USER MANUAL FOR OBTAINING NEW REGISTRATION THROUGH ONLINE

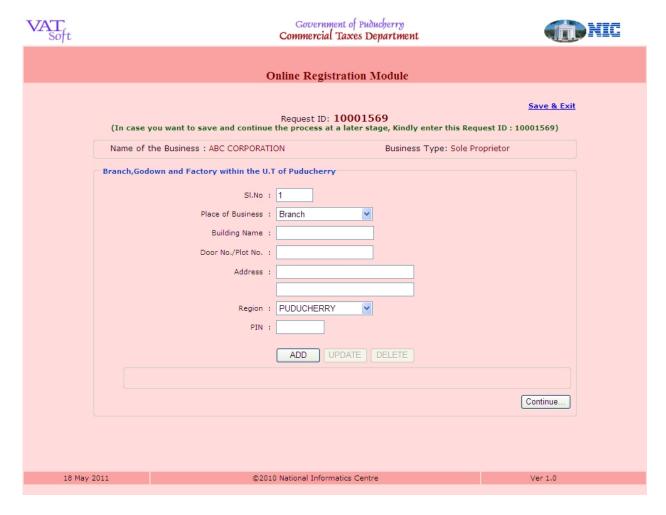
Open the Commercial Taxes Departments' official web-site http://gst.puducherry.gov.in. and click on "e-registration" link button. In the main page, select "New Registration" option. The following window appears.

VAT Soft		Co	G	overnment of Puducherry mercial Taxes Department	MIC
		Onli	ne	Registration Module	
		Olin	ııc	Registration Module	
	General Det	tails			
	Name	of the Person applying for registration *		MAMALLAN	
	Nume	Father's name of the applicant *			
		Designation/Status *			
		Cell / Phone No. of the applicant*			
		Name of the Business *			
		PAN of the business entity *			
				Sole Proprietor	
		Nature of Business ⁹		✓ Trader Manufacturer Works Contract Hire Purchase and Leasing Hotel Others	
		Commencement of Business *	:	O Already Commenced Yet to Commence	
		Are you applying for *	:	● Both VAT & CST ○ VAT Alone	
		Principle Place of Business			
		Buiding Name if any	:		
		Door No. / Plot No. *	:	NO.123	
		Address *	:	MULLAI STREET	
		Region *	;	PUDUCHERRY •	
		PIN*	:	605005	
		Cell / Phone No.[Office] *	:	1234567890	
		E-mail ID[Office]	:		
		Fax Number[Office]	:		
		Website Address[Office]	:		
		Enter the code shown above	:	805 <i>k8tt</i> 💍 805k8n	Continue
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Enter the required details of the person who is feeding the data and details of business like Business Name, Place of business, Nature of business, PAN details etc. In the last row, just look at the jumbled Alphanumeric Code and type the same in the box given and click on "Continue" button.



The system will generate a "Request ID". Now, note this ID and in case you want to save the data and continue at a later stage, you have to quote this Request ID Number to retrieve the partially saved data and continue the process.



In this page you are requested for the details of the Branches, Godowns and Factories <u>situated in the Union Territory of Puducherry</u>. Enter the Number of Branches and fill in the Address boxes and Click "ADD" after entering each Branch/Godown/Factory and click on "Continue" button.



Government of Puducherry Commercial Taxes Denartment



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		(Online Registration M	.ouure		
	(In case	ou want to save and continue	Request ID: 1000156 the process at a later sta		<u>Save & Exit</u> uest ID : 10001569)	
	Name of	the Business : ABC CORPORAT	ION	Business Type: Sole Pr	oprietor	
	Head office	, Branch, Godown and Factory	outside the U.T of Puduch	erry		
		SI.No :	1			
		Place of Business :	Head Office			
		Building Name :				
		Door No./Plot No. :				
		State :	ANDAMAN AND NICC -			
		PIN :				
			ADD UPDATE [DELETE		
				[Back Continue	
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Here you are requested for the details of the Branches, Godowns and Factories <u>situated outside the Union Territory of Puducherry</u>. Enter the Number of Branches and fill in the Address boxes and Click "ADD" after entering each Branch/Godown/Factory and click on "Continue" button.



Enter the Current Account Number and name of the bank and click on "Continue" button.







	Online Registration Module
(In cas	Save & Exi Request ID: 10001569 se you want to save and continue the process at a later stage, Kindly enter this Request ID: 10001569)
Name (of the Business : ABC CORPORATION Business Type: Sole Proprietor
C Details o	f the Sole Proprietor
	SI.No. : 2
	Father's Name : Date of Birth : [DD/MM/YYYY] :
	Age: Status: PROPREITOR M
	Present Address :
	Name of the Bank* : AXIS BANK Personal[SB] A/C No.* :
	Driving License No. : Ration Card No. :
	Voter ID No. :
	PAN: UID No.:
Exter	nt of share or Interest in business :
	Sl.No. Name Father's DOB Age Status Present Permanent Share Bank
Select	NO.1, NO.1, NO.1, 1 MAMALLAN ADITHYAN 01/01/1961 50 PROPREITOR PUDUCHERRY PUDUCHERRY 100 AXIS 605001 605001
	Back Continue
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Enter the details of the Proprietor/Partners/Directors/Karta as the case may be, the Address details, PAN No., Ration Card No., Voter Id No. etc and Click the "ADD" button after entering the details of each Partner/Director etc. and then after finishing click on the "Continue" button to go to the next page.







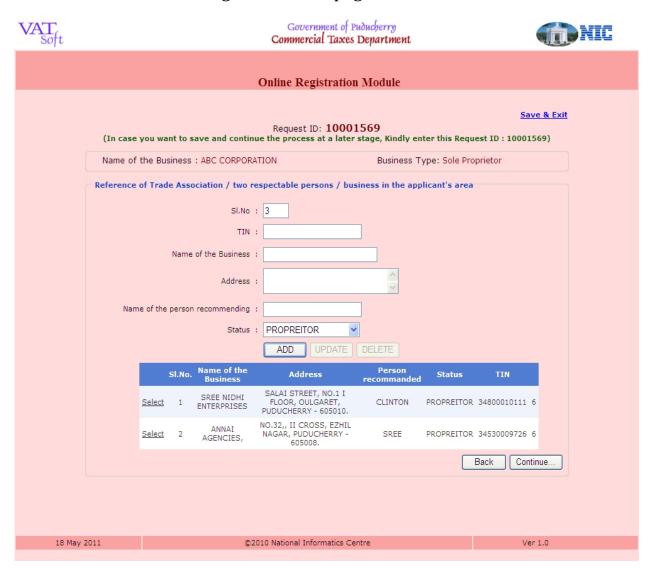
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In this page, enter the List of Commodities for Sale and click "ADD" after entering each commodity. "Tick' source of purchase in the relevant box. Then enter the List of Raw Materials, Packing materials, Machineries, etc. for commodity for purchase (C Form) and click "ADD" after entering each commodity and click on the "Continue" button to go to the next page.



Online Registration Module Request ID: 10001569 (In case you want to save and continue the process at a later stage, Kindly enter this Request ID: 10001569) Business Type: Sole Proprietor Name of the Business : ABC CORPORATION Details of immovable property, if any SI.No : 1 Purpose : Business Location : Survey No. : Extent of land /area : Registration Doc.No : Doc. Year : Registration Jurisdiction : ADD UPDATE DELETE Back Continue.. 18 May 2011 ©2010 National Informatics Centre Ver 1.0

Enter the details of immovable property of Proprietor/Partners/Directors and click "ADD" for saving the data and then click "Continue" button to go to the next page.



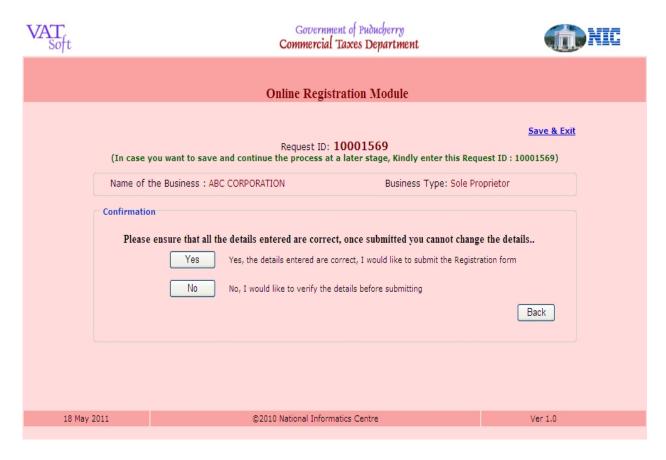
In this page, enter the Tin Nos. of two registered dealers in the applicants area/respectable persons/Trade Associations/ who are signing as witness for the Applicant and click on the "Continue" button to go to the next page.



In this Page, enter the details like whether the business is wholly Manufacturing, Trading, Wholesale and partly activities. Enter the Manufacturing details in the last box and then click on the "Continue" button.



Here enter the details of DD for Registration like Bank Name, DD No., Date and Amount and click "Finish".



Now, if you ensure that all the details you have entered are correct click "Yes" button and the following page will be displayed.



Now your Application is saved. The system will generate an Acknowledgement for your application.

Take a print out of the following by clicking the relevant link and submit the same along with the Enclosures.

- a. Form A VAT Application Print out.
- b. CST Application print out.
- c. Form-B print in the case of a Partnership Firm.
- d. Form-E Manager Form print out which has to be filled in manually.
- e. Estimated Annual Return in Form I/J/K/L. (to be filled in manually)

NOTE: MERE ENTRY OF THE APPLICATION DOES NOT AMOUNT TO SUBMISSION OF YOUR APPLICATION FOR REGISTRATION. APPLICATION SHOULD BE SUBMITTED TO THE REGISTERING AUTHORITY WITHIN 15 WORKING DAYS FROM THE DATE OF ENTRY OF THE APPLICATION, OTHERWISE YOU HAVE TO RE-

ENTER AND RE-SUBMIT YOUR APPLICATION.