

User Manual

e-Registration

VAT & CST

for
(Dealers / Inspector / Superintendents)

ArunTax Project

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Chapter#1 VAT

Dealer User

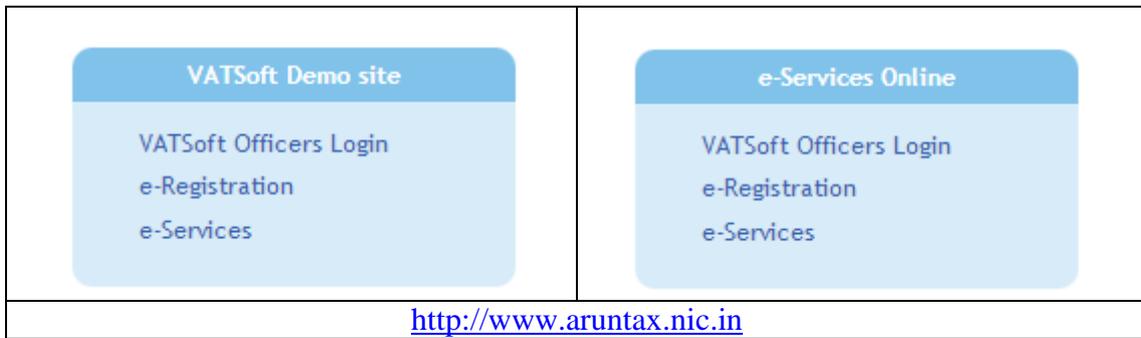


Fig-1

Click on the e-Registration link. The following page is displayed. There are five options in the VAT Registration homepage, and they are:

1. e-Registration for VAT
2. e-Registration Payment
3. e-Registration Status
4. Application Form Print
5. Search Acknowledgement No.

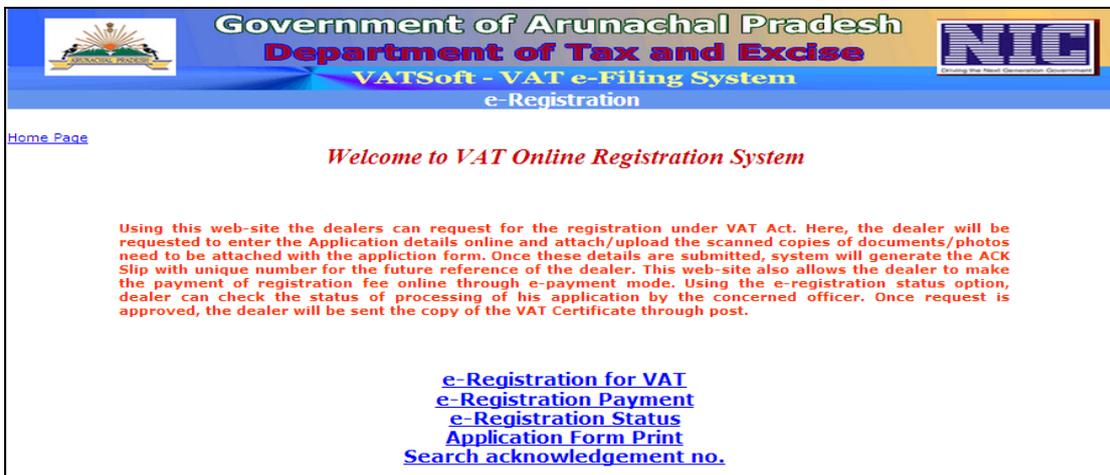


Fig-2

Click on the first link, 'e-Registration for VAT'. The following screen (Form RF-01) is displayed. e-Registration for VAT form has nine steps, which are listed-out in the left-hand top corner section of the form. The middle section of the form categorises the Mandatory and Optional documents list. Nothing is to be done in this page (Cover Page), so just click on the 'Next' button.

The image shows the 'Form RF-01 - Cover Page' of the VAT Online Registration System. The page is titled 'Government of Arunachal Pradesh Department of Tax and Excise VATSoft - VAT e-Filing System e-Registration'. On the left side, there is a navigation menu with the following items: 'MainBaan', 'Form RF-01 - Cover Page', 'Form RF-01 (1-10)', 'Form RF-01 (11-14)', 'Bank Info', 'CLS-16) Additional Business Places (17-20) Business Partner details', '21. Commodity Documents', and 'Finish'. The main content area is titled 'Form RF-01 - Cover Page Checklist of Supporting Documents'. It contains a section 'Please tick as applicable' with two sub-sections: 'Mandatory Supporting Documents' and 'Optional Supporting Documents (For reduction in Security Amount)'. The 'Mandatory Supporting Documents' section includes: 'Annexures of the Form duly filled in (in case any of the annexures is not applicable, please mention the same)', 'Proof of incorporation of the applicant dealer i.e. Copy of deed of constitution (partnership deed (if any), certificate of registration under the Societies Act, Trust deed, Memorandum and Articles of Association etc) duly certified by the authorised signatory', 'Proof of identity of authorised signatory signing the Registration Application Form', and 'Proof of Security'. The 'Optional Supporting Documents' section includes: 'Proof of ownership of principle place of business', 'Proof of ownership of residential property by proprietor/ managing partner', 'Copy of passport of proprietor/ managing partner', 'Copy of Permanent Account Number in the name of the business allotted by the Income Tax Department', 'Copy of last electricity bill (The bill should be in the name of the business and for the address specified as the main place of business in the registration form)', and 'Trading License issued by competent authority'. Below these sections is a section titled 'Reasons for Rejection (For Office Use Only)' with a 'Please tick as applicable' section containing two options: 'Not attached Mandatory Supporting Document(s) _____' and 'Other _____'. At the bottom left of the form is a 'Next' button. The footer of the page reads '©National Informatics Centre'.

Fig-3 (RF-01 Cover page)

Government of Arunachal Pradesh
Department of Tax and Excise
VATSoft - VAT e-Filing System

MainPage ::e-Registration::

Form RF-01 – Cover Page
Form RF-01 (1-10)
Form RF-01 (11-14)
Bank Info
(15,16) Additional Business Places
(17-20) Business Partner details
21. Commodity Documents
Finish

PART(A)

1	Full Name of Applicant Dealer*	<input type="text"/>
	Date of Birth (DD/MM/YYYY)	<input type="text"/>
2	Trade Name*	<input type="text"/>
3	Nature of Business*	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Exporter <input type="checkbox"/> Other <input type="checkbox"/> Leasing <input type="checkbox"/> Distributor <input type="checkbox"/> <input type="checkbox"/> Wholesaler <input type="checkbox"/> Retailer <input type="checkbox"/> Works contractor <input type="checkbox"/> Interstate Seller <input type="checkbox"/> <input type="checkbox"/> Interstate Importer <input type="checkbox"/> Importer
4	Constitution of Business*	Select
5	Type of Registration*	Select
6	Annual Turnover Category : Select one	<input checked="" type="radio"/> Less than Rs 5 Lacs <input type="radio"/> Rs. 5 Lacs or above
	(a) Turnover in preceding Financial Year	<input type="text"/>
	(b) Expected turnover in the current financial year	<input type="text"/>
8	Date from which liable for registration under Arunachal Pradesh Goods Tax act,2005*	<input type="text"/> (DD/MM/YYYY)
9	Permanent Account Number of the applicant dealer (PAN)*	<input type="text"/>
10	Registration number under Central Excise (if applicable)	<input type="text"/>
	Frequency of filing returns	<input checked="" type="radio"/> Monthly <input type="radio"/> Quarterly

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Fig-4 (RF-01 PartA)

In the above figure, all the labels with ‘*’ are mandatory fields. Fill-up the form and click on the ‘Next’ button. The ‘Nature of Business’ field has following options. Single or Multiple selections can be made.

Manufacturer Exporter Other Leasing Distributor Wholesaler Retailer
 Works contractor Interstate Seller Interstate Importer Importer

Fig-5

The ‘Constitution of Business’ field has many options. And one option has to be selected. If option ‘Other’ is selected, then the detail has to be entered in a TextBox.

4 Constitution of Business* Others

Other, please specify details *

Fig-6

Next the ‘Number of Partner / Members’ field has to be mentioned. The details of the business partners have to be entered in partners’ detail form, Fig-16. For constitution of Business ‘Partnership’, there should be 1 Managing Partner and 4 partners.

Number of partners/members* 3

Please enter details of all partners/members in Form Partner Details

Fig-7

A typical filled-up form would look something like the form in Fig-8 below. Click on the ‘Next’ button to move to the next page (Part-B).

MainPage		.e-Registration.:	
Government of Arunachal Pradesh Department of Tax and Excise VATSoft - VAT e-Filing System			
PART(A)			
1	Full Name of Applicant Dealer*	DEBASISH NATH	
	Date of Birth (DD/MM/YYYY)	02/02/2013	
2	Trade Name*	GAGAN ENTERPRISES	
3	Nature of Business*	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Exporter <input type="checkbox"/> Other <input type="checkbox"/> Leasing <input type="checkbox"/> Distributor <input type="checkbox"/> <input checked="" type="checkbox"/> Wholesaler <input checked="" type="checkbox"/> Retailer <input type="checkbox"/> Works contractor <input type="checkbox"/> Interstate Seller <input type="checkbox"/> <input type="checkbox"/> Interstate Importer <input type="checkbox"/> Importer	
4	Constitution of Business*	Hindu Undivided Family	
	Number of partners/members*	3 <small>Please enter details of all partners/members in Form Partner Details</small>	
5	Type of Registration*	MANDATORY	
6	Annual Turnover Category : Select one	<input type="radio"/> Less than Rs 5 Lacs <input checked="" type="radio"/> Rs. 5 Lacs or above	
	(a) Turnover in preceding Financial Year	570000	
	(b) Expected turnover in the current financial year	600000	
8	Date from which liable for registration under Arunachal Pradesh Goods Tax act,2005*	01/02/2013 (DD/MM/YYYY)	
9	Permanent Account Number of the applicant dealer (PAN)*	TAPAS1234H	
10	Registration number under Central Excise (if applicable)		
	Frequency of filing returns	<input checked="" type="radio"/> Monthly <input type="radio"/> Quarterly	
Previous Next			
<small>@National Informatics Centre</small>			

Fig-8

To fill-up this form, Mobile and e-mail address is mandatory requirement. So, before registering for VAT dealership, please ensure that you have both and are working.

MainPage		.e-Registration.:	
Government of Arunachal Pradesh Department of Tax and Excise VATSoft - VAT e-Filing System			
PART(B)			
11 Principal place of business			
	Room/Flat/Premises No.	332	
	Building Name/ Market Name	RIBA COMPLEX	
	Town/Village*	NAHARLAGUN	
	District*	Papum Pare	
	PIN Code*	791110	
	Occupancy Status	Rented	
	Select Office*	Naharlagun Zonal Click here to know your VAT Office	
<small>If you have more than one place of business/factory/godown/warehouse, fill up form Additional Business Places</small>			
12 Address for service of notice			
	Building Name/ Market Name	RIBA COMPLEX	
	Town/ Village	NAHARLAGUN	
	District*	Papum Pare	State ARUNACHAL PRADESH
	PIN Code	791110	Country INDIA
13 Contact Details			
	Telephone		Mobile * 9436068201
	Fax		
	Email*	debasish3893@gmail.com	
<small>Please enter details of contact person in Form Business Partner Details</small>			
Previous Next			
<small>@National Informatics Centre</small>			

Fig-9 (part-B)

Select Office*	Select	Click here to know your VAT Office
----------------	--------	--

Fig-10

If you do not know the VAT office where you should apply, click on the ‘Click here to know your VAT office’ link. The form in Fig-11 will help you to know the detail of VAT offices in your district / locality.

Welcome to Office Search System

Using this web-site the public/dealer can see the details of the VAT Offices based on the search string .

Enter Search String

Office code	Office type	Office name	Office address	place	Division
21	V	All BondsNaharlagun	,	Papum Pare	
4	V	Naharlagun ZoneI	,	Papum Pare	

Fig-11

Click on the ‘Next’ button in Fig-9 and you get the following form where you have to enter your Bank detail (single or multiple).

Government of Arunachal Pradesh
Department of Tax and Excise
VATSoft - VAT e-Filing System

MainPage :.e-Registration.:

Form RF-01 – Cover Page
Form RF-01 (1-10)
Form RF-01 (11-14)
Bank Info
(15,16) Additional Business Places
(17-20) Business Partner details
21. Commodity Documents
Finish

Bank Details

Bank Name*	State Bank of India
Branch Name, Address*	NAHARLAGUN, G SECTOR
Account Number*	103331896543
Branch Code	3232
MICR Number	
Type of Account	Current Account

[+] Add [!] Updat [X] Delete

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Fig-12

Fill-up the upper section of the form and click ‘Add’ button to record your entry. After entering all your Bank Account related information, click on the ‘Next’ button to move to the next page (Fig-14).

Government of Arunachal Pradesh
Department of Tax and Excise
VATSoft - VAT e-Filing System

MainPage :.e-Registration.:

Form RF-01 – Cover Page
Form RF-01 (1-10)
Form RF-01 (11-14)
Bank Info
(15,16) Additional Business Places
(17-20) Business Partner details
21. Commodity Documents
Finish

Bank Details

Bank Name*	Select
Branch Name, Address*	
Account Number*	
Branch Code	
MICR Number	
Type of Account	Select

[+] Add [!] Updat [X] Delete

• Bank Details Inserted Successfully!

Bank	Branch	AccountNumber	TypeOfAccount	Branch Code
Select	State Bank of India	NAHARLAGUN, G SECTOR	103331896543	Current Account 3232

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Fig-13 (Bank Detail)

In Fig-14, select the Type of the additional place of business (Warehouse, Godown, Branch Office, Factory, Shop, Other)

MainPage ::e-Registration::

Form RF-01 – Cover Page
Form RF-01 (1-10)
Form RF-01 (11-14)
Bank Info (15,16)
Additional Business Places (17-20) Business Partner details
21. Commodity Documents
Finish

Additional Business Places/Factories/Godown/Warehouse/Offices

Name of the Applicant: DEBASISH NATH
Type: Select
Name*:
Building Name/ Market:
Area or Locality:
Town/ Village*:
Location of Business Place: Within State Outside State
State: ARUNACHAL PRADESH
District: Select
PIN Code*:
Telephone No.: EDR Date:
Registration No. of Branch:
Under State Act:
Under CST Act, 1958:
[+] Add [!] Update [X] Delete

• Details Inserted Successfully !

List of Business Places

Name	Street	Locality	Place	District	State	PIN	Phone No.	Amendment Date	RegNo. State Act	RegNo. CST Act	Bussiness Location	Branch Type
Select DEBASISH NATH GODOWN	NATH MANSION	E SECTOR	NAHARLAGUN	Papum Pare	ARUNACHAL PRADESH	791110		02/02/2013			Within State	Godown

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Fig-14 (additional place of business)

Location of Business Place: Within State Outside State
State: ARUNACHAL PRADESH

Fig-15

After entering the address of an addition place of business, click on the ‘Add’ button to record the entry. Data will be displayed in a DataGrid (Fig-14). In order to move to the next page, click on the ‘Next’ button.

Government of Arunachal Pradesh
Department of Tax and Exdse
VATSoft - VAT e-Filing System

MainPage ::e-Registration::

Form RF-01 – Cover Page
Form RF-01 (1-10)
Form RF-01 (11-14)
Bank Info (15,16)
Additional Business Places (17-20) Business Partner details
21. Commodity Documents
Finish

Business Partner details/Contact Person

Contact Person Partner Auth. Signatory Others

Name of the Person*:
Father's Name:
Date of Birth:
Partner Type/ Designation: Contact Person
Educational Qualification:
PAN No.:
Present Address:
Area or Locality:
Village/ Town/ City*:
Permanent Address:
Contact Details:
Tel No.:
Fax No.:
Email ID:
Extent of Interest in the Bussiness (%):
Electrolal Details:
Voters ID card No:
[+] Add [!] Update [X] Delete

List of Partner Details/Contact Person

Type	Name	Father Name	Street	Area	Place	Telephone	Date Of Birth
Select Partner	DEBASISH NATH		RIBA COMPLEX	NAHARLAGUN	9436068201		

Particulars of Interest in any other business(es) in India, if any.

Name of the Person:
Name and particulars of other business:
Complete Address of other business:
Registration Certificate Number:
[+] Add [!] Update [X] Delete

Particulars of all immovable property owned by or in which the person has any interest

Name of the Person:
Description of property:
Full address of the property:
Nature and extent of interest held in property:
[+] Add [!] Update [X] Delete

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Fig-16 (Business partner detail)

Particulars of Interest in any other business(es) in India, if any. should also be entered. Similarly, particulars of all immovable property owned by or in which the person has any interest, if any, should also be entered.

A filled-up partners' detail page looks like Fig-17

Government of Arunachal Pradesh
Department of Tax and Excise
VATSoft - VAT e-Filing System

Navigation: MainPage, Form RF-01 - Cover Page, Form RF-01 (1-10), Form RF-01 (11-14), Bank Info (15,16) Additional Business Places (17-20) Business Partner details, 21. Commodity Documents, Finish

Registration Type: Contact Person Partner Auth. Signatory Others

Name of the Person* [Text Field]

Father's Name [Text Field]

Date of Birth [Text Field]

Partner Type/ Designation: Partner [Dropdown]

Educational Qualification [Text Field]

PAN No. [Text Field]

Present Address [Text Field]

Area or Locality [Text Field]

Village/ Town/ City* [Text Field]

Permanent Address [Text Field]

Contact Details

Tel No. [Text Field]

Fax No. [Text Field]

Email ID [Text Field]

Extent of Interest in the Business (%) [Text Field]

Electrolal Details

Voters ID card No [Text Field]

[+] Add [!] Update [X] Delete

• Details Inserted Successfully !

List of Partner Details/Contact Person

Type	Name	Father Name	Street	Area	Place	Telephone	Date Of Birth
Select Partner	DEBASISH NATH		RIBA COMPLEX		NAHARLAGUN	9436068201	
Select Managing Partner	TAPAS DUTTA	N DUTTA	NAHARLAGUN	E SECTOR	NAHARLAGUN		29/08/1969
Select Partner	KINGMAN KOMUT	LATE T KOMUT	ITANAGAR	C SECTOR	ITANAGAR		29/08/1971

Particulars of Inerest in any other business(es) in India, if any.

Name of the Person: DEBASISH NATH [Dropdown]

Name and particulars of other business [Text Field]

Complete Address of other business [Text Field]

Registration Certificate Number [Text Field]

[+] Add [!] Update [X] Delete

Particulars of all immovable property owned by or in which the person has any interest

Name of the Person: DEBASISH NATH [Dropdown]

Description of property [Text Field]

Full address of the property [Text Field]

Nature and extent of interest held in property [Text Field]

[+] Add [!] Update [X] Delete

Previous Next

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Fig-17

Click on the 'Next' button to move to the next page (Commodity detail).

Government of Arunachal Pradesh
Department of Tax and Excise
VATSoft - VAT e-Filing System

Navigation: MainPage, Form RF-01 - Cover Page, Form RF-01 (1-10), Form RF-01 (11-14), Bank Info (15,16) Additional Business Places (17-20) Business Partner details, 21. Commodity Documents, Finish

Registration Type: Contact Person Partner Auth. Signatory Others

Commodity

Major Commodity You deal (VAT)

Select Commodity: Dry Fish [Dropdown]

Dealer's description of commodity [Text Field]

[+] Add

• Commodity Inserted !

Act	Code	Commodity	Delear's description
Delete	VAT	316300	Acetals and hemiacetals. COMMODITY1
Delete	VAT	325000	Dry Fish COMMODITY2

Previous Next

Fig-18 (Commodity detail)

Click on the 'Next' button to move to the next page (Forms Upload and Security deposit information page). Minimum Security Deposit to be paid to GoAP is Rs.10,000.

Mandatory documents (only JPEG and PDF max size 100KB):

1. Proof of identity of authorised signatory signing the registration application form.
2. Proof of security.
3. Photograph.

Optional documents: (only JPEG and PDF max size 500KB):

1. Proof of ownership of primary place of business.
2. Copy of PAN in the name of business allotted by IT deptt.
3. Proof of ownership of residential property by proprietor / managing partner.
4. Copy of passport of proprietor / managing partner.
5. Copy of last electricity bill (in the name of business & address).
6. Copy of telephone bill (in the name of business & address).
7. Trading License issued by competent authority.

The screenshot shows the 'e-Registration' page of the VATSoft system. It features a sidebar with navigation options like 'MainPage', 'Form RF-01 - Cover Page', and 'Documents'. The main content area is divided into sections for 'Documents' and 'Optional Supporting Documents'. Each section has fields for 'Document', 'Document Type', 'Select File', and 'Select Partner'. Below these is a table of 'Documents uploaded' with columns for Document Name, Document Type, Document Size, and Partner Name. The 'Details of Security' section includes a 'Security Amount to be Deposited(Rs):' field and a table for security deposit details with columns for Mode, Document No, Amount, and Expiry Date. At the bottom, there are 'Previous' and 'Next' buttons.

Fig-19

Click on the 'Next' button to move to the next page.

This screenshot shows the final step of the registration process. The main content area is mostly empty, with a large red dashed border. At the bottom, there is a warning message: 'Details once submitted can not be modified.Ensure correctness of all entries before submission.' Below the message are 'Previous' and 'Submit' buttons. The sidebar and header are consistent with the previous screenshot.

Fig-20

Click on the 'Submit' button to complete the e-Registration application filing process. A pop-up window appears as shown in Fig-21 below. Read the text carefully and click on the 'OK' button. The screen shown in Fig-22 is displayed.

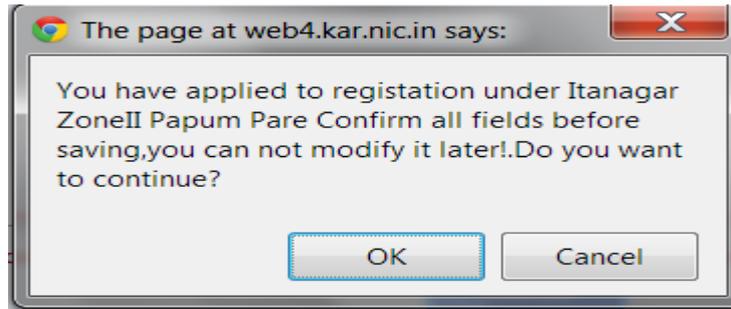


Fig-21

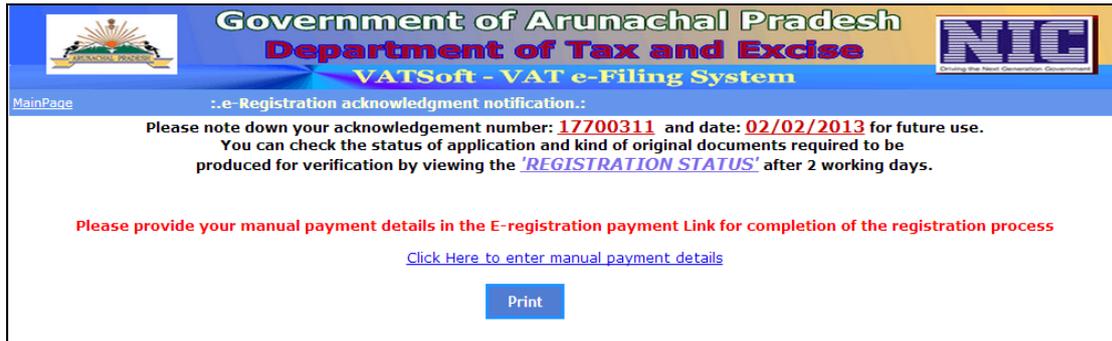


Fig-22

Following SMS goes to the registered Mobile No.

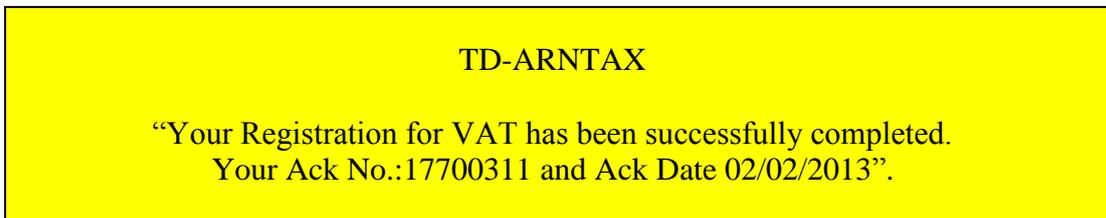


Fig-23

To enter the Manual Payment details, please click on the link 'Click here to enter manual payment details'. Entering of payment information is mandatory.



Fig-24

Enter Challan details and also upload the scanned copy of the challan (B/W with very low resolution, as file upload limit is 1MB). Next, click on the 'Save' button to complete the 'Application Fee' payment information, entry process. This completes the responsibility of a dealer. Now the role of the VAT office would start to scrutinise and allocate Registration Certificate.

e-Registration Status

Click on the 'e-Registration Status' link. The following page will appear. Complete the form and click 'Go' button. The present status of the application is displayed.

Government of Arunachal Pradesh
Department of Tax and Excise
 VATSoft - VAT e-Filing System

NIC
 Driving the Next Generation Government

e-Registration status

[Go to Home Page](#)

Enter Ack.no	17700311
Enter Ack.date	02/02/2013

GO Back

Ack.no.: 17700311

Applicant Name	DEBASISH NATH
Trade Name	GAGAN ENTERPRISES
VAT Office	Itanagar ZoneII - Papum Pare

Your Application is forwarded.

Reg Fee Payment Details

Pay Mode	Challan/CTD Ref No.	Pay Date	Amount
Challan	7867	02/02/2013	100

Fig-25

Application Form Print

Now, click on the 'Application Form Print' link. The following page will appear. Complete the form and click 'Go' button. The application form (filled by dealer) is displayed.

Government of Arunachal Pradesh
Department of Tax and Excise
 VATSoft - VAT e-Filing System

NIC
 Driving the Next Generation Government

Acknowledgement Print

[Go to Home Page](#)

Enter Ack.no	17700311
Enter Ack.date	02/02/2013

GO Back

Fig-26

Government of Arunachal Pradesh Form RF- 01 (See Rule 18 of the Arunachal Pradesh Goods Tax Rules, 2005). Application for Amendment in Registration under Arunachal Pradesh Goods Tax Act, 2004.	
ACK NO	Dated 02/02/2013
Checklist of Supporting Documents	
<u>Mandatory Supporting Documents</u>	
<input type="checkbox"/> Annexures of the Form duly filled in (in case any of the annexures is not applicable, please mention the same)	
<input type="checkbox"/> Proof of incorporation of the applicant dealer i.e. Copy of deed of constitution (partnership deed (if any), certificate of registration under the Societies Act, Trust deed, Memorandum and Articles of Association etc) duly certified by the	

authorised signatory		
<input type="checkbox"/>	Proof of identity of authorised signatory signing the Registration Application Form	
<input type="checkbox"/>	Two self addressed envelopes (Without stamps)	
<input type="checkbox"/>	Proof of Security	
<u>Optional Supporting Documents (For reduction in Security Amount)</u>		
<input type="checkbox"/>	Proof of ownership of principle place of business	
<input type="checkbox"/>	Proof of ownership of residential property by proprietor/ managing partner	
<input type="checkbox"/>	Copy of passport of proprietor/ managing partner	
<input type="checkbox"/>	Copy of Permanent Account Number in the name of the business allotted by the Income Tax Department	
<input type="checkbox"/>	Copy of last electricity bill (The bill should be in the name of the business and for the address specified as the main place of business in the registration form)	
<input type="checkbox"/>	Copy of last telephone bill (The bill should be in the name of the business and for the address specified as the main place of business in the registration form)	
<input type="checkbox"/>	Trading License issued by competent authority	
Latest Photograph		
Full Name Of Applicant Dealer:	DEBASISH NATH	
Date of Birth	29/08/1970	
Trade Name:	GAGAN ENTERPRISES	
Nature Of Business:	Retailer	
Constitution Of Business:	Hindu Undivided Family	
Type Of Registration:	MANDATORY	
Anual Turnover Category: (a)Turnover in preceding financial year (b)Turnover in the current financial year	Turnover: Rs. 5 lacs or above 570000/- 600000/-	
Basis of incurring liability of to pay tax:		
Date from which liable for registration under Arunachal pradesh Goods Tax Act, 2005.	01/02/2013	
Permanent Account Number of the applicant Dealer(PAN):	DEBAN5555H	
Registration number under Central Excise Act (if applicable):		
Frequency of filing return	Monthly	
Principle Place of Business:	NATH MANSION NAHARLAGUN,791110 Papum Pare	
Telephone No. Fax No. Email address	debasish3893@gmail.com	
Address for service of notice :	NATH MANSION,NAHARLAGUN Papum Pare	

Details of All Bank Account/s: **Refer Annexure**

Details of Security:

sIno	MODE	DOCUMENT NO	AMOUNT	EXPIRY DATE
1	NSC	NSC1	30000	12/12/2020

Closure of Additional Place of Business: **Refer Annexure**New Additional Place of Business: **Refer Annexure**Exit of person having interest in the Business: **Refer Annexure**Entry of new person having interest in the Business: **Refer Annexure**Change of Authorised person: **Refer Annexure**Change of manager of Business: **Refer Annexure**

Top 5 items you deal in(1-highest to 5-lowest):

Commodity	Commodity Description
Acetals and hemiacetals.	COMMODITY1
Dry Fish	COMMODITY2

Verification:::

I/we, **DEBASISH NATH** hereby solemnly affirm and declare that the information given in this form and its Attachments(if any) is true and correct to the best of my/our knowledge and belief and nothing has been concealed there from.
Signature of Authorised signatory:

Full name: **DEBASISH NATH**Date: **02/02/2013**

Government of Arunachal pradeshhhh

Form RF- 01 (Annexure)

Particulars of Person [Proprietor/ karta/ partners/ Directors in the Business/ Members of Executive Committee of societies, clubs etc.,] having interest in the Business

TIN :

Name of the Applicant	Father's Name	Address	Telephone	Date of Birth
DEBASISH NATH		NATH MANSION NAHARLAGUN	9436068201	
KINGMAN KOMUT	LATE T KOMUT	NAHARLAGUN		29/08/1971

Particulars of interest in any other business(es) in India, if any**Particulars of all immovable property owned by or in which the person has any interest**

Government of Arunachal pradesh
Form RF- 01 (Annexure)
Particulars of the authorised signatory

TIN :

Name of the Applicant	Father's Name	Address	Telephone	Date of Birth
NIL	NIL	NIL	NIL	NIL

Government of Arunachal Pradesh
Form RF- 01 (Annexure)
Details of additional places business

TIN :

Name of the Applicant	Address	District	PIN Code	Telephone
DUTTA COMPLEX	DUTTA MANSION NAHARLAGUN	Papum Pare	791110	

Government of Arunachal Pradesh
Form RF- 01 (Annexure)
Details of Bank Accounts

Bank Code	Bank Name	Branch	Account No.	Account Type
2	State Bank of India	NAHARLAGUN	103331896543	Current Account

[\[Print\]](#) [\[Exit\]](#)

Fig-27

First Login



Government of Arunachal Pradesh
Department of Tax and Excise
VATSoft - VAT e-Filing System



TIN: 12170865135
Prop/Comp. Name: GAGAN ENTERPRISES
Login: 12170865135 [Sign](#)

:: First Time Users Welcome Screen ::

WELCOME...!

Welcome to E-filing System In the next screen you will be asked to enter the contact details. In case required by the department, the said information would be used for communication. After entering the details in the next screen you will have to enter the 'Username' and 'Password' of your choice. Care should be taken to keep the information on 'Username' and 'Password' securely and safely with you and not to disclose the same to others. Please go through the 'Tips' section in MainMenu Page for further information.



Government of Arunachal Pradesh
Department of Tax and Excise
VATSoft - VAT e-Filing System



TIN: 12170865135
Prop/Comp. Name: GAGAN ENTERPRISES
Login: 12170865135 [Sign](#)

:: Basic Information of New Users ::

DEALERS CONTACT INFORMATION

The following information will be used for Communication related to e-filing

Contact Person :

Address :

Phone No:

Fax No :

Mobile :

E-mail :

Company Web Site :

 **Government of Arunachal Pradesh**
Department of Tax and Excise
VATSoft - VAT e-Filing System

:: Creation of New Username Module ::

TIN : 12170865135
Trade Name : GAGAN ENTERPRISES
Current ID : 12170865135

New Username :
New Password :
Confirm New Password :

 **Government of Arunachal Pradesh**
Department of Tax and Excise
VATSoft - VAT e-Filing System

:: Creation of New Username Module ::

TIN : 12170865135
Trade Name : GAGAN ENTERPRISES
Current ID : 12170865135

New Username :
New Password :
Confirm New Password :

User Creation is successful..Please login with the new username

Superintendent User

VATSoft Demo site

VATSoft Officers Login
e-Registration
e-Services

Fig-28

Click on the 'VATSoft Officers Login' link to log-in as a Superintendent User. After successful login, the following page is displayed.



Fig-29

Click on the 'e-Registration' Menu and select 'Assignment' option. The following page is displayed. This page is used by the Superintendent to assign a new application to as Inspector. There are two RadioButtons in the form 'Unassigned' and 'Assigned'.



Fig-30

As soon as the 'Select' link is clicked, the page changes to display the selected application with the manual payment information. Select Inspector from the DropDown Box and click on the 'Assign'. Thus the case goes to the selected Inspector for verification and report submission. Message '17700311 assigned to Kaye' is displayed.

Government of Arunachal Pradesh
 Department of Tax and Excise
 VATSoft - VAT e-Filing System

MainPage ::Assignment:: Sign Out

Unassigned Assigned
 Registration Type VAT/CST Registration Registration Amendment
 Ack.No.: 17700311
 Applicant Name: DEBASISH NATH
 Trade Name: GAGAN ENTERPRISES
 Inspector: Kaye

Details of Fees

PAY MODE	PAY NO	PAY DATE	BANK NAME	TOTAL AMOUNT
CH	7867	02/02/2013	SBI	100

Assign Exit

Fig-31

Government of Arunachal Pradesh
 Department of Tax and Excise
 VATSoft - VAT e-Filing System

MainPage ::Assignment:: Sign Out

Unassigned Assigned
 Registration Type VAT/CST Registration Registration Amendment
 Ack.No.: 17700311
 Applicant Name: DEBASISH NATH
 Trade Name: GAGAN ENTERPRISES
 Inspector: Inspector Zone-II Itanagar

Details of Fees

PAY MODE	PAY NO	PAY DATE	BANK NAME	TOTAL AMOUNT
CH	7867	02/02/2013	SBI	100

Assign Exit

Fig-32

An application assigned to an Inspector 'Kaye' may be reassigned to another Inspector 'Inspector Zone-II Itanagar'(Select the Assigned RadioButton). But this can be done, only until inspector report is submitted by the previously assigned Inspector. Now message '**17700311 assigned to Inspector Zone-II Itanagar**' is displayed.

Superintendent has to write his comments and then click on the 'Approve' button. The following Message Box is displayed. Click on the 'OK' button. The page shown in Fig-36 is displayed.

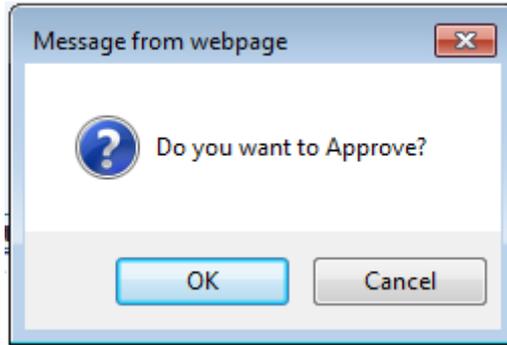
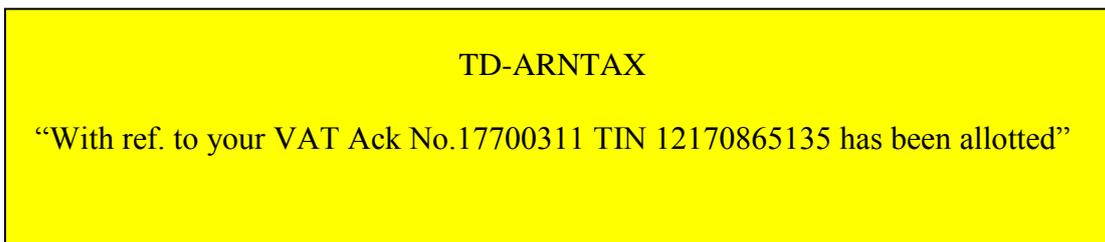


Fig-35



Fig-36

The System Generated TIN No. is displayed. To print the 'VAT Certificate' click on the 'Print VAT Certificate' link. A SMS also goes to the registered Mobile No.



**Department of Goods Tax
Government of Arunachal Pradesh
Form RU-01**

(See Rule 17 of the Arunachal Pradesh Goods Tax Rules, 2005)

Certificate of Registration under Arunachal Pradesh Goods Tax Act, 2005.

(1) Full Name of Dealer	DEBASISH NATH
(2) Trade Name	GAGAN ENTERPRISES
(3) Registration Number	12170865135
(4) Registration Type	MANDATORY
(5) Constitution of Business	Hindu Undivided Family
(6) Nature of Business	Retailer
(7) Liability w.e.f.	01/02/2013
(8) Validity	This certificate is valid from 02/02/2013 until cancelled.
(9) Principal Place of Business	NATH MANSION NATH MANSION NAHARLAGUN-791110

Name, photographs and specimen signature of persons having interest in business

(10)

DEBASISH NATH

Godowns 1

Factories 0

(11) Number of additional places of business

Shop 0

Other place of business 0

Signature and Seal of Assessing officer

Name:

(Toko Pakia)

Designation:

Superintendent (Tax and Excise)

Note: The registration certificate shall be prominently displayed at all places of business and it shall be produced on demand by any person exercising authority under the Act and Rules. The failure to do so would result in cancellation of registration of dealer.

DEALER'S ADDITIONAL PLACES - ANNEXURE

TIN : 12170865135

EFFECTIVE DATE OF REGISTRATION:02/02/2013

The dealer has additional place(s) of Business as noted below :

Sl.No.	Trade Name	Address
1	DUTTA GROUP	DUTTA MANSION NAHARLAGUN NAHARLAGUN{ 02/02/2013}

Signature and Seal of Assessing officer:

Place : ITANAGAR ZONEII

(Toko Pakia)

Date : 02/02/2013

Superintendent (Tax and Excise)

Address of Partners/ Director - ANNEXURE

TIN : 12170865135

EFFECTIVE DATE OF REGISTRATION:02/02/2013

The details are as noted below :

DEBASISH NATH	NATH MANSION NAHARLAGUN
KINGDAN KAPUT	NAHARLAGUN NAHARLAGUN NAHARLAGUN

Signature and Seal of Assessing officer:

Place : ITANAGAR ZONEII

(Toko Pakia)

Date : 02/02/2013

Superintendent (Tax and Excise)

Broad Categories of Goods Dealt in - ANNEXURE

TIN : 12170865135

EFFECTIVE DATE OF REGISTRATION:02/02/2013

The dealer trades with Commodities as noted below :

Code	Commodity Description
31630	Acetal and hemiacetals.
23000	Dry fish

Signature and Seal of Assessing officer:

Place : ITANAGAR ZONEII

(Toko Pakia)

Date : 02/02/2013

Superintendent (Tax and Excise)

Next the Superintendent has to select 'DLR ADMIN' and 'REQUEST' option. The following page appears. Enter the TIN No. and press 'TAB' key, the page in Fig-39 is displayed. Next, click on the 'Save' button.

Government of Arunachal Pradesh
Department of Tax and Excise
VATSoft - VAT e-Filing System

.. <<< APPLICATION ENTRY >>> ..

Application Entry Form * Indicates Mandatory Fields

Tin Number	12170865135	*		
Name of Firm		*		
Business Address		*		
Zonal/Office Code		*		
Applicant Name		*		
Detail Postal Address		*		
		*		
Pin		*		
Phone		*		
Mobile		*		
Fax				
Email				

Save Exit

Fig-38

Government of Arunachal Pradesh
Department of Tax and Excise
VATSoft - VAT e-Filing System

.. <<< APPLICATION ENTRY >>> ..

Application Entry Form * Indicates Mandatory Fields

Tin Number	12170865135	*		
No Account exists. Create a New User Account				
Name of Firm	GAGAN ENTERPRISES	*		
Business Address	NATH MANSIONNATH MANSION	*		
Zonal/Office Code	17	*		
Applicant Name	DEBASISH NATH	*		
Detail Postal Address	NATH MANSION	*		
	NATH MANSION	*		
	NAHARLAGUN	*		
Pin	791110	*		
Phone		*		
Mobile	9436068201	*		
Fax				
Email				

Save Exit

Fig-39

Next the Superintendent has to select 'DLR ADMIN' and 'CREATE LOGIN' option.

Government of Arunachal Pradesh
Department of Tax and Excise
VATSoft - VAT e-Filing System

:: <<< GENERATE LOGIN FOR ENTERED DEALERS >>> ::

USERNAME & PASSWORD CREATION

TIN :

Prop/Comp. Name :

UserName :

Password :

List of Applications

dlr_tin	dlr_trade_name	dlr_address	username	password
Select 12170865135	GAGAN ENTERPRISES	NATH MANSIONNATH MANSION	022013090736	xx

Fig-40

Click on the 'Select' link and then click on the 'Create' button. The following page is displayed. Next, click on 'DLR ADMIN' menu and select 'PRINT PASSWORD', the page shown in Fig-42 appears.

Government of Arunachal Pradesh
Department of Tax and Excise
VATSoft - VAT e-Filing System

:: <<< GENERATE LOGIN FOR ENTERED DEALERS >>> ::

USERNAME & PASSWORD CREATION

TIN : 12170865135

Prop/Comp. Name : GAGAN ENTERPRISES

UserName : 12170865135

Password : #4sPPq_T

List of Applications

dlr_tin	dlr_trade_name	dlr_address	username	password
Select 12170865135	GAGAN ENTERPRISES	NATH MANSIONNATH MANSION	022013090736	xx

Fig-41

Department of Tax and Excise
VATSoft - VAT e-Filing System

:: <<< USER ADMINISTRATION MODULE >>> ::

PASSWORD PRINTING

Choose either the Office or Tin Number of the Dealer

LVO/VSO Office: Itanagar Zonell

Dealer TIN: 12170865135

Fig-42

Enter TIN NO. and click on the 'GO' button. Click on the 'Print' link to generate the letter for Dealer.

PASSWORD PRINTING

Choose either the Office or Tin Number of the Dealer

LVO/VSO Office	Itanagar Zonell
Dealer TIN	12170865135

List of Applications

	LVO Code	TIN	Prop/Comp Name	Address	Username	Password	Login Status
Print	17	12170865135	GAGAN ENTERPRISES	NATH MANSION,NATH MANSION,NAHARLAGUN	12170865135	#4sPPq_T	T

Fig-43

Inspector User



Fig-44

Click on the 'VATSoft Officers Login' link to log-in as 'Inspector Zone-II Itanagar' user. After successful login, the following page is displayed.

[MainPage](#)
Itanagar ZoneII
[Sign Out](#)

[e-registration](#)
Others

:: <<< MAIN MENU >>> ::

INSP17 / Inspector of Taxes ©National Informatics Centre 02/02/2013

Fig-45

Click on the 'e-Registration' Menu and select 'Inspector-Note' option followed by 'New Reg/Amendment'. The following page is displayed. This page is used by the Inspector to select a new application and submit Inspector's report.

Chapter#2 CST

Dealer User

For CST registration, VAT registration is mandatory. So, first login as VAT dealer. After successful login, the following screen is displayed.

The screenshot displays the VATSoft - VAT e-Filing System interface. At the top, the header includes the Government of Arunachal Pradesh logo, the Department of Tax and Excise name, and the VATSoft - VAT e-Filing System title. The header also shows the TIN: 12170865135, Prop/Comp. Name: GAGAN ENTERPRISES, and Login: 12170865135. Below the header, there is a navigation bar with the text ":: Main ::".

The main content area is divided into three columns:

- PURCHASE INVOICE**: Contains links for [Entry and Update](#), [Upload ZIP/XML file](#), [Delete All Invoices](#), and [Verify and Submit](#).
- SALES INVOICE**: Contains links for [Entry and Update](#), [Upload ZIP/XML file](#), [Delete all Invoices](#), and [Verify and Submit](#).
- RETURNS ENTRY**: Contains links for [Entry](#), [Payment Details](#), [Update and Submit](#), and [Print Returns](#).

The central area displays user information:

Username: 12170865135
TIN: 12170865135
Prop/Comp. Name: GAGAN ENTERPRISES
Last Login:
CST Number:

Below the user information is a large image showing a desk with a keyboard, a mouse, and various documents. At the bottom of this image is a red button labeled "Reports and Help".

The right-hand side contains the **MISCELLANEOUS** section, which includes links for [Apply for CST Registration](#), [CST Registration Payment](#), and [CST Registration Payment](#).

Fig-48

The MISCELLANEOUS section on the right-hand side has an option 'Apply for CST'. Click on the 'Apply for CST' link. Fill-up the form and click on the 'Save' button. Now, the following page is displayed. Manual payment has to be entered by dealer.



Government of Arunachal Pradesh
Department of Tax and Excise
VATSoft - VAT e-Filing System



TIN: 12170865135

Prop/Comp. Name: GAGAN ENTERPRISES

Login: 12170865135 [Sign Out](#)

: e-Registration CST :

Part A

Name of the Applicant Dealer	DEBASISH NATH		
Father's/ Mother's/ Husband's Name.			
Date of Birth	29/08/1970	Sex(M or F)*	<input checked="" type="radio"/> Male <input type="radio"/> Female
Trading Name	GAGAN ENTERPRISES		
PAN.	DEBAN5555H		

1 Name of person deemed to be Manager, in relation to the business of the dealer in said state.	MOLOY BHOWMICK
2 Status Or Relationship Of The Person Who Makes This Application*	Manager
3 Name of principle place of business in said state and address thereof.	NATH MANSION NATH MANSION NAHARLAGUN Papum Pare 791110

4 Name(s) of the others place(s) in the said state in which business is carried on and address of every such place.											
Name	Street	Locality	Place	District	PIN	Phone No.	Amendment Date	RegNo. State Act	RegNo. CST Act	Bussiness Location	Branch Type
DUTTA COMPLEX	DUTTA MANSION	NAHARLAGUN	NAHARLAGUN	Papum Pare	791110		02/02/2013			Within State	GOD

5 Complete list of the warehouses in the said state in which the goods relating to the business are warehoused and address of every such warehouse.	No Additional Addresses
---	-------------------------

6 List of places of business in each of other states together with the address of every such place (if separate application for registration has been made, or separate registration obtain under Central Sales Tax Act, 1956, in respect of any such place of business, particulars thereof should be given in details.	No Additional Addresses
--	-------------------------

7 The Business Is	
Wholly*	Wholesaler
Mainly*	Wholesaler
Partly*	Wholesaler
Partly*	Wholesaler
8 Particulars Relating to registration, Licence, Permission, etc. issued Under Any Law for the time being in force of the dealer	DEPT OF CENTRAL EXCISE
9 We Are Members Of	
10 We Keep Our Accounts In	English
11 Business Status/Constitution of Business*	Hindu Undivided Family
Number of partners/members* 2	

Name(s) and address(es) of the proprietor of the bussiness/ all persons having any interest in the business together with their age, fathers name etc. (with below mentioned fields)							
Type	Name	Father Name	Street	Area	Place	Telephone	Date Of Birth
Partner	DEBASISH NATH		NATH MANSION		NAHARLAGUN	9436068201	
Partner	KINGMAN KOMUT	LATE T KOMUT	NAHARLAGUN	NAHARLAGUN	NAHARLAGUN		29/08/1971

12 Business in respect of which this application is made, was first started on*	01/02/2013
13 The first sale in the course of inter-state trade was effected on	09/02/2005
14 We Observe The Calender Type	
Our Year Runs From	From April To March
15 We Make Up Our Accounts Of Sale To Date At The End Of Every	<input checked="" type="radio"/> Month <input type="radio"/> Quarter <input type="radio"/> Half Year <input type="radio"/> Year

16 The Following Goods/Classes Of Goods Purchased By Dealer In The Course Of Inter-State Trade Or Commerce	
Select Sub Category	For resale
Select Commodity	Cartons, Boxes.
Dealer's description of commodity	COMMODITY2
[+] Add	

Commodity Inserted !

Act	Sub Category	Code	Commodity	Dealer's description
Delete	CST 110	300700	Bamboo	COMMODITY1
Delete	CST 110	323400	Cartons, Boxes.	COMMODITY2

17 We Manufacture,Process Or Extract in Mining The Following Goods Or Generated Or Distribute The Following Form Of Power Namely	
Select Commodity	Acetals and hemiacetals.
Dealer's description of commodity	
[+] Add	

List of CST Commodities

No Commodity under [CST]Act					
-----------------------------	--	--	--	--	--

[Save](#) [Exit](#)

Fig-49


Government of Arunachal Pradesh
Department of Tax and Excise
VATSoft - VAT e-Filing System


TIN: 12170865135 **Prop/Comp. Name: GAGAN ENTERPRISES** **Login: 12170865135**

..e-Registration acknowledgment notification..

Please note down acknowledgement number:15200328and date:03/02/2013for future use.

Fig-50


Government of Arunachal Pradesh
Department of Tax and Excise
VATSoft - VAT e-Filing System

Manual Payment

Enter Ack.no	15200328
Enter Ack.date	03/02/2013 
<input type="radio"/> VAT <input checked="" type="radio"/> CST	
<input type="button" value="GO"/>	

Fig-51


Government of Arunachal Pradesh
Department of Tax and Excise
VATSoft - VAT e-Filing System


Manual Payment

Page

Reg. Acknowledgment No.	15200328
Trade Name	DEBASISH NATH GAGAN ENTERPRISES
Payment with	<input type="radio"/> Registration(VAT & Both) <input checked="" type="radio"/> Registration(CST Only)
Total Amount Paid	25

Head Of Account	Mode	Challan No.	Date	MICR Code	Bank	Amount
3-Registration Fee	Challan				SBI	
Select File	<input type="button" value="Browse..."/>					
* upload only .jpg or .pdf files with size less than 1MB						
		<input type="button" value="ADD"/>	<input type="button" value="MODIFY"/>			

Select	Delete	Mode	Number	Date	MICR_CODE	Bank	Amount	document type	document size	View
		CH	2323	03/02/2013		SBI	25	.jpg	4KB	

Fig-52

Superintendent User

After successful login, click on the 'e-Registration, menu and select the 'Assignment' option. The following page is displayed. Select 'Assigned' Radiobutton and assign case to a Inspector.

Page :.Assignment.:

Unassigned Assigned

Registration Type VAT/CST Registration Registration Amendment

Ack.No.:

Applicant Name:

Trade Name:

Inspector:

Details of Fees

	AckNo	Ack Date	TIN	Appl Name	Trade Name	Address	Purpose	RegFees	CST Reg.	assignedto	Assignment Date
Select	19800320	03/02/2013	1200	DEBASISH 1	M/S NATH 1	ROOM 0 POINT ITANAGAR 791111	Registration	100	N	INSP17	03/02/2013
Select	16100318	03/02/2013	1200	DEBASISH 1	M/S NATH 1	ROOM 0 POINT ITANAGAR 791111	Registration	100	N	INSP17	03/02/2013
Select	12400316	03/02/2013	1200	DEBASISH 1	M/S NATH 1	ROOM 0 POINT ITANAGAR 791111	Registration	100	N	INSP17	03/02/2013
Select	15200328	03/02/2013	12170865135	DEBASISH NATH	GAGAN ENTERPRISES	NATH MANSION NATH MANSION NAHARLAGUN 791110	CST Registration		Y	Mibom Kaye	03/02/2013

Fig-53

Page :.Assignment.:

Unassigned Assigned

Registration Type VAT/CST Registration Registration Amendment

Ack.No.:

Applicant Name:

Trade Name:

Inspector:

Details of Fees

PAY MODE	PAY NO	PAY DATE	BANK NAME	TOTAL AMOUNT
CH	2323	03/02/2013	SBI	25

Fig-54

After Inspection report is submitted. Again login into the portal, and select 'e-Registration' menu followed by 'Approval' and 'CST Registration'. Click on the 'Select' link, the CST Registration Form opens, click on the 'Finish' button.



Government of Arunachal Pradesh
Department of Tax and Excise
VATSoft - VAT e-Filing System

Page :: e-Registration-Approval::

Tin No.	ACK. No.	ACK. Date	Name	Trading Name	Status	EnteredBy	RegType
Select 12170865135	15200328	03/02/2013	DEBASISH NATH	GAGAN ENTERPRISES	Inspector Verified	12170865135	CST Registration

[Print](#)

Fig-55



Government of Arunachal Pradesh
Department of Tax and Excise
VATSoft - VAT e-Filing System

Page :: e-Registration CST - Approval::
Ack.No.:15200328

[Part \(A\)](#)

[Additional Business Places](#)

[Business Partner details](#)

[Finish](#)

Inspector Comments:
Verified

CST EDR Date:

Officer Comments:
Approved.

[Save](#)
[Approve](#)
[Reject](#)
[Exit](#)

[Previous](#)

Fig-56

Click on 'Approve' button followed by the 'Save' button. Following page is displayed.



Government of Arunachal Pradesh
Department of Tax and Excise
VATSoft - VAT e-Filing System

Page :: e-Registration-Tin Generation::

The generated CST NO
[12170865236]
for {GAGAN ENTERPRISES} & ref ACK Number is
[15200328]

[Print CST Certificate](#)

[Back](#)
[Exit](#)

Fig-57

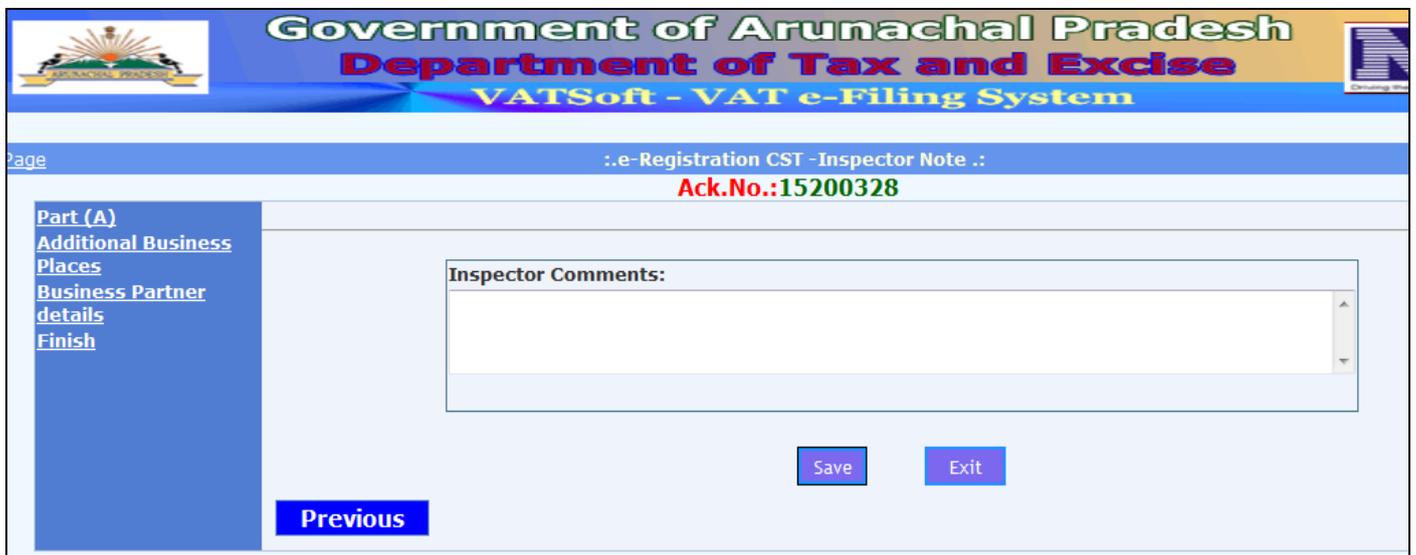
Inspector User

After successful login, click on the 'Inspector-Note, menu and select the 'CST Registration' option. The following page is displayed. Click on the 'Select' link, Inspector Note page appears. Click on the 'Finish' link. Enter remarks and click on the 'Sae' button.



Tin No.	ACK. No.	ACK. Date	Name	Trading Name	Status	EnteredBy	RegType
Select 12170865135	15200328	03/02/2013	DEBASISH NATH	GAGAN ENTERPRISES	Pending for Inspection	12170865135	CST Registration Print
Select 12170599191	14200199	22/03/2012	Shri Heri,,Robin	M/S T.T.ENTERPRISES	Pending for Inspection	TTENT	CST Registration Print

Fig-58



Part (A)
Additional Business Places
Business Partner details
Finish

Inspector Comments:

Previous Save Exit

Fig-59
