MGSTD
(MAHARASHTRA GOODS AND SERVICES TAX DEPARTMENT)

USER MANUAL

Add Acts
Contents

Add Acts .......................................................................................................................... 1
Adding Multiple TINs under single PAN. ........................................................................ 3
Portal Logon Page........................................................................................................... 4
Who can use Add act functionality? .................................................................................. 7
Profile of TIN added. ......................................................................................................... 11
Adding Multiple TINs under single PAN.

Log in to “Login for e-Services”

Click on Registration

Select “Add Acts”

Insert the TINs with suffix.

Click on “Submit”

A new User-id and Password will be created.

User-id and Password will be sent to registered mail-id and an intimation will be sent registered mobile number.
Portal Logon Page

- Login in to below link.
- Provide User id and Password
- Click on Logon

- Provide User Name and Password and click on Log on

Use your PAN as your User Id if you have only created your temporary profile and do not have any active Registration Certificates under any was issued in old system or new SAP System.

Use your TIN (first 11 digits without the suffixes like V/C/P) if you have an active Registration Certificate under any of the acts administered by system or new SAP System.

Please check your mail Id (Registered with us) for a mail with subject line "TIN CREATED CONFIRMATION" for new user l'ds and password.
Once you provide the user Id and password and click on “Log On”, you will be taken to below screen:

Click on “Registration” tile, and click on “Add Acts”.

You will be taken to below screen. Here you will be able to add TINs.
Who can use Add act functionality?

- Dealers having multiple PTRC/PTEC TINs under single PAN.
- Dealers whose PTRC/PTEC TINs are linked to dummy PAN(MSTDxxxxxxx) and have different 11 digits than the 11 digits of VAT

1. **Multiple TINs under single PAN:**
   - Dealers having multiple PTRC TINs under one PAN.
     Dealers will have to create main profile using PAN and PTRC TIN.
     Using the main profile, the dealers will add the other PTRC TINs.
   - Dealers having Different 11 digits of TIN of VAT and PTRC act but have same PAN.
     Dealers will have to create main profile using PAN and VAT TIN.
     Using the main profile, the dealers will add the other PTRC TINs.

   a) Main Profile:
      User-id: 2770xxxxxx9
b) Click on “Registration” and select the “Add Acts” to add PTRC TIN: 2776xxxxxxx6P
c) Click on “Submit” button, on successfully addition of PTRC TIN, a pop-up appears informing that the Profile is successfully created. The user-id and password will be sent to registered mail-id and a intimation will be sent to registered mobile number.

Dear Applicant,

Congratulations! Your User id is successfully created and you may log in using your login details below:

Your Username : 27701520196
Your Password : d422d32bM4t1@

Welcome to MGSTD!!!

Assuring Best Services!!!

Regards
MGSTD Team

This e-mail was sent from an automated system...
Do not reply to this message.
2. **TINs with Dummy PAN:**

Dealers PTRC or PTEC TIN is linked to dummy PAN(MSTDxxxxxxA) but they are under PAN which has a VAT TIN.

Dealers will have to create main profile using PAN and VAT TIN.
Using the main profile, the dealers will add the other PTEC TINs.

a) Insert the PTEC TIN:99xxxxxxxx7p and click on “Submit”.

b) On successfully addition PTEC TIN, a pop-up appears informing that the Profile is successfully created. The user-id and password will be sent to registered mail-id and an intimation will be sent to registered mobile number.

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Dear Applicant,

Congratulations! Your User id is successfully created and you may log in using your login details below:

Your Username: 2770121124
Your Password: 344243MS264d@

Welcome to MGSTD!!!
Assuring Best Services!!!

Regards,
MGSTD Team

This e-mail was sent from an automated system.
Do not reply to this message.
Profile of TIN added.

1. Login in to below link.
2. Provide User id and Password
3. Click on Logon

4. In this profile, Dealer will be able to use all the services and activities.
5. Dealer will not be able to apply for new act or add any other act in this profile.
THE END

Thank You!