification page, enter One Time Password(OTP) sent to you on your Registered Mobile Number.

Note: Please check your Junk/Spam folder in case you do not find the email into your Inbox.

If you have not received the email:  
1. Check whether email ID 'abcabcabc@gmail.com' provided by you is correct ?  
2. Click [here](#) to resend the email activation link and OTP

# User manual for Registration under The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTEC)

Following is the example of the Activation Link received in the e-mail.



On clicking the activation link, Applicant will be redirected to Profile activation page where he is asked to provide One Time password and additional security feature such as the Security Question and answer.

eservices.mahagst.gov.in/mstd/practivation/index.html?&Id=AdqqrKqp3snNyts.

### Profile Activation

Name as per PAN/TAN:

One Time Password:  [Resend OTP](#)

User ID:

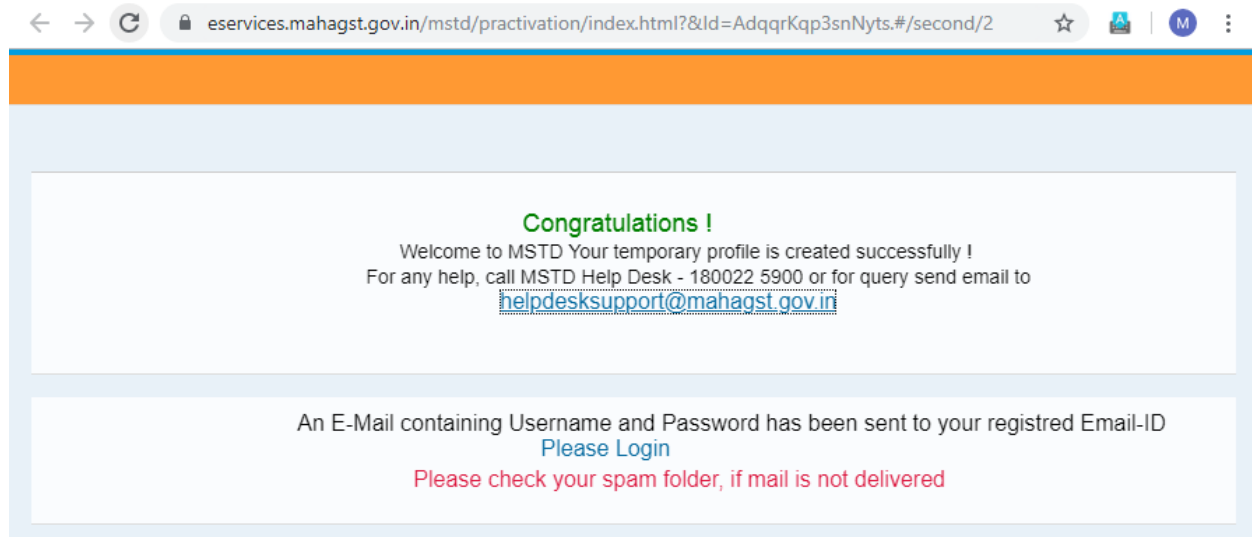
Security Question:

Answer:

[Submit](#)

## User manual for Registration under The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTEC)

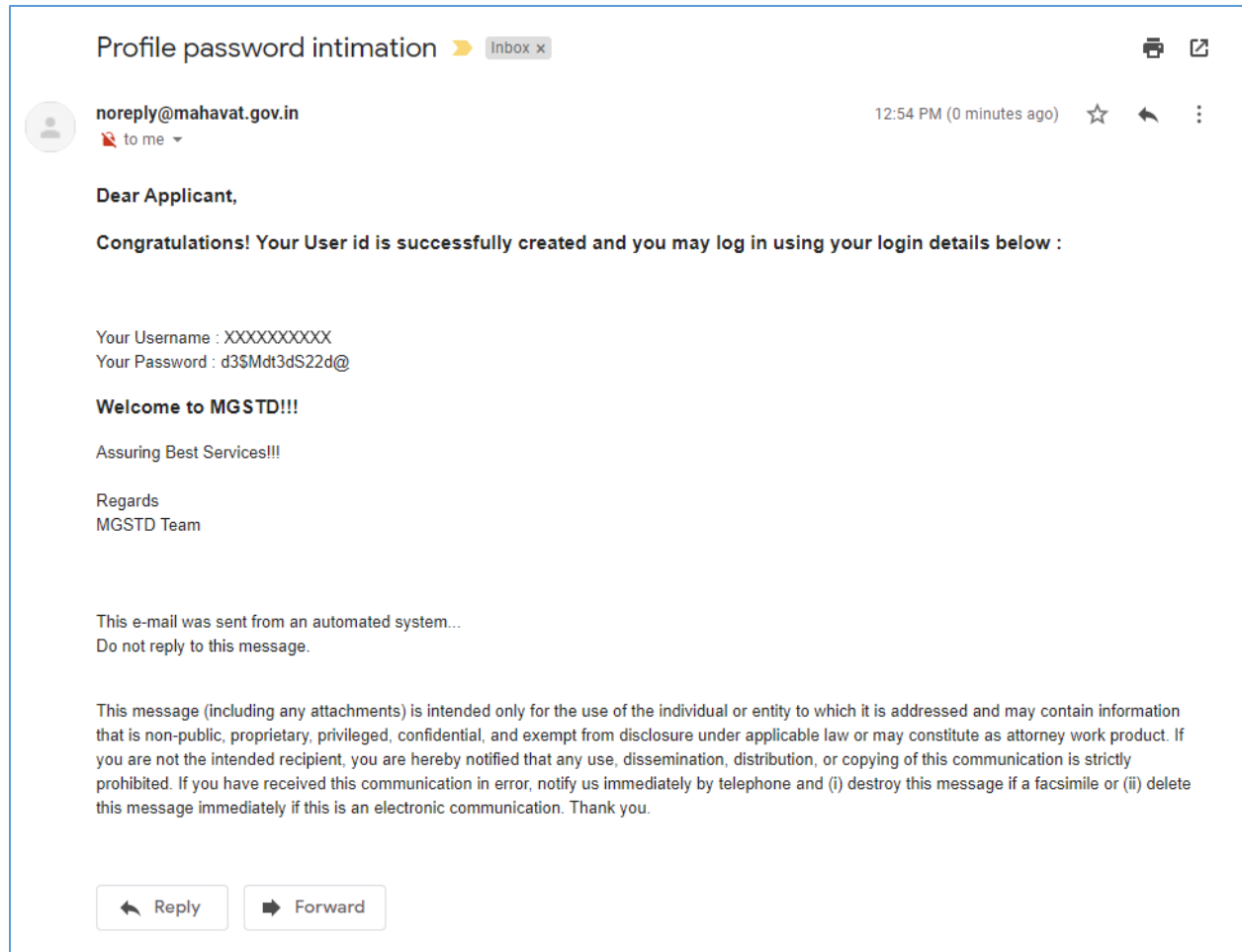
On clicking the submit button, a confirmation message (figure below) will be displayed on the screen. The Temporary profile is created at this Stage and Temporary Password is sent to the registered mail ID.





## User manual for Registration under The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTEC)

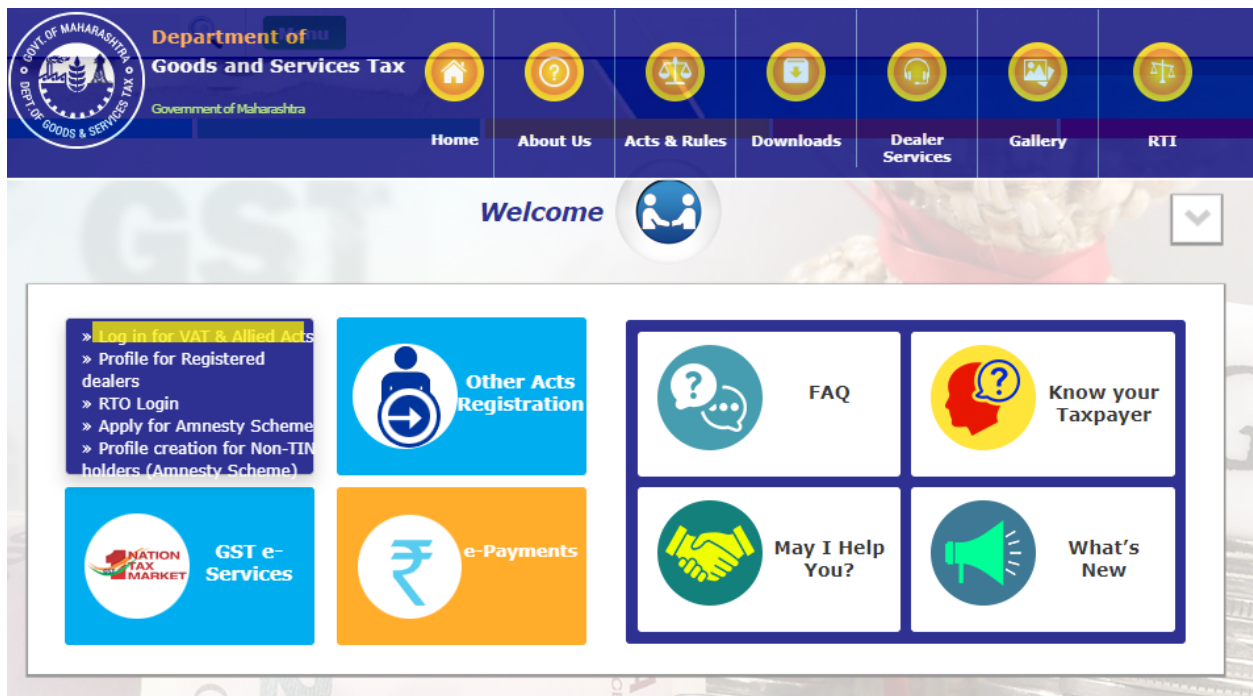
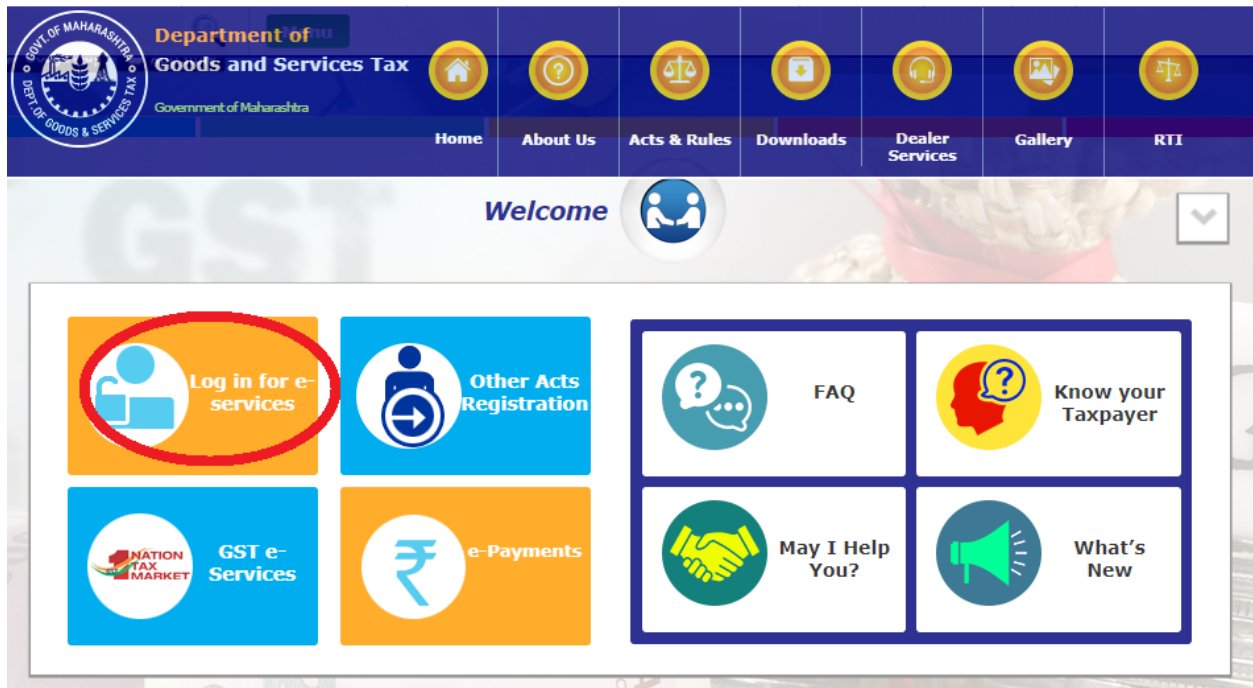
Below is the exmple of the Temporary Password received in the email.



# User manual for Registration under The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTEC)

## 2. First Log-in

After receiving Temporary password, Applicant has to Log-in the System and change the same. Screenshot of the same are provided in the figures below.



# User manual for Registration under The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTEC)

The screenshot shows the homepage of the Maharashtra State Tax Department. The header includes the department's logo and name, along with navigation links: Home, About Us, Acts & Rules, Downloads, Dealer Services, Gallery, and RTI. The main content area features a large background image of a bridge over water. Overlaid on this is a login form with the following elements:

- Text: "ur Taxes, r Our Nation"
- User input field: "User"
- Password input field: "Password"
- Log On button
- Change Password button
- Forgot Password button

This screenshot is identical to the one above, but the input fields are filled with masked characters to demonstrate the login process:

- User input field: "User" followed by "xxxxxxxxx"
- Password input field: "Password" followed by ".....|"
- Log On button
- Change Password button
- Forgot Password button

# User manual for Registration under The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTEC)

Department of  
Goods and Services Tax  
Government of Maharashtra

Home About Us Acts & Rules Downloads Dealer Services Gallery RTI

Taxes,  
Our Nation

User XXXXXXXXXXXX

Current Password

New Password

Repeat Password

This is an initial password that must be changed

Change

After the First Login Session is complete, following Dashboard will be displayed to the Applicant. Applicant may access various e-Services, including e-Registration, provided by the MGSTD. An Applicant seeking application under PTEC/ PTRC shall click on the “**Registration**” tile.

Department of  
Goods and Services Tax  
Government of Maharashtra

Home About Us Acts & Rules Downloads Dealer Services Gallery RTI GOVERNMENT OF MAHARASHTRA

Welcome: XXXXXXXXXXXX Logout

Menu

My Profile ✓

Registration Details

Return Filing Status

Payments

Acknowledgements

Pending Compliance ✓

Notices

Applications

Orders

Any Other

Notifications ✓

Emails

Messages

E-Services

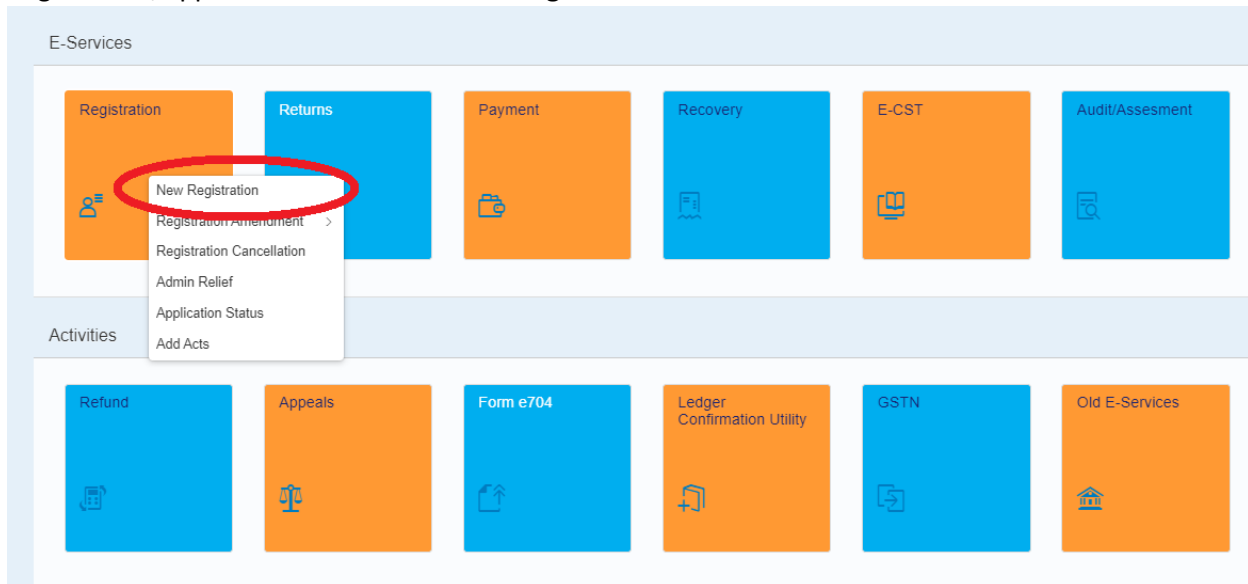
Registration Returns Payment Recovery E-CST Audit/Assesment

Activities

Refund Appeals Form e704 Ledger Confirmation Utility GSTN Old E-Services

## User manual for Registration under The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTEC)

On Clicking the **“Registration”** tile, following sub-lists will be shown on the screen. For obtaining New Registration, applicant has to select **“New Registration”** tab.





# User manual for Registration under The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTEC)

## 3. Actual Application

On clicking “**New Registration**” tab, a list of Acts administered by the Department will be displayed to the applicant. Applicant may choose to apply for registration under multiple Acts.

[Home](#)[Logout](#)

Select Act Type

Act	Status	Application Number
<input type="checkbox"/> The Maharashtra Value Added Tax Act, 2002 (MVAT)		
<input type="checkbox"/> The Central Sales Tax Act, 1956 (CST)		
<input type="checkbox"/> The Maharashtra Tax on Luxuries Act, 1987 (LUXURY TAX)		
<input type="checkbox"/> The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTRC)		
<input type="checkbox"/> The Maharashtra Purchase Tax on Sugarcane Act, 1962 (SCPT)		
<input type="checkbox"/> The Maharashtra Tax on the Entry of Goods into Local Areas Act, 2002.(ENTRY OF GOODS)		
<input checked="" type="checkbox"/> The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTEC)		

Next

# User manual for Registration under The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTEC)

For the purpose of this User Manual, only Registration under PTEC is selected in the above mentioned list of acts administered by the Department of State Tax, Maharashtra. Applicant has to fill the data carefully. This is the online version of the Registration form prescribed in 'The Maharashtra State Tax on Professions, Trades, Callings and Employments Rules, 1975'.

[Home](#)[Logout](#)

12345678910

Select ActRegistration FormFull AddressPOBBank DetailsSchedule entryOther informationDeclarationUpload DocumentsAcknowledgement

FORM – II  
[See rule 4(1)]  
Application for a certificate of Enrolment/Revision of certificate of Enrolment under Sub-section(2) or sub-section(2A) or sub-section(3) of section 5 of The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975.

To,  
The Registering Authority,  
I hereby apply for grant of registration certificate under section 5 of The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975.

\*1. (A) PAN/TAN:AVMPPG7261L

\* (B) Name as shown in PAN/TAN:Smt APARNA ASHOK GAONKAR

\*2.(a) Type of the Applicant:

☒ A. Firm / Company / Trust / Society / Institution.. etc

☐ B. Individual

\* (1) Firm/Company/Trust/Society/Institution etc. M/s:

\*4. Entry No. under Schedule I to the Profession Tax Act, 1975:Annexure I

\*Entry:

\*Sub-Entry:

\*5 (A). Registration No. with Council/Body/Association/Corporation/Government:

\*5 (B). Month of Commencement of the Profession/Trade/Calling/Employment:Enter Date ...

[Previous](#)[Next](#)

# User manual for Registration under The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTEC)

[Home](#)[Logout](#)

12345678910

Select ActRegistration FormFull AddressPOBBank DetailsSchedule entryOther informationDeclarationUpload DocumentsAcknowledgement

6.Full address of the applicant (Residential) \*

Address \*

Building No/Flat No/Door No:

Floor No:

Name of the Premises/Building:

Road/Street/Lane:

District:

Taluka/Area:

Post:

Pincode:

Latitude(Optional):

Longitude(Optional):

Contact Details \*

Telephone No 1 with STD Code:

STD Code

Telephone No 2 with STD Code:

STD Code

Mobile No 1:Mobile No 2:FAX No:Email Address 1:Email Address 2:Website:Nature of possession of premises \*: ☒ Owned ☐ Transit/Online Sellers ☐ Leased ☐ Rented/Leave and license ☐ Tenancy/Sub-tenancy ☐ Consent ☐ Rent free ☐ Stall Booking (only applicable for casual)

Electricity Bill Details \*

Service Provider:Consumer No:Account No:

IGR Details

District:Location of Sub-registrar:Year: YYYYDocument Number:[Previous](#)[Next](#)



# User manual for Registration under The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTEC)

[Home](#)[Logout](#)

1Select Act

2Registration Form

3Full Address

4POB

5Bank Details

6Schedule entry

7Other information

8Declaration

9Upload Documents

10Acknowledgement

7.Name and address of place of work/business/activity in Maharashtra State

Address \*

Building No/Flat No/Door No:

Floor No:

Name of the Premises/Building:

Road/Street/Lane:

District:

Taluka/Area:

Post:

Pincode:

Latitude(Optional):

Longitude(Optional):

Contact Details \*

Telephone No 1 with STD Code:

STD Code

Telephone No 2 with STD Code:

STD Code

Mobile No 1:

8169929293

Mobile No 2:

FAX No:

Email Address 1:

testmatri08@gmail.com

Email Address 2:

Website:

Nature of possession of premises \*: ☒ Owned ☐ Transit/Online Sellers ☐ Leased ☐ Rented/Leave and license ☐ Tenancy/Sub-tenancy ☐ Consent ☐ Rent free ☐ Stall Booking (only applicable for casual)

Electricity Bill Details

Service Provider:

----- Select -----

Consumer No:

Account No:

IGR Details

District:

Location of Sub-registrar:

Year:

YYYY

Document Number:

[Previous](#)[Next](#)

# User manual for Registration under The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTEC)

[Home](#)[Logout](#)

1Select Act

2Registration Form

3Full Address

4POB

5Bank Details

6Schedule entry

7Other information

8Declaration

9Upload Documents

10Acknowledgement

8. Details of bank account(s)

Add bank accountsDelete bank accounts

Total number of Bank Accounts maintained by the applicant for conducting business: 0

←

→

Select Entry: ☐ MICR Code ☐ IFSC Code

Account number:

Type of Account: CURRENT

Name of the Bank: -----Select-----

Branch and Address of the Bank and Branch:

Pin Code:

State:

Document Required for bank details: ☒ Scanned copy Cancelled Cheque of Current Account in the name of firm/business

PreviousNext

# User manual for Registration under The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTEC)

[Home](#)[Logout](#)

1Select Act

2Registration Form

3Full Address

4POB

5Bank Details

6Schedule entry

7Other information

8Declaration

9Upload Documents

10Acknowledgement

9. Particulars furnished with reference to Schedule entry or entries

Entry No.	Sub-Entry No.	Particulars	Annexure
<input type="text"/>	<input type="text"/>	<input type="text"/>	Annexure I
<input type="text"/>	<input type="text"/>	<input type="text"/>	Annexure I
<input type="text"/>	<input type="text"/>	<input type="text"/>	Annexure I
<input type="text"/>	<input type="text"/>	<input type="text"/>	Annexure I

[Previous](#)[Next](#)

# User manual for Registration under The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTEC)

[Home](#)[Logout](#)

1Select Act

2Registration Form

3Full Address

4POB

5Bank Details

6Schedule entry

7Other information

8Declaration

9Upload Documents

10Acknowledgement

10. Other information (If applicable)

1	TIN under MVAT Act, 2002 Date of effect (DD/MM/YYYY) I132a	<input type="text"/> DD/MM/YYYY	V
2	TIN under CST Act, 1956 Date of effect (DD/MM/YYYY) I132a	<input type="text"/> DD/MM/YYYY	C
3	R.C No. under Profession Tax Act, 1975 Date of effect (DD/MM/YYYY) I132a	<input type="text"/> DD/MM/YYYY	P

[Previous](#)[Next](#)

# User manual for Registration under The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTEC)

[Home](#)[Logout](#)

12345678910

Select ActRegistration FormFull AddressPOBBank DetailsSchedule entryOther informationDeclarationUpload DocumentsAcknowledgement

☐ Kindly check that given information is correct.

[Previous](#)[Next](#)

## User manual for Registration under The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTEC)

### Upload Documents

Photo of signatory to the application *	brahma.JPG	<a href="#">Upload</a>	<a href="#">Preview</a>
Signature	brahma.JPG	<a href="#">Upload</a>	<a href="#">Preview</a>
Annexure "B" (Download Template)	brahma.JPG	<a href="#">Upload</a>	<a href="#">Preview</a>
PAN of Proprietor	brahma.JPG	<a href="#">Upload</a>	<a href="#">Preview</a>
BANK-000001-Cancelled cheque(s) of current account in the...	brahma.JPG	<a href="#">Upload</a>	<a href="#">Preview</a>
Residential-000001-Latest paid electricity bill in the name of t...	brahma.JPG	<a href="#">Upload</a>	<a href="#">Preview</a>
Residential-000001-Ration Card having the name of the appl...	brahma.JPG	<a href="#">Upload</a>	<a href="#">Preview</a>
Residential-000001-Valid Indian Passport	brahma.JPG	<a href="#">Upload</a>	<a href="#">Preview</a>
Residential-000001-Scanned Copy of PAN (Residential)	brahma.JPG	<a href="#">Upload</a>	<a href="#">Preview</a>

☒ Declaration

**User manual for Registration under  
The Maharashtra State Tax on Professions, Trades, Callings and  
Employments Act, 1975 (PTEC)**

<b>DEPARTMENT OF SALES TAX</b> GOVERNMENT OF MAHARASHTRA, INDIA <a href="http://www.mahavat.gov.in" style="color: white; font-size: small;">www.mahavat.gov.in</a>	
<b>Acknowledgment</b>	
Your application for Registration has been received	
PAN	
Date	06-10-2018
Application Reference No.	000100004833
Full Name of Business	Mr. GST Suvidha Six
Registration application filed for following acts	
Location	KALYAN

This is computer generated acknowledgment. Please quote application reference no for any further communication with the department.

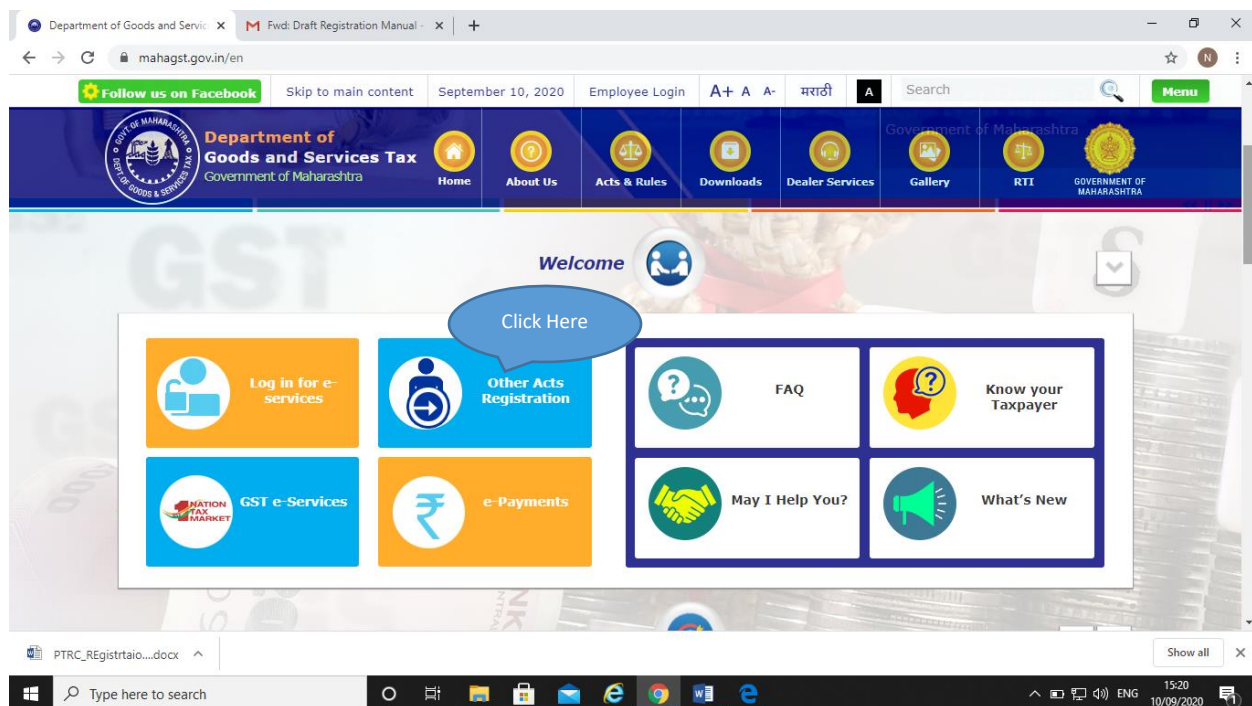
# User manual for Registration under The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTEC)

## 4. Approval Mechanism

Every application seeking Registration under The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTRC) is granted immediately upon submission of the duly filled online application. Procedure of approval is automatic and given by the system. There is no human interference.

Email in this regard is given to the Applicant on his registered email ID. Registration Certificate is sent as an attachment in the said email. He can also download the Registration Certificate from the portal of the Department <https://mahagst.gov.in> as under:

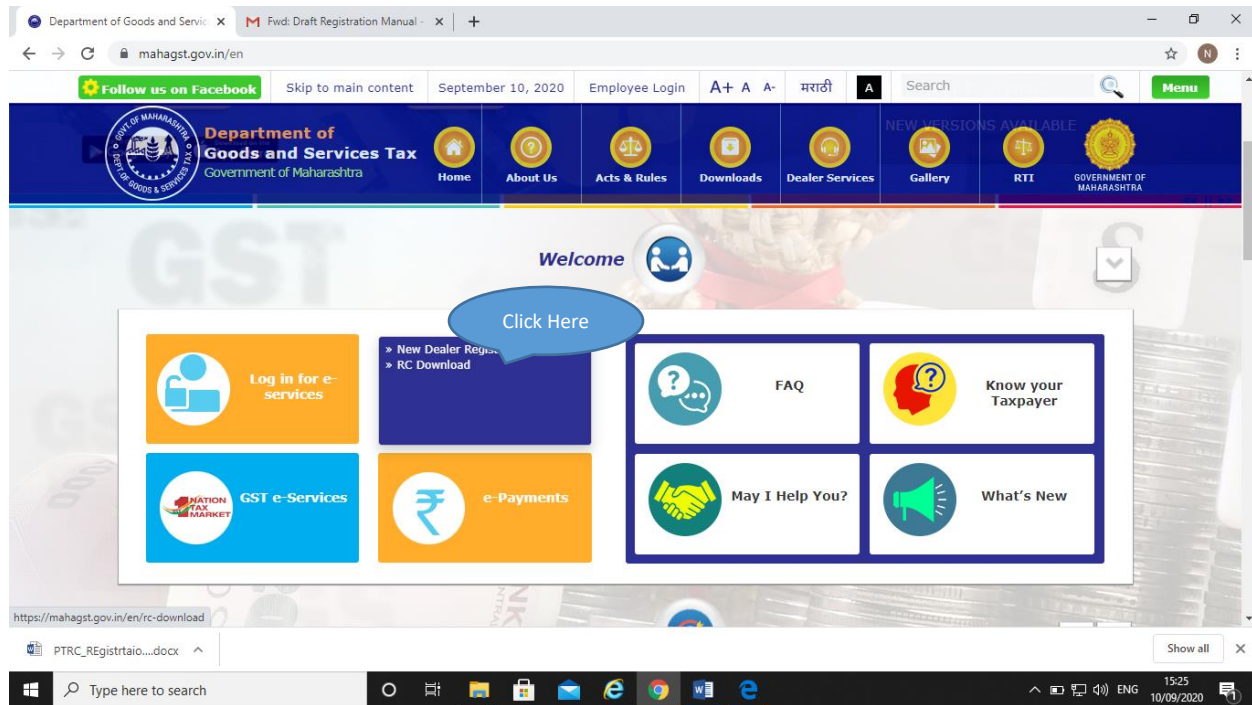
Click on ***“Other Act Registration”***





# User manual for Registration under The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTEC)

Click on “R C Download” as under:




Enter PAN/TIN as under and click on “**Get Status**” for downloading the Registration Certificate.

# User manual for Registration under The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTEC)


RC Download | Department of G: x Fwd: Draft Registration Manual x +

mahagst.gov.in/en/rc-download

Follow us on Facebook September 10, 2020 Employee Login A+ A- मराठी A Search

 **Department of  
Goods and Services Tax**  
Government of Maharashtra

[Home](#) [About Us](#) [Acts & Rules](#) [Downloads](#) [Dealer Services](#) [Gallery](#) [RTI](#) [GOVERNMENT OF  
MAHARASHTRA](#)

  
Department of Goods and Services Tax  
Government of Maharashtra

Dealer Information

PAN/TIN(11 Digits):  [Get Status](#)

PTRC\_Registraio....docx Show all X

Type here to search

15:36 10/09/2020 ENG