

**GOVERNMENT OF PUDUCHERRY
COMMERCIAL TAXES DEPARTMENT**

ONLINE RENEWAL OF REGISTRATION FOR THE YEAR 2012-13

The Commercial Taxes Department has already introduced online renewal of registration under the Puducherry Value Added Tax Act, 2007 during the last financial year. Renewal for the current financial year 2012-13 can also be done in the same manner. The dealers can login to the website <http://gst.puducherry.gov.in>. There will be a link for online renewal in the Home page. On clicking the link, it will take you to a new page, wherein you have to enter your TIN No. After successfully entering your TIN No., it will take you to another page, where a format for online renewal will be displayed, where you have to enter the following details:-

1. By default your TIN No., Name and Address will be displayed, you cannot make any correction in these Columns, except the PIN code.
2. PAN No. of the dealer available in the office record will be shown here. Dealers can edit the PAN No., if required.

NOTE: Here the PAN No. has to be entered / corrected as below:-

1. Proprietorship - PAN No. of the Proprietor / Proprietorix
 2. Partnership - PAN No. of the firm
 3. Limited Company - PAN No. of the Company
3. Constitution of the business as per our office record is displayed. The dealer will not be able to make any corrections here.
 4. In the next 4 Rows, kindly provide the following details relating to the business:-
 1. Phone No. 2. Mobile No. 3. Fax No. & E-mail I.D.(Any one of the above information is mandatory)
 5. Provide the name and designation of the contact person.
 6. In the next 3 Rows, enter the details relating to the contact person:-
 1. Phone No. 2. E-mail I.D. 3. Mobile No.(Any one of the above information is mandatory)
 7. Next, enter number of additional places of business (in numbers).

8. Next, if you are manufacturer put a tick mark against 'Manufacturer' and also select the relevant category viz., Micro, Small, Medium, Large and others. Now, enter the SSI/MSI/LSI register No. and date, Date of commencement of production as per the certificate issued by the Directorate of Industries.
9. Next, type the name of the goods manufactured, separated by comma for each goods.
10. Next, if you are trader put a tick mark against it and select a category from Wholesaler / Retailer / Distributor / others.
11. Next, select the name of the goods dealt by you from the dropdown list. If the commodity dealt by you is not in the list, select others and then type the name of the goods separated by comma. After selecting / typing the commodity, click button to add in the list.
12. In the payment details, provide the Mode of Payment., viz, Cheque / Demand Draft. Select the name of the Bank, enter the Cheque or DD No. with the date and the amount for which the Cheque or DD is taken. **Cheque / D.D. shall be taken in the name of "Commercial Tax Officer <name of division>"**.
13. Now, type the Security code no. displayed in the computer in the box provided below. The Security code is case sensitive. If you are not able to read the code, you can refresh it by clicking the refresh button provided next to it.

After entering all the values and details, now press the button. The Form for Renewal for the year 2012-13 is ready and it will be displayed in a new screen. Carefully go through all the details, you have entered. Once, you are sure that the details entered are full and correct, then click button. (If you require any correction, click button and do the necessary corrections.)

Now the data will be transferred to the Departmental Server and you can take a printout. The Competent and Authorised person has to write his name, sign by affixing the seal of the business, write the place and date, attach the cheque/DD and submit it in the respective office, there you will get a receipt. That's all. You have renewed.