

NEW REGISTRATION PROCESS – Guideline for Users

The registration process for new applicants desiring to obtain registration under OVAT ACT, CST Act or OET Act has been simplified and a completely new process has been introduced. The new process provides for a time slot based registration disposal system and is compliant with the provisions under the Odisha Right to Public Services Act, 2012. It is required that all the applications for new registration are made only electronically and the manual process is dispensed herewith.

While the existing process of applying for registration electronically has not been changed, a few steps have been added to the same process to provide more effective and time bound service to the applicant and also to reduce the overall turn-around time for the applicant.

The new process also clearly defines the set of documents required for issue of registration certificate for a new applicant. It requires the applicant to produce the signed copy of the application form in VAT 101 (which will be printable from the portal after successful submission of the application electronically) along with required documents at the concerned circle on the pre-scheduled date and time.

In order to further facilitate the new process, Help Desks are being set up at all the circles and the applicants are required to approach the help Desks at the concerned circle with the above documents as per the pre-scheduled date and time. There is no need on part of the applicant to meet the officials at the circle office directly to submit their application.

All the supporting documents required to be submitted by the new applicant will now be scanned by the Help Desk after verification by the officials manning the Help Desks. After scanning, the original documents produced by new applicant will be returned by the official except the printed and signed copy of the application and the proof of payment of processing fee, if any.

A photograph will also be taken by the system at the Help Desk while the applicant / dealer / authorised person presents the documents on the pre-scheduled appointment date / time. The system has been developed accordingly.

Once an applicant submits all the required documents in the above manner at the Help Desk, the application for new registration will be disposed of by the concerned circle within the given time limit under the ORTPS Act, as mention on the website of the Commercial Tax Department, Odisha (<https://odishatax.gov.in>).

The steps for applying for new registration is given below:

1. Go to our portal at <https://odishatax.gov.in/portal> or from our website at odishatax.gov.in and then clicking on the link to our portal. The following page will open



2. Click on e-registration and the following page will open.

3. Enter the details as given above like email ID, PAN and select a secret question with its answer (this has to be remembered / noted by the applicant for future reference) and select the appropriate act under which registration is required.

4. After entering these details, the “*captcha*” as it appears has to be entered in the given space and then the applicant has to click on the “Submit” button.
5. The system verifies the information and if they are found correct, it will automatically send a link to the given email ID for verification of the mail account and a message will be displayed as shown below.



6. The email will have a link back to the CTD portal and after clicking on the said link, the applicant will reach the following page where the applicant will be required to fill up the blank application form for registration as shown below.



HOME

IMPORTANT: DO NOT OPEN MORE THAN ONE BROWSER AT A TIME

Fields marked with * are mandatory

VAT

1-5 6-21 22-31 CheckList Documents

Registration For VAT

1. Name Of the Business * Dealer Type * --Select One--

Name of the Owner of Business Name of Father /Husband

2. Address of the Principal place or Place of business

Village/Holding No * Circle Office * --Select Office--

Locality/Ward * Town/City *

Post Office Police Station

District * Pin code

Phone No Fax No

Email

3. Occupancy Status of the Place of Business --Select One-- If Others Specify

4. Status of the Business --Select One-- If Others Specify

5. Nature of Business Activity

- Agriculture
- Catering
- Combination of any two or more
- Execution of Works Contract/Import
- Export
- General Merchandise
- Generation and distribution of electricity

Save Confirm Cancel

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7. As can be seen above, there are four tabs (shown as 1-5, 6-21 and 22-31 and a check list documents) which are required to be filled up, as applicable, by the applicant.
8. Once the details are filled up successfully, the applicant now needs to save the application form and then click on “Confirm” to proceed to the next step.
9. Once the “Confirm” button is clicked, the system will ask to make sure that the applicant needs to send the application by showing the following dialogue box.

VAT

1-5 6-21 22-31 CheckList Documents

Registration For VAT

1. Name Of the Business * Biswajit Das Dealer Type * Regular

Name of the Owner of Business Name of Father /Husband

2. Address of the Principal place or Place of business

Village/Holding No * a Circle Office * Bhubaneswar II

Locality/Ward * a Town/City * a

Post Office a Police Station

District * a

Phone No

Email

3. Occupancy Status of the Place of Business Free If Others Specify

4. Status of the Business Co-Operative Society If Others Specify

5. Nature of Business Activity

- Agriculture
- Catering
- Combination of any two or more
- Execution of Works Contract/Import
- Export
- General Merchandise
- Generation and distribution of electricity

Save Confirm Cancel

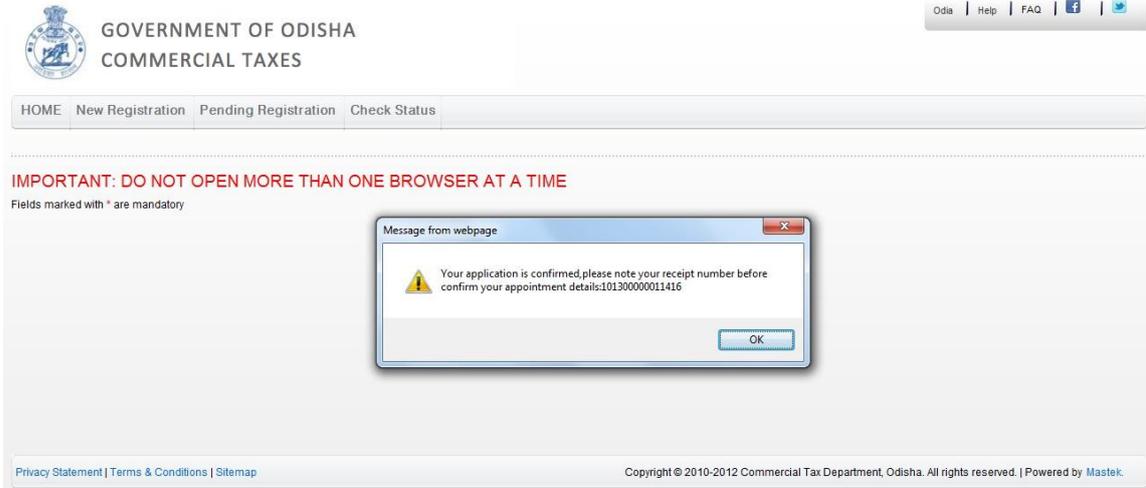
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Message from webpage

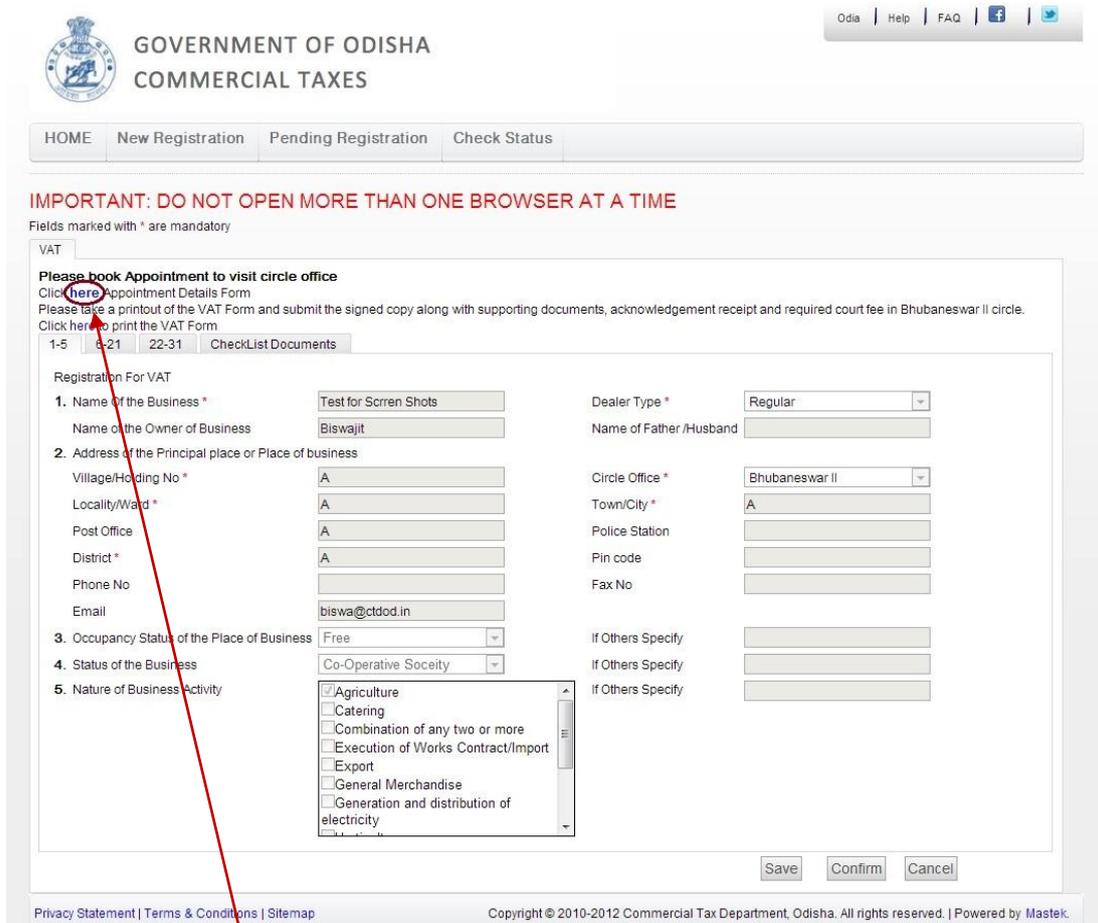
Once confirmed changes won't be allowed to the application. Are you sure you want to confirm?

OK Cancel

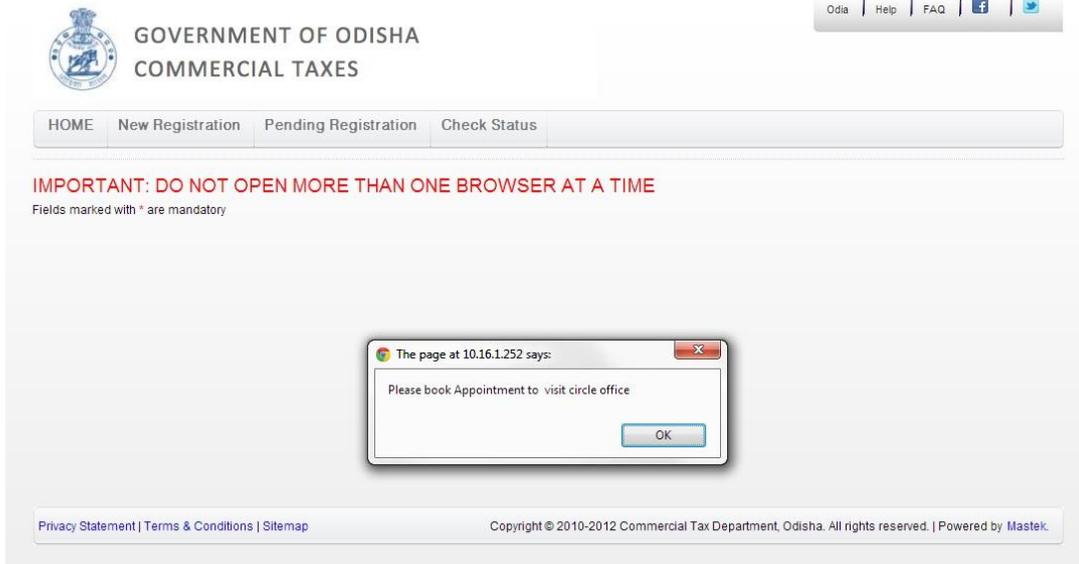
10. Once the applicant clicks on “OK” above, a reference number for the application is generated and a dialogue box is shown to the applicant as shown below.



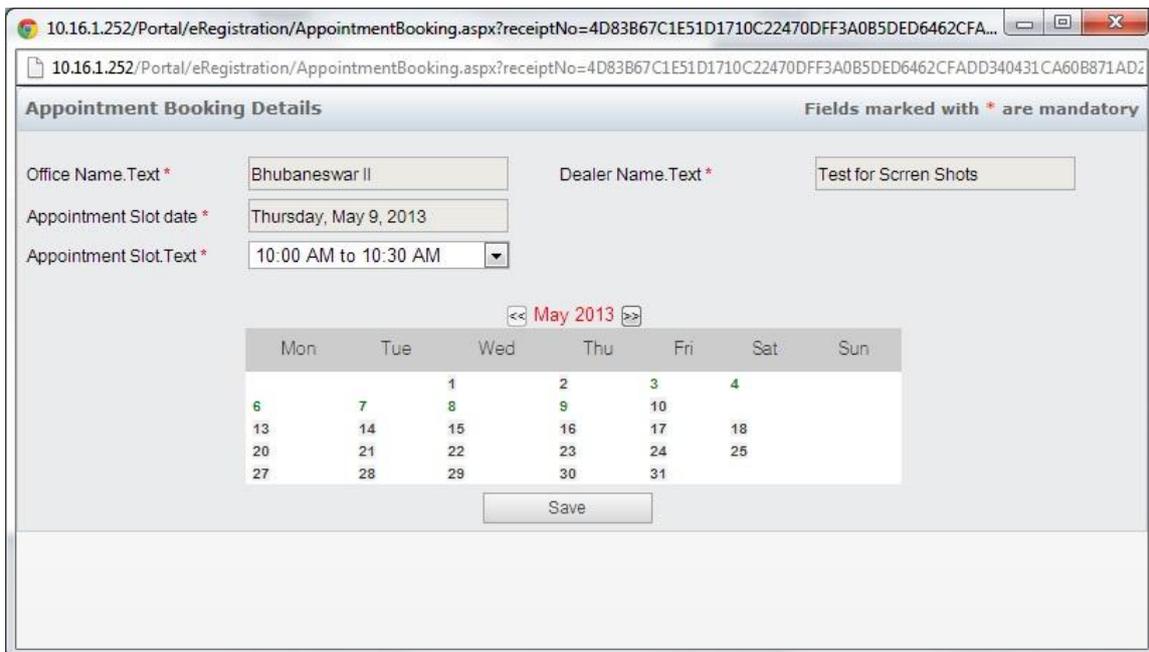
11. After this stage, the system will the display the following screen to go to the “Appointment” selection process.



12. Clicking on the link above will display the dialogue box as shown below.



13. Click “OK” and the system will display the screen where the appointment date is to be selected by the applicant.

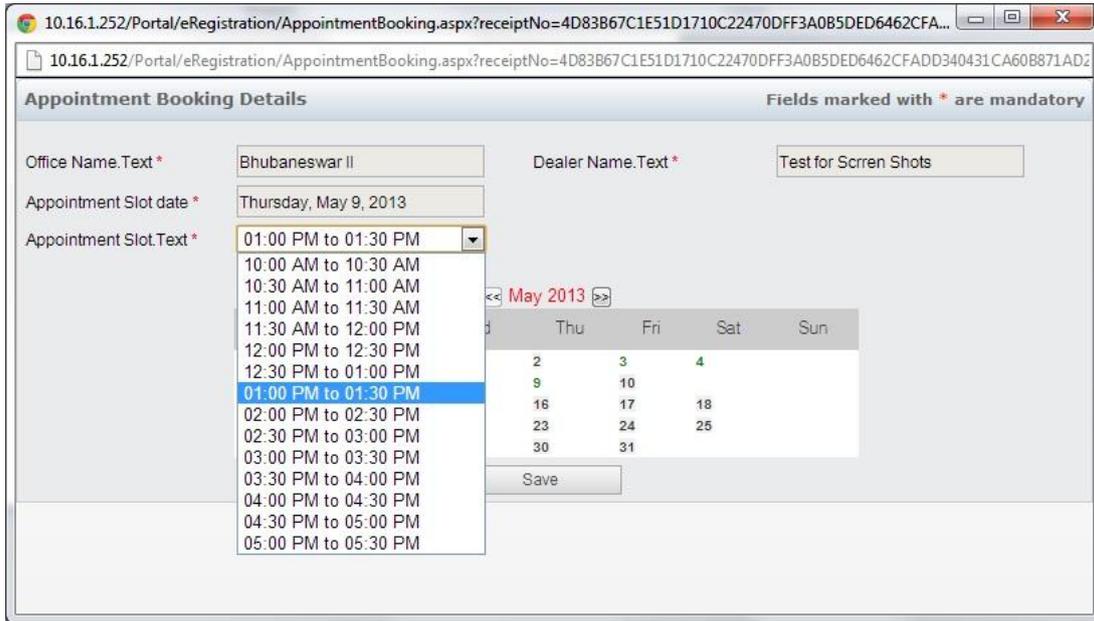


14. In this screen, a calendar will be shown to the applicant with coloured dates in a month. Each date is further divided into several timeslots of 30 minutes each. Please note that the colours indicate the following:

- Grey colour dates - No free time is available
- Green colour dates - Free timeslots are available
- Red colour dates - Public / Declared holidays

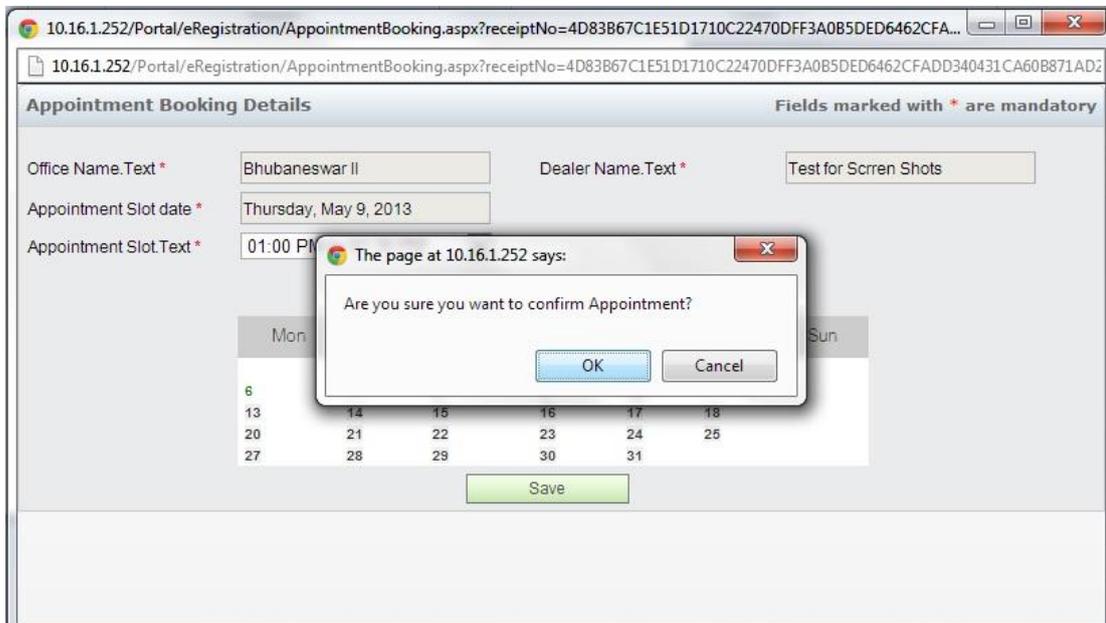
15. Usually, the applicant will be required to select an appoint within next seven working days. In case, no free slot is available within the next seven days, then only the applicant should

choose a time in the next seven days. Once the date is selected, time slots (of 30 minutes each) in available during those days in the drop down box as shown below.



16. The applicant has to select a preferable time slot from the available time slots during that day and after selecting the time slot of his choice, the applicant will “Save” the choice by clicking on the “Save” button.

17. Once the “save” button is clicked, the system will display a confirmation message as shown below.



18. The applicant has the option of clicking on “Cancel” button above and to go back to change the time slot or date, if he so desires. However, once the applicant confirms the saving by clicking on the “OK” button above, the system will save the time slot so chosen and show another dialogue box to the applicant to go to print the VAT 101 Form, as shown below.

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GOVERNMENT OF ODISHA
COMMERCIAL TAXES

[HOME](#) | [New Registration](#) | [Pending Registration](#) | [Check Status](#)

IMPORTANT: DO NOT OPEN MORE THAN ONE BROWSER AT A TIME

Fields marked with * are mandatory

VAT

Please book Appointment to visit circle office
 Click [here](#) Appointment Details Form
 Please take a printout of the VAT Form and submit the signed copy along with supporting documents, acknowledgement receipt and required court fee in Bhubaneswar II circle.
 Click [here](#) to print the VAT Form

1-5 | **16-21** | 22-31 | [CheckList Documents](#)

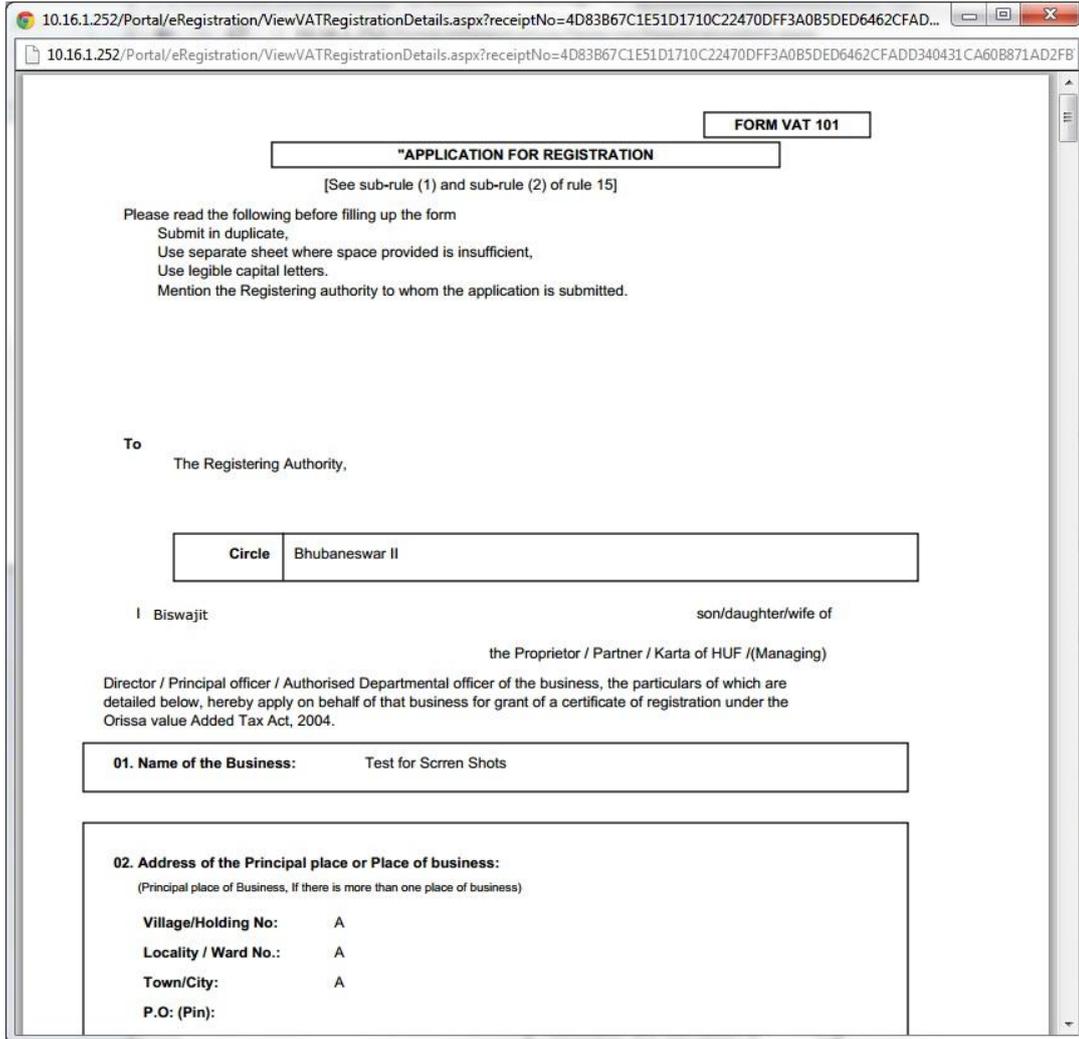
Registration For VAT

1. Name Of the Business *	<input type="text" value="Test for Screen Shots"/>	Dealer Type *	<input type="text" value="Regular"/>
Name of the Owner of Business	<input type="text" value="Biswajit"/>	Name of Father /Husband	<input type="text"/>
2. Address of the Principal place or Place of business			
Village/Holding No	<input type="text" value="A"/>	Circle Office *	<input type="text" value="Bhubaneswar II"/>
Locality/Ward *	<input type="text" value="A"/>	Town/City *	<input type="text" value="A"/>
Post Office	<input type="text" value="A"/>	Police Station	<input type="text"/>
District *	<input type="text" value="A"/>	Pin code	<input type="text"/>
Phone No	<input type="text"/>	Fax No	<input type="text"/>
Email	<input type="text" value="biswa@ctdod.in"/>		
3. Occupancy Status of the Place of Business	<input type="text" value="Free"/>	If Others Specify	<input type="text"/>
4. Status of the Business	<input type="text" value="Co-Operative Soceity"/>	If Others Specify	<input type="text"/>
5. Nature of Business Activity	<input type="checkbox"/> Agriculture <input type="checkbox"/> Catering <input type="checkbox"/> Combination of any two or more <input type="checkbox"/> Execution of Works Contract/Import <input type="checkbox"/> Export <input type="checkbox"/> General Merchandise <input type="checkbox"/> Generation and distribution of electricity <input type="checkbox"/> ...		

| |

javascript: doPostBack('ctl00\$ContentPlaceHolder_Content\$TabContainer\$TabForVat\$TabVATRegistration\$btnPrintForm',''); | Tax Department, Odisha. All rights reserved. | Powered by Mastek.

19. The applicant will have to click on the link shown above to print the VAT 101 form. Once the applicant clicks on the link, the system will generate the form VAT 101 as shown below.



FORM VAT 101

"APPLICATION FOR REGISTRATION"

[See sub-rule (1) and sub-rule (2) of rule 15]

Please read the following before filling up the form
 Submit in duplicate,
 Use separate sheet where space provided is insufficient,
 Use legible capital letters.
 Mention the Registering authority to whom the application is submitted.

To
 The Registering Authority,

Circle	Bhubaneswar II
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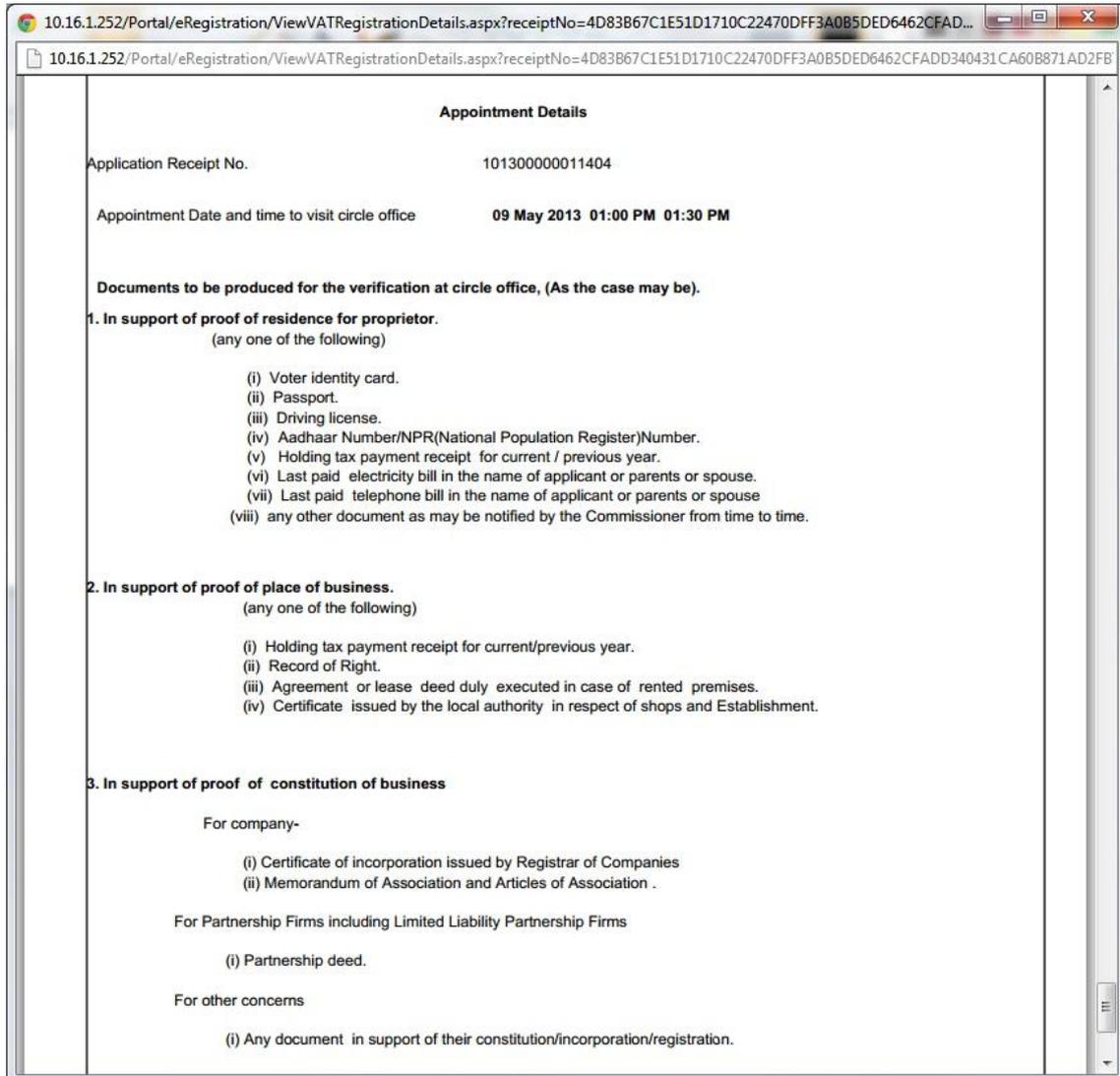
I Biswajit _____ son/daughter/wife of _____
 the Proprietor / Partner / Karta of HUF /(Managing)

Director / Principal officer / Authorised Departmental officer of the business, the particulars of which are detailed below, hereby apply on behalf of that business for grant of a certificate of registration under the Orissa value Added Tax Act, 2004.

01. Name of the Business:	Test for Screen Shots
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02. Address of the Principal place or Place of business: <small>(Principal place of Business, If there is more than one place of business)</small>	
Village/Holding No:	A
Locality / Ward No.:	A
Town/City:	A
P.O: (Pin):	

20. Please note that the form VAT 101 is a multi-page document which needs to be PRINTED and SIGNED by the applicant. This signed form also has to be submitted by the applicant at the selected circle office on the selected appointment date / time. The form VAT 101 will also have the appointment details page along with the list of documents to be produced at the end of it. A sample is shown below.



Appointment Details

Application Receipt No. 10130000011404

Appointment Date and time to visit circle office **09 May 2013 01:00 PM 01:30 PM**

Documents to be produced for the verification at circle office, (As the case may be).

1. In support of proof of residence for proprietor.
(any one of the following)

- (i) Voter identity card.
- (ii) Passport.
- (iii) Driving license.
- (iv) Aadhaar Number/NPR(National Population Register)Number.
- (v) Holding tax payment receipt for current / previous year.
- (vi) Last paid electricity bill in the name of applicant or parents or spouse.
- (vii) Last paid telephone bill in the name of applicant or parents or spouse
- (viii) any other document as may be notified by the Commissioner from time to time.

2. In support of proof of place of business.
(any one of the following)

- (i) Holding tax payment receipt for current/previous year.
- (ii) Record of Right.
- (iii) Agreement or lease deed duly executed in case of rented premises.
- (iv) Certificate issued by the local authority in respect of shops and Establishment.

3. In support of proof of constitution of business

For company-

- (i) Certificate of incorporation issued by Registrar of Companies
- (ii) Memorandum of Association and Articles of Association .

For Partnership Firms including Limited Liability Partnership Firms

- (i) Partnership deed.

For other concerns

- (i) Any document in support of their constitution/incorporation/registration.

21. The applicant needs to be present on the selected appointment date / time at the selected circle office Help Desk with the required documents for verification and further processing.
22. If the applicant is not able to make it to the circle office on the pre-scheduled appointment date and time, the time slot will be released by the system and an intimation will be sent to the applicant through email to select another date and time as per the convenience of the applicant. The applicant has to repeat the steps from Sl. 11 to the end as shown above.
23. Such option will be available for a **maximum of two times** after which, the applicant will have to make the application afresh.
24. Once all the documents are verified, scanned, photograph is taken at the Help Desk, the documents will be processed by the system and an acknowledgement under the Odisha Right to Public Services Act, 2012 (Form I) will be generated by the system and will be handed over to the applicant showing the date by which the application for registration will be disposed off by the concerned registering Authority.



25. After the application is disposed off by the Registering Authority, intimation (through email / SMS) will be sent to the applicant accordingly.

For any further queries / help, please contact the concerned Circle Office or call the toll free number at 1800 345 6753.

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