

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.



Government of Puducherry
Commercial Taxes Department



Online Registration Module

General Details

Name of the Person applying for registration * : MAMALLAN

Father's name of the applicant * : ADITHYAN

Designation/Status * : PROPRIETOR

Cell / Phone No. of the applicant* : 1234567890

Name of the Business * : ABC CORPORATION

PAN of the business entity * : AAAA1234B

Constitution * : Sole Proprietor

☒ Trader

☐ Manufacturer

☐ Works Contract

☐ Hire Purchase and Leasing

☐ Hotel

☐ Others

Nature of Business * :

Commencement of Business * : ☐ 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] :

8o5k8n

Enter the code shown above : 8o5k8n

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.

Online Registration Module

Important Note

In case you want to save and continue the process at a later stage, Kindly enter this Request ID :10001569

[Continue](#)

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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.

Online Registration Module

[Save & Exit](#)

Request ID: 10001569

(In case 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

Branch, Godown and Factory within the U.T of Puducherry

Sl.No : 1

Place of Business : Branch

Building Name :

Door No./Plot No. :

Address :

Region : PUDUCHERRY

PIN :

[ADD](#)[UPDATE](#)[DELETE](#)[Continue...](#)

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In this page you are requested for the details of the Branches, Godowns and Factories **situated in the Union Territory of Puducherry**. 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.

Online Registration Module

[Save & Exit](#)

Request ID: **10001569**

(In case 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

Head office, Branch, Godown and Factory outside the U.T of Puducherry

Sl.No :

Place of Business :

Building Name :

Door No./Plot No. :

Address :

State :

PIN :

Here you are requested for the details of the Branches, Godowns and Factories **situated outside the Union Territory of Puducherry**. 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.

Online Registration Module

[Save & Exit](#)

Request ID: **10001569**

(In case 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

Constitution Details

Bank Name :

Current Account Number :

Enter the Current Account Number and name of the bank and click on **“Continue”** button.

Online Registration Module

[Save & Exit](#)

Request ID: **10001569**

(In case 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

Details of the Sole Proprietor

Sl.No. : 2

Name :

Father's Name :

Date of Birth :

[DD/MM/YYYY]

Age :

Status :

Present Address :

Permanent Address :

Name of the Bank* :

Personal[SB] A/C No.* :

Driving License No. :

Ration Card No. :

Voter ID No. :

Passport No. :

PAN :

UID No. :

Extent of share or Interest in business : %

Cell / Phone No :

ADD

UPDATE

DELETE

Sl.No.	Name	Father's Name	DOB	Age	Status	Present Address	Permanent Address	Share Percent	Bank
Select	1	MAMALLAN ADITHYAN	01/01/1961	50	PROPREITOR	NO.1, PUDUCHERRY 605001	NO.1, PUDUCHERRY 605001	100	AXIS

Back

Continue...

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.

Online Registration Module

[Save & Exit](#)Request ID: **10001569**

(In case 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

Nature of Business with Commodities for Sale

Nature of Business : Retail

HSN Code :

Commodity Description :

ADD

	Nature	HSN code	Commodity Description
Delete	Retail		CEMENT
Delete	Retail		STEEL

Sources of Purchase

Sources of Purchase* : ☒ Within the State ☒ Inter-State ☐ Import from outside the country

Commodities for purchase[C-Form]

Nature of Business : Resale

HSN Code :

Commodity Description :

ADD

	Category	HSN Code	Commodity Description
Delete	Resale		CEMENT
Delete	Resale		STEEL

Back

Continue...

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

[Save & Exit](#)

Request ID: **10001569**

(In case 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

Details of immovable property, if any

Sl.No :

Purpose :

Location :

Survey No. :

Extent of land /area :

Registration Doc.No :

Doc. Year :

Registration Jurisdiction :

ADD

UPDATE

DELETE

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Continue...

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.

Online Registration Module

[Save & Exit](#)

Request ID: **10001569**

(In case 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

Reference of Trade Association / two respectable persons / business in the applicant's area

Sl.No :

TIN :

Name of the Business :

Address :

Name of the person recommending :

Status :

ADD

UPDATE

DELETE

	Sl.No.	Name of the Business	Address	Person recommended	Status	TIN
Select	1	SREE NIDHI ENTERPRISES	SALAI STREET, NO.1 I FLOOR, OULGARET, PUDUCHERRY - 605010.	CLINTON	PROPREITOR	34800010111 6
Select	2	ANNAI AGENCIES,	NO.32,, II CROSS, EZHIL NAGAR, PUDUCHERRY - 605008.	SREE	PROPREITOR	34530009726 6

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Continue...

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.

VAT
Soft

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Commercial Taxes Department



Online Registration Module

[Save & Exit](#)

Request ID: **10001569**
(In case 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

CST Registrations

Name of Applicant : MAMALLAN

Father's Name : ADITHYAN

Name of the Person deemed to be manager : MAMALLAN

Status of relationship of the person : PROPRIETOR

Wholly : REDISTRIBUTION

Mainly :

Partly :

Particulars relating registration :

The first sale date in the course of Inter-State Trade was effected on :

Extraction mining the following classes of goods or generate or distribute the following form of power : REDISTRIBUTION
Namely

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Continue...

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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.

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Online Registration Module

[Save & Exit](#)

Request ID: **10001569**
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Name of the Business : ABC CORPORATION

Business Type: Sole Proprietor

Registration Fee Details

Name of the Bank : ALLAHABAD BANK

Mode of Payment : Demand Draft

Demand Draft No. : 456789

Demand Draft Date [DD/MM/YYYY] : 18/05/2011

Amount : 100

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Finish

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

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Online Registration Module

Save & Exit

Request ID: 10001569
(In case 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

Confirmation

Please ensure that all the details entered are correct, once submitted you cannot change the details..

Yes

Yes, the details entered are correct, I would like to submit the Registration form

No

No, I would like to verify the details before submitting

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

Commercial Taxes Department, Puducherry Acknowledgment for Online Registration			
Web Ref. No.	10001569	Date	18/05/2011
Dealer Name	ABC CORPORATION		
Address	NO.123, MULLAI STREET		
* The filled in Application form in all respect along with the Enclosures and Registration fee shall be handed over to the Registering Authority concerned on or before 01/06/2011 failing which the Application will be summarily rejected. * The time limit of granting Registration will commence only from the date of receipt of the Application in the office.			

[Form-A](#) [CST](#) [Forms](#) [Enclosure](#) [\[Print Acknowledgment.\]](#) [Home](#)

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.