

Commercial Tax Department Uttarakhand

Instructions for offline filling and submission of e-Registration Application

The offline filling and submission of e-Registration application has following four steps:

Step-1: Download e-Registration application form as MS-Excel sheet (**Only Once**) and save the file on your computer.

Step-2: Fill e-Registration application in MS-Excel file saved in Step-1. Follow instructions while filling up the data in excel file. After filling all details in the excel file, click "**VALIDATE & GENERATE file to upload on CTD Website**" button to save a new MS-Excel sheet containing data you have just filled. Any name can be assigned to the generated file.

Step-3: Upload saved Excel file in Step-2 on CTD-UK Web Site.

Step-4: Print e-Registration application by giving application no. (PAN) from the CTD-UK website.

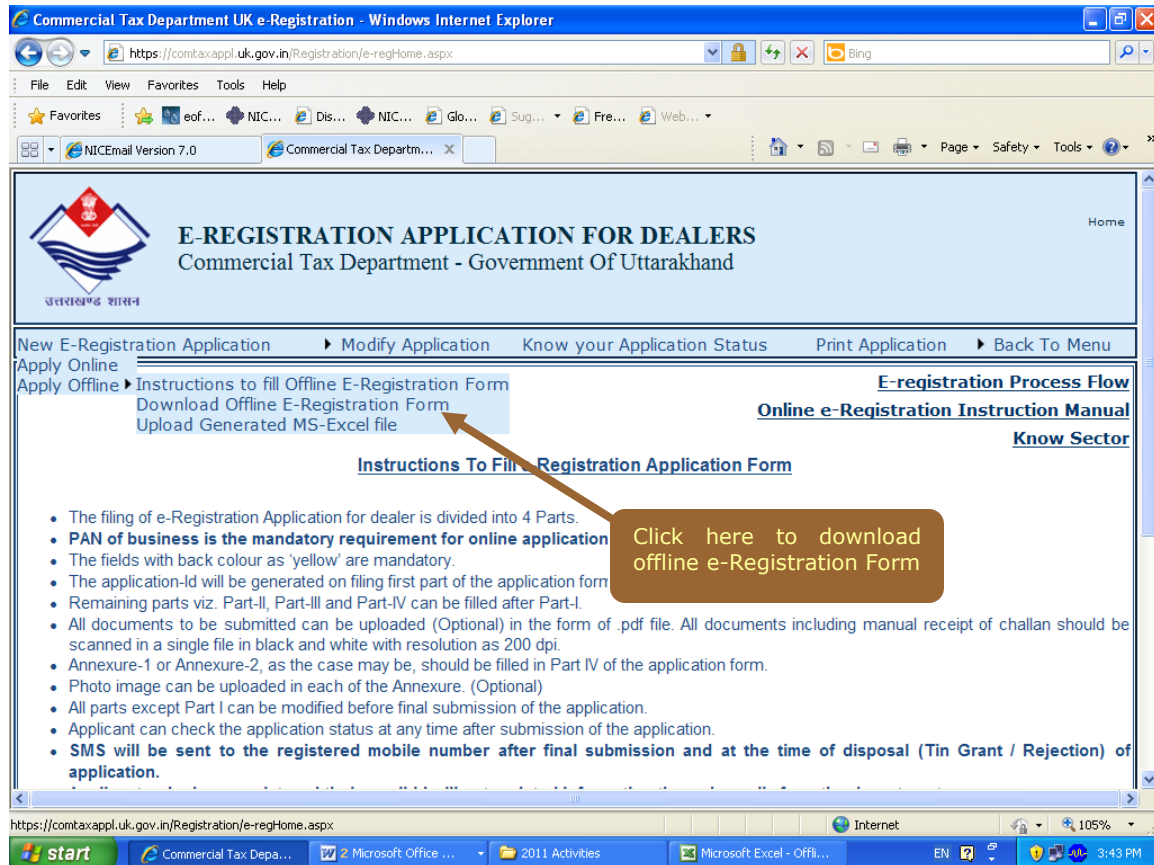
Important:

- Offline Application Form once uploaded can not be modified.

Step-wise Detailed Description

Step-1: Download e-Registration application form as MS-Excel sheet (Only Once) and save the file on your computer.

a. Downloading of offline form.



b. Saving of offline form on local computer

Save e-Registration offline form by pressing "Save" button.

<<Picture>>

Select the location where you want to save this form.

<<Picture>>

Step-2 Filling up of offline E-Registration Form

a. Open Excel sheet (e-Registration Form as saved in Step-1 above). Following screen will be displayed. All fields with headings in **RED** are compulsory to be filled.

Main Form Part-1

E-Registration Application Form For Dealer
Government Of Uttarakhand

Select City and Sector

Compulsory Fields

Click on at-least one type of Nature of Business

APPLICATION NUMBER(PAN):	
Applicant Name:	Firm Name: M/S
Father's Name:	Select City: NAINITAL
Mobile Number:	Constitution of business: Proprietorship
DEALER'S Residential Address	DEALER'S Firm Address
House Number:	House Number: 1
Street:	Street: hghf
Locality:	Locality: ghgfh
City:	City: ghgfh
PIN Code:	PIN Code:
State: Uttarakhand	District: Chamoli
District: Nainital	State:
Phone Number:	Fax Number:
Dealer's E-mail Id:	
Date of Commencement of business:	Purchase/Work Contract (MM/DD/YYYY):
Nature of Business (Tick Which may be applicable):	
<input checked="" type="checkbox"/> (A) Manufacturer <input checked="" type="checkbox"/> (B) Importer <input checked="" type="checkbox"/> (C) Trader (Wholesale) <input type="checkbox"/> (D) Trader (Retail) <input checked="" type="checkbox"/> (E) Purchasing Commission Agent <input type="checkbox"/> (F) Selling Commission Agent	
<input type="checkbox"/> (G) Exporter <input type="checkbox"/> (H) Distribution of Electrical Energy <input type="checkbox"/> (I) Works Contract <input type="checkbox"/> (J) Lesser (Transfer of Right to Use Goods) <input type="checkbox"/> (K) Others	

Main Form Part-1...Contd.

Fill all the details as per following form.

Microsoft Excel - Offline_e.Registration_Form(version 1.0).xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

B65

24												
25	Details of Accounts											
26	(a) Maintained in (Tick which is applicable)						<input type="radio"/> Computerized <input checked="" type="radio"/> Manual		(b) Accounting Year		From	To
27											April	March
28	(c) Name of books of account ordinarily maintained											
29	(d) Address of places where books of Accounts are/will be ordinarily kept											
30	(i) For Current Year as Principal Place Address											
31	(ii) For Last Year as Principal Place Address											
32	Detailed Information about Registered/Head Office, If Situated outside Uttarakhand with Sales Tax Registration Nos											
33	Complete Address :						City :		Reg No :			
34	Phone Number :				Fax :		CST No :		Email :			
35	Registration Number (If Any)											
36	(i) Under Central Excise Tariff Act :						(ii) Under Indian Companies Act :					
37	(iii) Importer/Exporter Code :											
38	Witness											
39	Witness-1											
40	Name :				Parentage :				Full Address :			
41	Witness-2											
42	Name :				Parentage :				Full Address :			
43	Details of Deposits of Registration Fees (Including Late Fee If Any)											
44	Treasury Challan No :				Dated (MM/DD/YYYY) :		3/23/2011		Valid For :		Always	
45	Bank Name :				Select The Bank		Bank Branch :		Registration Fee :		Late Fee (If Any) :	
46	List of Documents Submitted :											
47												
48	Proof of authority in the name of the applicant						Challan					
49	Proof of constitution of the dealer						PAN card of the individual					
50	Latest receipt of property tax of municipal corporation, council/Gram Panchayat, as the case may be, or propi											

HELP Main Form PART -I Main Form PART -II AnnexureI CST Final Save SectorList

Ready

Start 2011 Activities Form3-UK-Co Microsoft Excel - Of... EN 5:17 PM

Compulsory Fields

Fill details as per application form

Main Form Part-1...Continued

Microsoft Excel - Offline_e-Registration_Form(version 1.0).xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

B65

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
43	Details of Deposits of Registration Fees (Including Late Fee, If Any)													
44	Treasury Challan No :				Dated (MM/DD/YYYY) :	3/23/2011	Valid For	Always	Registration Fee :					
45	Bank Name :	Select The Bank			Bank Branch :				Late Fee (If Any) :					
47	List of Documents Submitted :													
48	Proof of authority in the name of the applicant					Challan								
49	Proof of constitution of the dealer					PAN card of the individual								
50	Proof of Deposit of Registration Fee					Latest receipt of property tax of municipal corporation, council/Gram Panchayat, as the case may be, or prop								
52	Proof of identity of individuals					Certificate issued by an officer of revenue department, not below the rank of Tehsildar								
53	Proof of Residential address of the indi													
54	Proof of address of all the business premises of dealer													
55	Proof of registration under other Acts					Registration Certificate Under the drugs & Cosmetics Act								
57	Business Details :													
58	Initial Capital Investment :				Total Amount	LES								
59	Estimated Annual Turn Over of Sales Of Goods					(i) During Current year (Estimated)								
60						(ii) During Last Year (if Old Business)								
61	<input checked="" type="checkbox"/> CST Applied OR Not													
62														
63														
64														
65														
66														
67														
68														
69														

Ready

Start 2011 Activities Form3-1 Comtax.do... offline-e-Reg-instructi... NICEMAIL(WSRV3) ve... Microsoft Excel - Of... EN 5:22 PM

Compulsory Fields

Select document type being submitted

Click Here If applying for CST

PREVIOUS

Validate this Sheet

NEXT

Click here to validate the data filled in this Form

Press this button to move to Part-II of the form

Main Form Part-II

Microsoft Excel - CTax.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

G39 dgfsewe

Broad Categories of Goods (with Commodity Code) in which Business is carried on :						
S No	Description of goods	Commodity Code				
1	Com1	1				
2	Com3	3				
3	Com2	2				
4	Com1	1				
5	Com4	4				
6						
7						
8						
9						
10						

Select Commodity name
(Maximum five commodities can be filled)

Details Of Banks With Whom Account is maintained or through which transactions carried on :					
S No	Name of the Bank	Branch Address	Nature of Account	Account Number	Remarks
1		gf	Saving	None	None
2	Bank of Maharashtra	gf	Current	545	
3	Bank For International Sett	None	Saving	None	
4	Bank of Punjab	None	Saving	None	
5	Bankers India				
6	Bank For International Sett				
7	ABN Amro Bank	None	Saving	555	

Fill bank details (Fill atleast One)

Ready

Start Commercial Tax Depart... NICEMAIL(WSRV) ver ... offline-e-Reg-instructi... 2011 Activities Microsoft Excel - CT... EN 12:07 PM

Main Form Part-II...continued

Microsoft Excel - CTax.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

G39 dgfsewe

A	B	C	D	E	F	G	H	I	J	K	L	M
21	Name And Address Of all Other Places of Business Including Depots And Branches in Uttarakhand :											
22	S No	Address of Business Place	Telephone Number	Name and Complete	Rented	Amount of Rent	Date (DD-MM-YY)					
23	1	g	66656	yuyruy	FALSE							
24	2	None										
25	3	None										
26	4	None										
27	5	None										
28	Name And Address Of all Other Places of Business Including Depots And Branches outside Uttarakhand :											
29	S No	Address of Business Place	Telephone Number	Name and Complete	Rented	Amount of Rent	Date (DD-MM-YY)					
30	1	None										
31	2	None										
32	3	None										
33	4	gh	767677		TRUE							
34	5	None										
35	Location of Factories, Workshops, Ware Houses etc :											
36	S No	Purpose	Address of Business	Telephone Number	Name and Complete	Rented	Amount of Rent	Date (DD-MM-YY)				
37	1	None										
38	2	None										
39	3	tt	ytyt	787677	dgfsewe	FALSE						
40	4	None										
41	5	None				TRUE						
42												
43												
44												
45												
46												
47												
48												

PREVIOUS Validate this Sheet NEXT

Main Form PART - I Main Form PART - II Annexure I Annexure II CST Final Save SectorList Comm List - Hidden

Ready

Start Commercial Tax Depar... NICEMAIL(WSP) ver ... offline-e-Reg-instructi... 2011 Activities Microsoft Excel - CT... EN 12:11 PM

Click here to validate the data filled in this Form

Press this button to move to fill Annexure-1 or Annexure-2 (as the case may be)

Filling up of Annexure-1

Microsoft Excel - Offline_e_Registration_Form(version 1.0).xls

File Edit View Insert Format Tools Data Window Help

A3 Father's Name :

ANNEXURE I (Annexure-to-Application) Fill details of one Annexure in single row/Partner							
Select	Father's/Husbands Name	Date Of Birth (DD-MM-YYYY)	Name	Residential Address	Permanent Address	Business Status	PAN
Father's Name :							
Father's Name :							
Husband's Name :							
Add Row	Delete						

Select Red cell and click to Add/Delete buttons to enter/remove more Annexure-1 data.

Validate this Sheet

Click here to validate the data filled in this Form

NEXT

Press here to Move to Next

HELP Main Form PART -I Main Form PART -II AnnexureI Final Save SectorLI

Ready

start E-Registration for Ne... Instruction-offline-e... 2011 Activities Microsoft Excel - Offi... 12:39 PM

Filling up of Annexure-2

Microsoft Excel - Offline_e_Registration_Form(version 1.0).xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

Calibri 11

A3 Father's Name:

ANNEXURE II (Annexure -to Application for Registration of Teachers and Principals)						
Check	Father's/Husbands Name	Date of Birth (DD-MM-YYYY)	Name	Residential Address	Permanent Address	Busi St
Father's Name:						

Add Row Delete Row

Select Red cell and click to Add/Delete buttons to enter/remove Annexure-2 data.

Validate this Sheet

Click here to validate the data filled in this Form

NEXT

Press here to Move to Next

HELP Main Form PART -I Main Form PART -II AnnexureII Final Save Sector

Ready NUM

start E-Registration for Ne... Instruction-soffline-e... 2011 Activities Microsoft Excel - Offili... 12:46 PM

CST Form

Microsoft Excel - Offline_e_Registration_Form(version 1.0).xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

E9 Trade Association

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Application for registration under section 7(1),7(2) of central sales tax,1956													
2	Type Of CST				<input type="checkbox"/> 7(1) Section <input type="checkbox"/> 7(2) Section									
3	Name of the Manager in Relation to Business of the Dealer in Uttarakhand													
4	Wholly													
5	Mainly													
6	Partly													
7	Particulars relating to registration ,licence , permission etc													
9	We are member of				Trade Association									
10	The First sale in course of Inter-State trade was effected on. (dd/mm/yyyy)													
11	We make up our Accounts of sales to Date at end of.				Year									
12	we manufacture / process/ extracts in mining the classes of goods or generate / distribute the form of power ,namely													
13	Broad Categories of Goods in which Business is carried on :													
15	Commodity Categories	For Resale												
16		For Use in Manufacturing												
17		For Use in Mining												
18		For Use in Power Generation												
19		For Use in Packing Goods												
20		For Use in Telecommunication Network												
21														
22														
23														
24														
25														
26														
27														
28														
29														
30														
31														

Fill (,) separated category wise commodity names (Maximum 500 Characters in each category)

PREVIOUS **Validate this Sheet** **NEXT**

Click here to validate data filled in CST Form **Press here to Move to Next Page**

HELP Main Form PART -I Main Form PART -II AnnexureII CST Final Save

Ready NUM

start E-Registration for Ne... Instruction-soffline-e... 2011 Activities Microsoft Excel - Offli... 12:50 PM

Final Save of Offline application form for Registration

INSTRUCTIONS

Step-1. Click on "VALIDATE & GENERATE" button, a new excel file will be generated and saved on your computer at the selected location.

Step-2. Go to <https://comtaxappl.uk.gov.in/eregistration> and click on "Upload the Generated File"

Step-3. Browse the excel file generated at step 1.

Step-4. Click on "Upload file" button to upload selected file.

Step-5. Application number will be shown after successful uploading of file and your e-registration application has been submitted.

Step-6. You can take printout of the complete application after the above process.

Read these instructions carefully

PREVIOUS

VALIDATE & GENERATE file to upload on CTD website

Press here to **VALIDATE & GENERATE file to upload** on CTD website

Browse button will open a file browser dialogue box, where you can select the path where you want to save the generated file and also you can specify the file name.

INSTRUCTIONS

Step-1. Click on "VALIDATE & GENERATE" button, a new excel file will be generated and saved on your computer at the selected location.

Step-2. Go to <https://comtaxappl.uk.gov.in/eregistration> and click on "Upload the Generated File"

Step-3. Browse the excel file generated at step 1.

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Step-6. You can take printout of the complete application after the

PREVIOUS

VALIDATE & GENERATE file to upload on CTD website

Browser Window

Convert to the following Excell file :

C:\Documents and Settings\user\Desktop\|

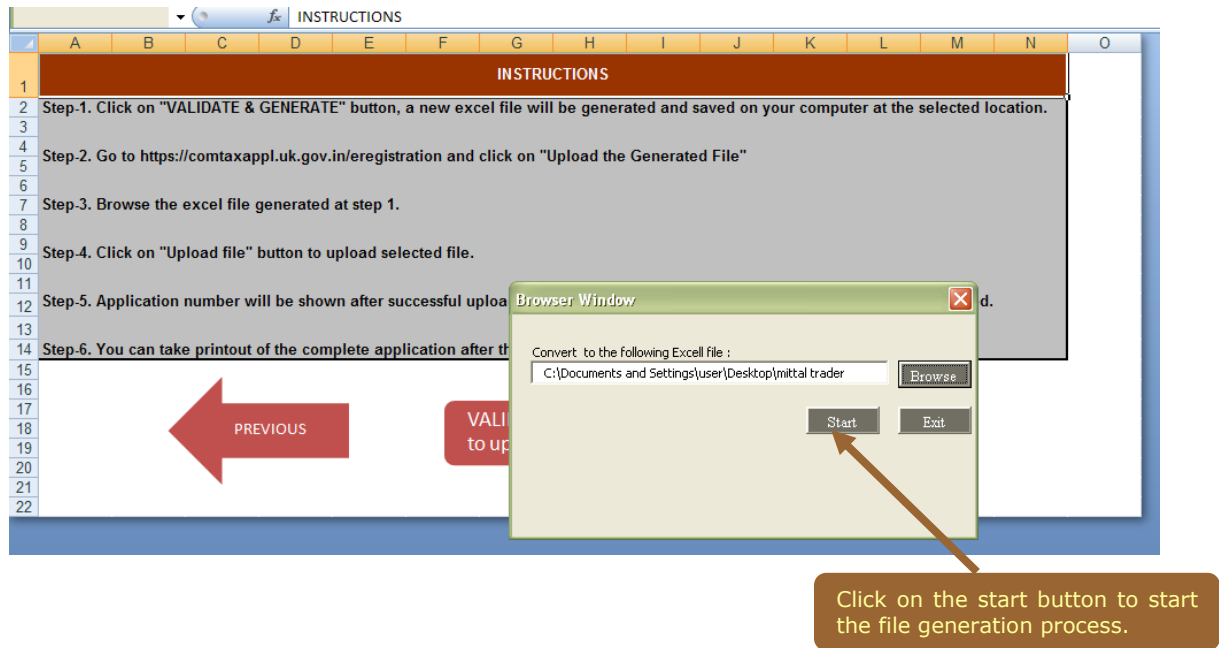
Browse

Start

Exit

Click on browse button to select the location where you want to save the generated file.

Now click on the “**Start**” button to generate the file and “**Exit**” button to cancel the process.



The file will be generated and saved on the specified location, now you can save and close the offline e-registration form (excel file).

Important:

When You click “**VALIDATE and GENERATE file to upload on CTD website**” complete data will again be validated and if verified, filled data will be saved on your computer with the name as **specified at selected location**. For example, if you have given file name as “Mittal traders”(Firm Name) and save it in the d:\CTD-Registration folder, then an excel file will be created on your computer as “**d:\ CTD-Registration\Mittal traders.xls**” and you have to upload this file on CTD website.

Step-3: Upload saved Excel file on CTD-UK Web Site.

The screenshot shows a Windows Internet Explorer browser window displaying the 'E-REGISTRATION APPLICATION FOR DEALERS' page of the Commercial Tax Department - Government Of Uttarakhand. The page has a blue header with the department's logo and name. Below the header, there is a navigation bar with links: 'New E-Registration Application', 'Modify Application', 'Know your Application Status', 'Print Application', and 'Back To Menu'. A sidebar on the left contains links for 'Apply Online' and 'Apply Offline'. The main content area is titled 'Instructions To Fill e-Registration Application Form' and contains a list of instructions. A brown callout box with a yellow border points to the 'Upload Generated MS-Excel file' link in the sidebar, containing the text: 'Click here to upload offline e-Registration Form saved on your computer'. The taskbar at the bottom shows the 'start' button, several open applications including 'Commercial Tax Depa...', 'Instruction-soffline-e...', and 'Microsoft Excel - Offli...', and the system clock showing 3:44 PM on 2011.

Commercial Tax Department UK e-Registration - Windows Internet Explorer

https://comtaxappluk.gov.in/Registration/e-regHome.aspx

File Edit View Favorites Tools Help

Home

E-REGISTRATION APPLICATION FOR DEALERS
Commercial Tax Department - Government Of Uttarakhand

उत्तराखण्ड शासन

New E-Registration Application ▶ Modify Application Know your Application Status Print Application ▶ Back To Menu

Apply Online
Apply Offline ▶ Instructions to fill Offline E-Registration Form
Download Offline E-Registration Form
Upload Generated MS-Excel file

E-registration Process Flow
Online e-Registration Instruction Manual
Know Sector

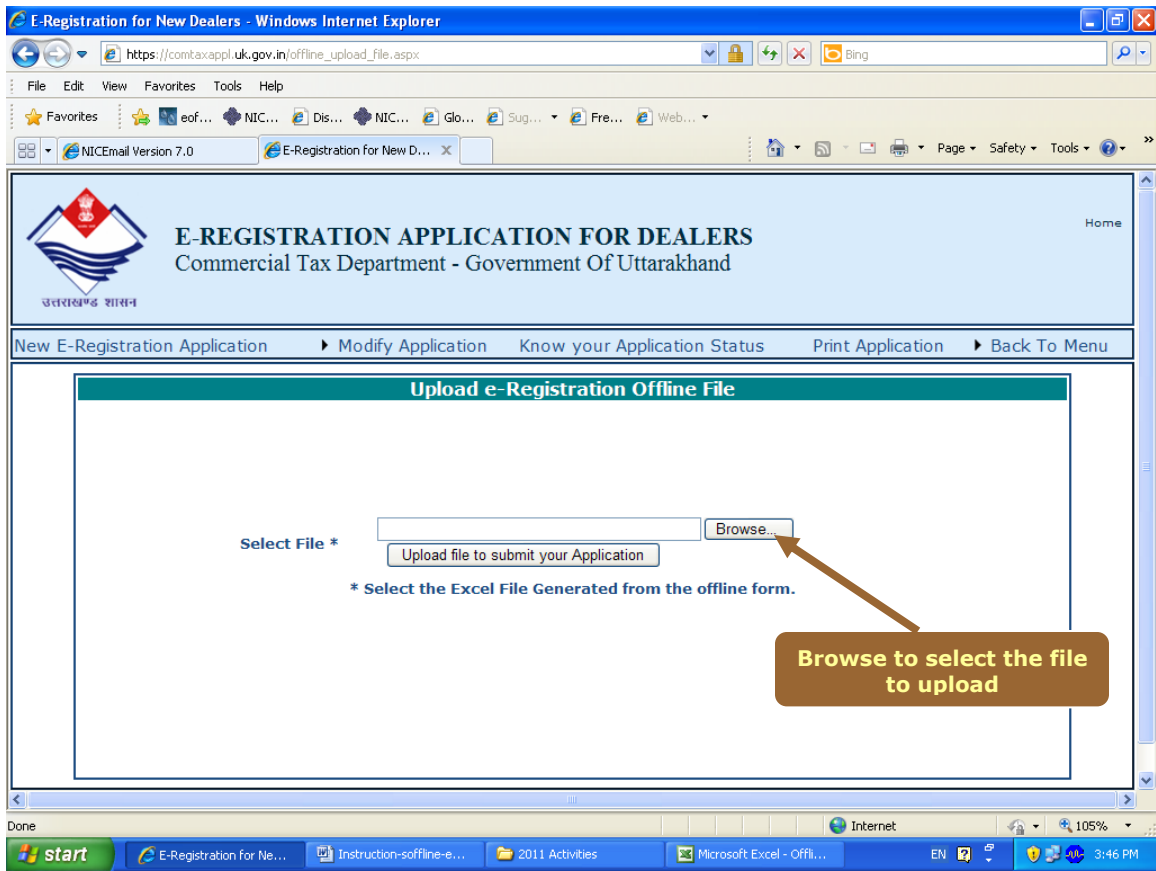
Instructions To Fill e-Registration Application Form

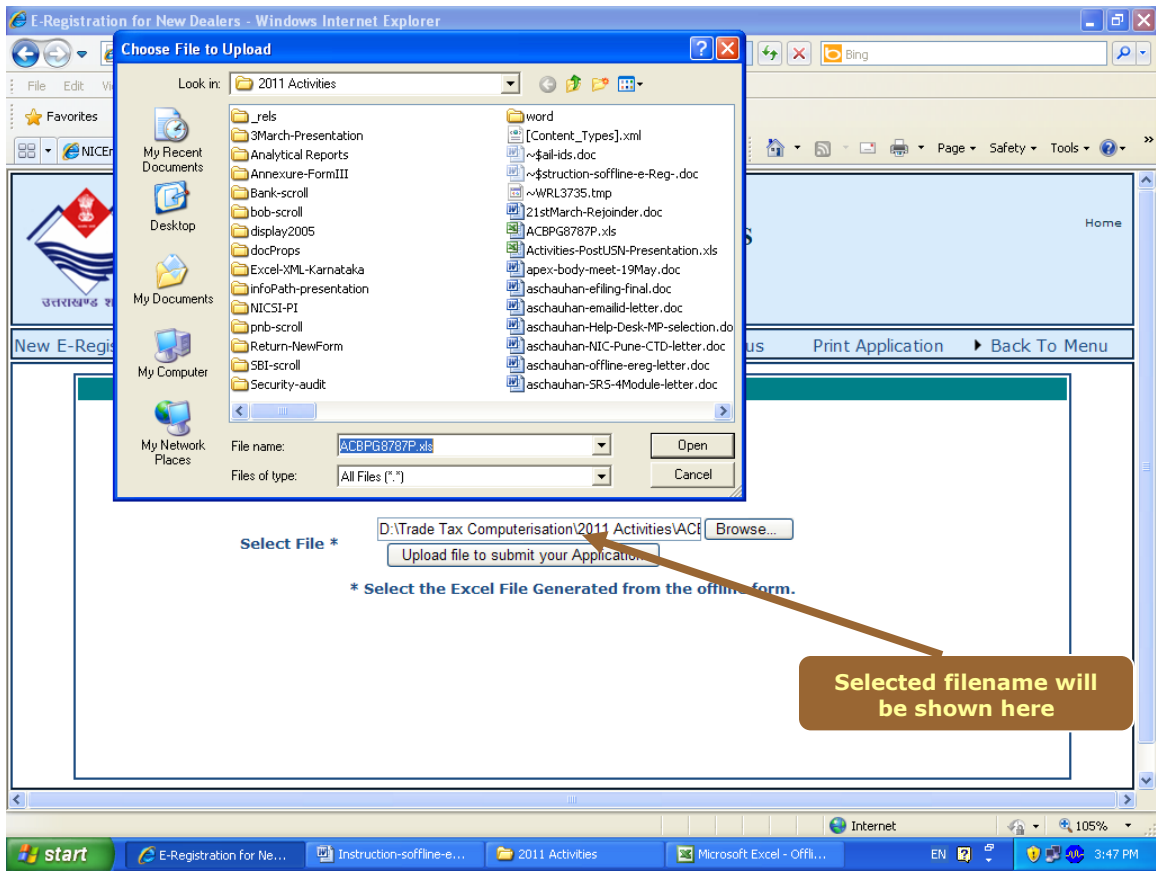
- The filing of e-Registration Application for dealer is divided into two parts.
- **PAN of business is the mandatory requirement for online application.**
- The fields with back colour as 'yellow' are mandatory.
- The application-Id will be generated on filing first part of the application.
- Remaining parts viz. Part-II, Part-III and Part-IV can be filled after generating application-Id.
- All documents to be submitted can be uploaded (Optional) in the form of pdf file. All documents including manual receipt of challan should be scanned in a single file in black and white with resolution as 200 dpi.
- Annexure-1 or Annexure-2, as the case may be, should be filled in Part IV of the application form.
- Photo image can be uploaded in each of the Annexure. (Optional)
- All parts except Part I can be modified before final submission of the application.
- Applicant can check the application status at any time after submission of the application.
- **SMS will be sent to the registered mobile number after final submission and at the time of disposal (Tin Grant / Rejection) of application.**

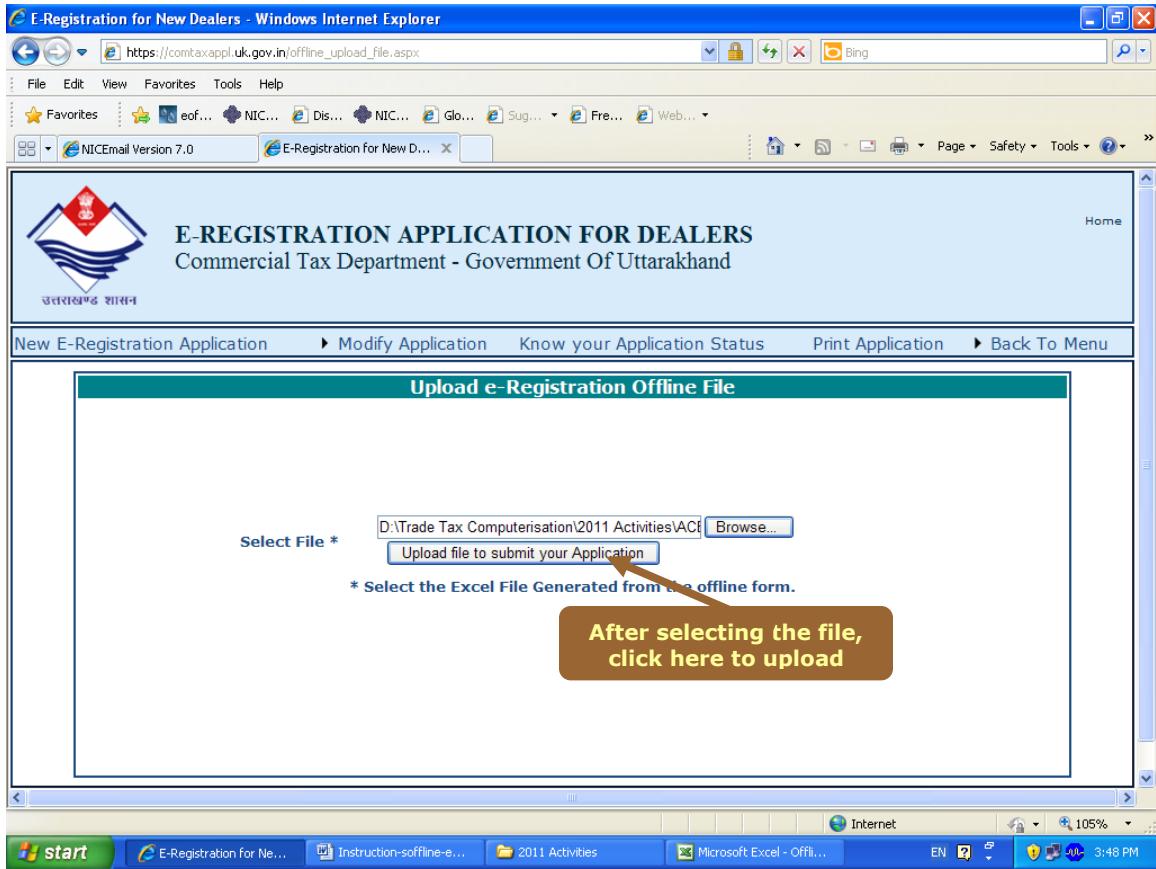
Click here to upload offline e-Registration Form saved on your computer

https://comtaxappluk.gov.in/offline_upload_file.aspx

start Commercial Tax Depa... Instruction-soffline-e... 2011 Activities Microsoft Excel - Offli... EN 3:44 PM







Step-4: Print e-Registration application by giving application no. (PAN) from the CTD website.

The printout of the uploaded application can be taken by using following option.

