

## 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](https://odishatax.gov.in) and then clicking on the link to our portal. The following page will open

**CTD ODISHA eServices**

**Dealer Login**

TIN / SRIN \*

Password \*

[Forgot Password](#)

**Services:**

- [e-Waybill \(Consignor\)](#)
- [Downloads](#)
- [e-Registration](#) (circled in red)
- [e-Payment](#)
- [Form Search](#)
- [e-Transit Pass](#)

*simplifying service delivery*

Please generate the receipt of last return filed (if not generated successfully) from Check status section of return. In case of any discrepancy in payment details, please contact the Technical support or Toll Free no.

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

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Home > e-Registration

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

**New User Registration Form** Fields marked with \* are mandatory

Email Id \* :


Confirm Email Id \* :

PAN \* :

Select Act \* : ☐ VAT ☐ CST ☐ ET

Security Question \* :

Answer \* :

Word Verification \* 

Type the characters you see in the picture above.

1. Please note down your Email Id, PAN, Security Question and Answer, it will be required during activation of your account.  
2. Enter an existing Email Id. Do not provide Email Id before creating the Email account.


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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.



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**HOME**

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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

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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.



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**HOME**

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Fields marked with \* are mandatory

VAT

1-5   6-21   22-31   CheckList Documents

Registration For VAT

1. Name Of the Business \*  Dealer Type \*

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 \*

Locality/Ward \*  Town/City \*

Post Office  Police Station

District \*  Pin code

Phone No  Fax No

Email

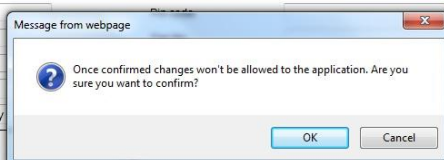
3. Occupancy Status of the Place of Business  If Others Specify

4. Status of the Business  If Others Specify

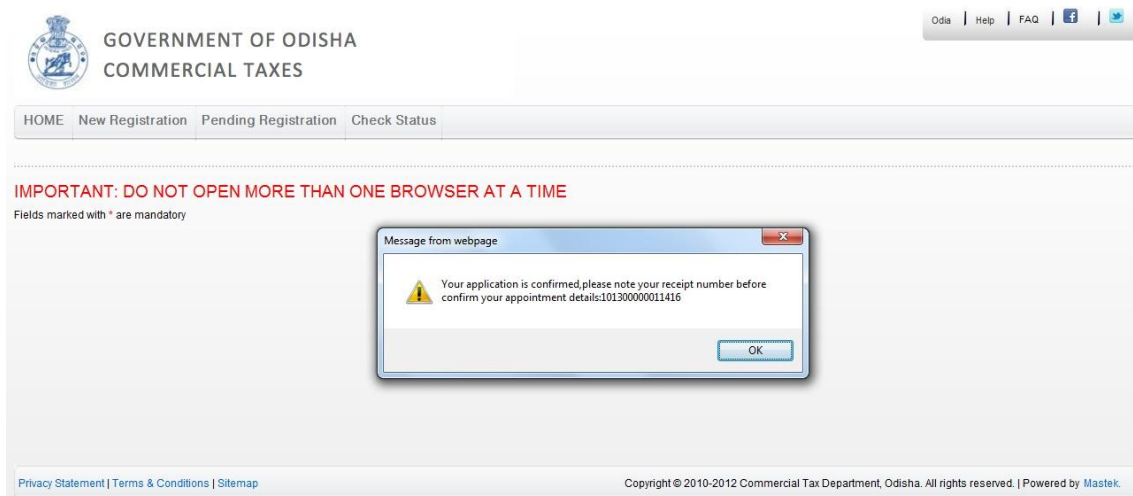
5. Nature of Business Activity

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

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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.



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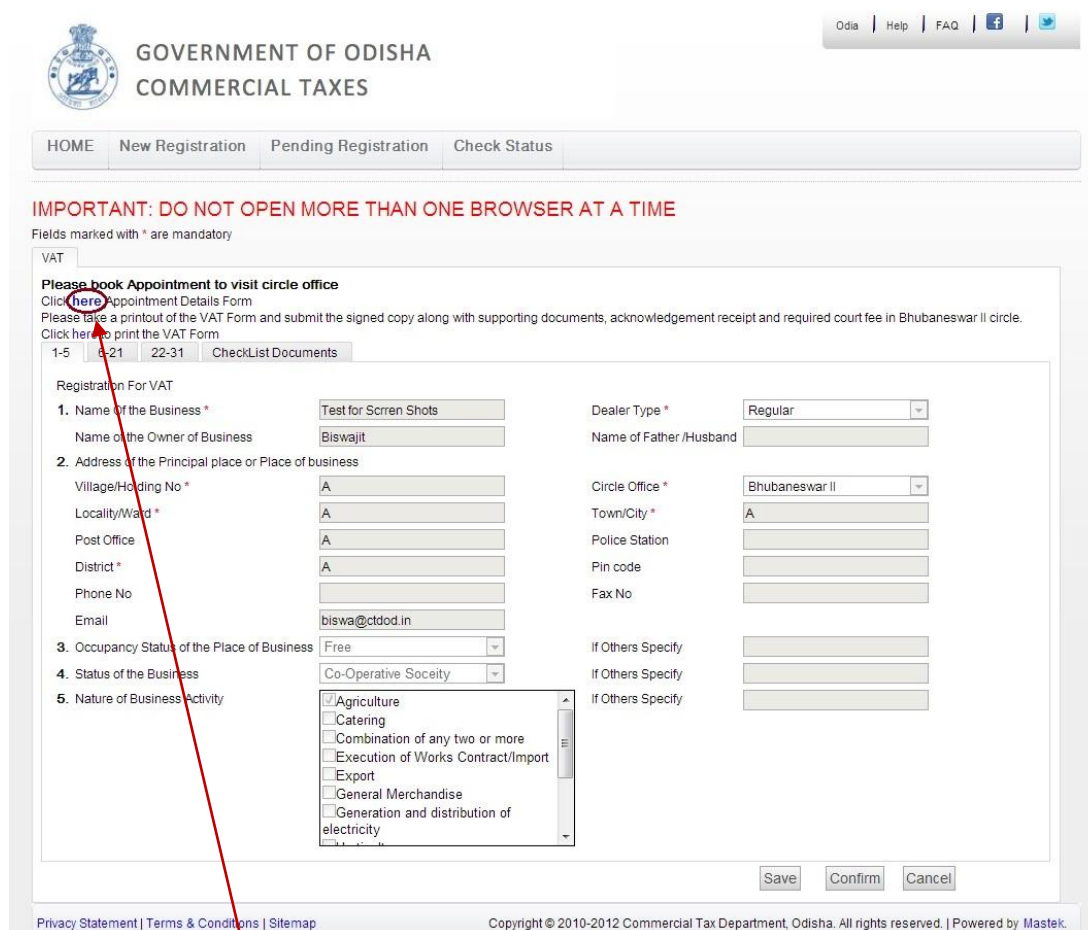
HOME New Registration Pending Registration Check Status

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Fields marked with \* are mandatory

Message from webpage  
Your application is confirmed, please note your receipt number before confirm your appointment details: 101300000011416  
OK

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



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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 1-21 22-31 CheckList Documents

Registration For VAT


1. Name of the Business \* Test for Screen Shots  
Name of the Owner of Business Biswajit  
2. Address of the Principal place or Place of business  
Village/Holding No \* A  
Locality/Ward \* A  
Post Office A  
District \* A  
Phone No  
Email biswa@ctdod.in  
3. Occupancy Status of the Place of Business Free  
4. Status of the Business Co-Operative Society  
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

Dealer Type \* Regular  
Name of Father /Husband  
Circle Office \* Bhubaneswar II  
Town/City \* A  
Police Station  
Pin code  
Fax No  
If Others Specify  
If Others Specify  
If Others Specify

Save Confirm Cancel

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



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

Fields marked with \* are mandatory

The page at 10.16.1.252 says:

Please book Appointment to visit circle office

[OK](#)

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

10.16.1.252/Portal/eRegistration/AppointmentBooking.aspx?receiptNo=4D83B67C1E51D1710C22470DFF3A0B5DED6462CFA...

10.16.1.252/Portal/eRegistration/AppointmentBooking.aspx?receiptNo=4D83B67C1E51D1710C22470DFF3A0B5DED6462CFADD340431CA60B871AD2

**Appointment Booking Details** Fields marked with \* are mandatory

Office Name.Text \*

Appointment Slot date \*

Appointment Slot.Text \*

Dealer Name.Text \*

[<<](#) May 2013 [>>](#)

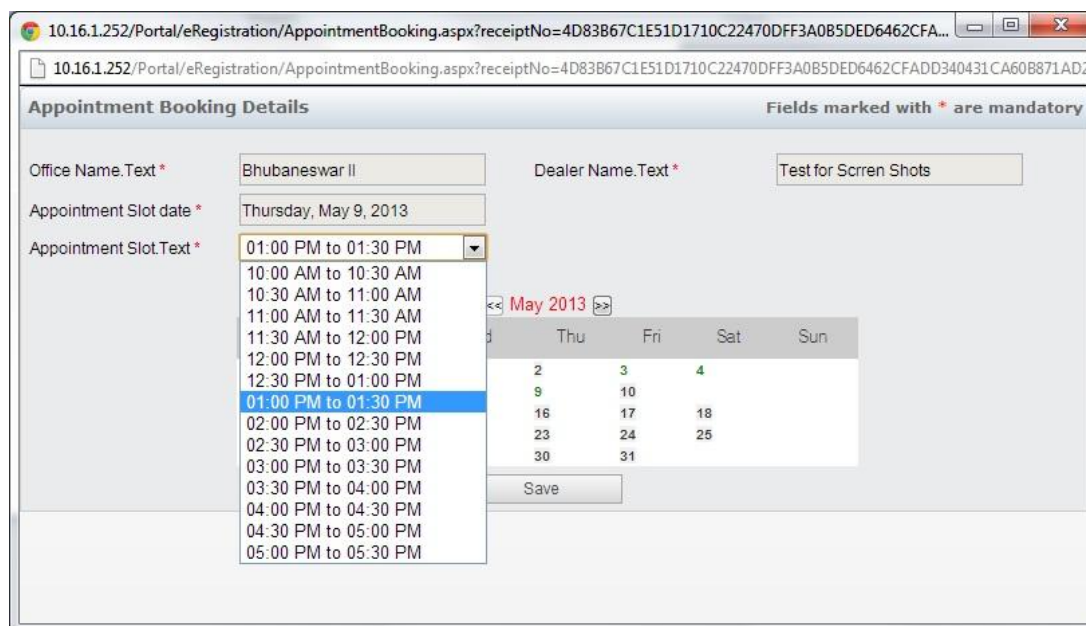
Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	
6	7	8	9	10		
13	14	15	16	17	18	
20	21	22	23	24	25	
27	28	29	30	31		

[Save](#)

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.



Appointment Booking Details

Fields marked with \* are mandatory

Office Name.Text \* Bhubaneswar II

Dealer Name.Text \* Test for Screen Shots

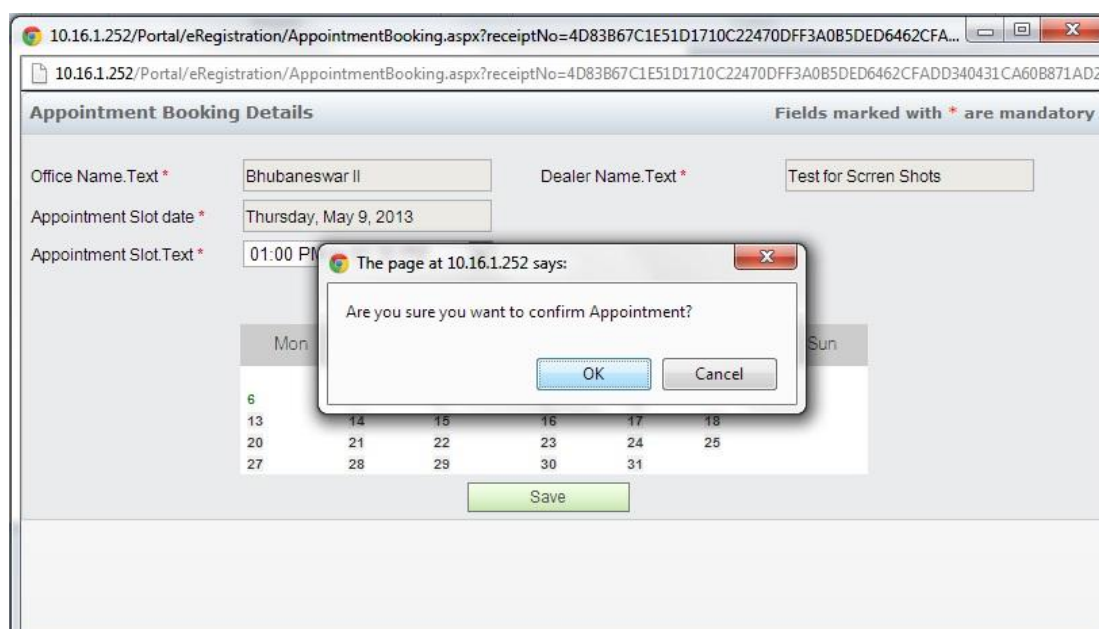
Appointment Slot date \* Thursday, May 9, 2013

Appointment Slot.Text \* 01:00 PM to 01:30 PM

Save

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.



Appointment Booking Details

Fields marked with \* are mandatory

Office Name.Text \* Bhubaneswar II

Dealer Name.Text \* Test for Screen Shots

Appointment Slot date \* Thursday, May 9, 2013

Appointment Slot.Text \* 01:00 PM


Save

The page at 10.16.1.252 says:

Are you sure you want to confirm Appointment?

OK Cancel

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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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 | **6-21** | 22-31 | [CheckList Documents](#)

Registration For VAT

1. Name Of the Business \*

Name of the Owner of Business

2. Address of the Principal place or Place of business

Village/Holding No

Locality/Ward \*

Post Office

District \*

Phone No

Email

3. Occupancy Status of the Place of Business

4. Status of the Business

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  
☐ ...

Dealer Type \*

Name of Father /Husband

Circle Office \*

Town/City \*

Police Station

Pin code

Fax No

If Others Specify

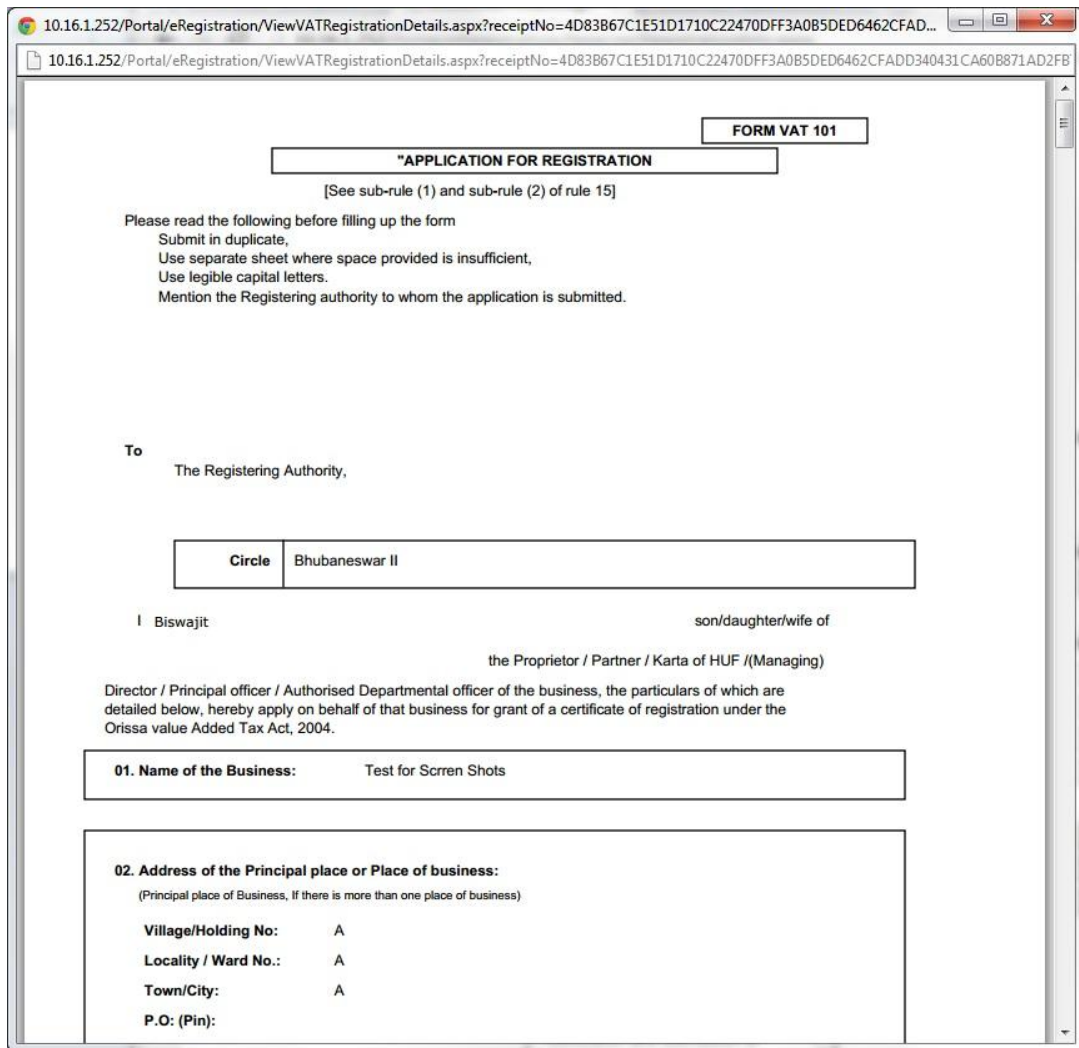
If Others Specify

If Others Specify

javascript: \_\_doPostBack('ctl00\$ContentPlaceHolder\_Content\$TabContainer\$TabForVat\$VATRegistration\$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.





10.16.1.252/Portal/eRegistration/ViewVATRegistrationDetails.aspx?receiptNo=4D83B67C1E51D1710C22470DFF3A085DED6462CFAD...

10.16.1.252/Portal/eRegistration/ViewVATRegistrationDetails.aspx?receiptNo=4D83B67C1E51D1710C22470DFF3A085DED6462CFADD340431CA608871AD2FB

**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

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

**02. Address of the Principal place or Place of business:**  
 (Principal place of Business, If there is more than one place of business)

**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.

10.16.1.252/Portal/eRegistration/ViewVATRegistrationDetails.aspx?receiptNo=4D83B67C1E51D1710C22470DFF3A0B5DED6462CFAD...  
 10.16.1.252/Portal/eRegistration/ViewVATRegistrationDetails.aspx?receiptNo=4D83B67C1E51D1710C22470DFF3A0B5DED6462CFAD340431CA60B871AD2FB

**Appointment Details**

Application Receipt No. 101300000011404

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.

--: END :-