

# Step by step procedure for e-Registration

## 1) VAT

### Step 1: e-Registration online link

Open the official website of the Department of Taxes, Nagaland [www.nagalandtax.nic.in](http://www.nagalandtax.nic.in) and [Click](#) on ' e-Registration link'

### Step 2: Selection of Type of Act

Click on the link under '**e-Registration for VAT**'

### Step 3: Data entry Part (Red star marked fields are mandatory)

**Part A:** Enter fields like 'Type of Registration', 'Office Name', Business Status/ Constitution of Business, Name of the Applicant Dealer, Trading Name, PAN, Principle place of Business, Mobile No ,e-Mail ID etc

Click on "Next"

**Part B:** Enter fields like 'Residential address', "Permanent Address', 'Nature of business', 'Date of liability', 'Estimated Turnover', Commodity name etc

Click on 'Next"

**Part C:** Enter fields like 'Regd No. under Central Excise and Tariff Act', 'Amount of Sale during last quarter/Year' etc.

Click "Next"

**Bank Info:** Enter Bank details like Bank Name, branch, type of Account, Account No etc. Click on "Next"

**Additional Business place:** Enter Branch details if any. Click on "Next"

**Business Partner details:** Enter Business partner details if any. Click on "Next"

**Documents:** Scan and upload all the relevant documents like 'PAN', Photo, Driving License etc. Click "Next"  
Click "Submit"

On submission "Acknowledgement No" shall be generated which can be used/Tracked for future reference.

**NB:** After generation of Ack No , Concerned Tax authority shall verify all the submitted details and after submission of Inspection Report, VAT TIN No will be allocated. The certified copy of the Registration Certificate(RC) can be collected from the respective Tax Authority.

## 2) CST

### Step 1: e-Registration online link

Open the official website of the Department of Taxes, Nagaland [www.nagalandtax.nic.in](http://www.nagalandtax.nic.in) and [Click](#) on ' e-Registration link'

### Step 2: Selection of Type of Act

Click on the link under '**e-Registration for CST**

Case 1: Select "Registered dealer" if VAT TIN is already allocated .Enter the TIN No and click on "Submit"

Case 2 : Select "Unregistered dealer" if only the VAT Ack No is generated and the VAT Regn is under process. Enter the VAT Ack No and click on "Submit"

### Step 3: Data entry Part (Red star marked fields are mandatory)

(In both the cases above , VAT data shall be automatically fetched)

**Part A:** Enter fields like 'Name of person deemed to be Manager' 'Status Or Relationship Of The Person Who Makes This Application', 'Type of business', 'Commodity name ', 'purpose ' etc

Click on "Next"

**Additional Business place:** Auto fetched from VAT data. Click on "Next"

**Business Partner details:** Auto fetched from VAT data . Click on "Next"

Click on "Submit"

On submission "Acknowledgement No" shall be generated which can be used/Tracked for future reference.

**NB: After generation of Ack No , Concerned Tax authority shall verify all the submitted details and after submission of Inspection Report, CST TIN No will be allocated. The certified copy of the Registration Certificate(RC) can be collected from the respective Tax Authority.**

### **3) Amusement Tax**

#### **Step 1: e-Registration online link**

Open the official website of the Department of Taxes, Nagaland [www.nagalandtax.nic.in](http://www.nagalandtax.nic.in) and [Click](#) on ' e-Registration link'

#### **Step 2: Selection of Type of Act**

Click on the link under '**e-Registration for Amusement**' Dealers

#### **Step 3: Data entry Part (Red star marked fields are mandatory)**

**Part A:** Enter fields like 'Type of Registration', 'Office Name', Business Status/ Constitution of Business, Name of the Applicant Dealer, Name of the Cable Television Network , PAN, Principle place of Business, Mobile No ,e-Mail ID etc

Click on "Next"

**Part B:** Enter fields like 'Residential address', "Permanent Address', 'Nature of business', Date of liability, Estimated Turnover

#### **Under sl no 11(Total no of subscribers as on the date of application)**

a) Enter 'No of individual subscribers' , 'Area of operation'

b) Enter 'No of hotels covered by the Network with the total number of connection'

Click on 'Next"

**Part C:** Enter fields like 'Regd No. under Central Excise and Tariff Act', 'Amount of Sale during last quarter/Year' etc. Click on "Next"

**Bank Info:** Enter Bank details like Bank Name, branch, type of Account, Account No etc. Click on "Next"

**Additional Business place:** Enter Branch details if any. Click on "Next"

**Business Partner details:** Enter Business partner details if any. Click on "Next"

**Documents:** Scan and upload all the relevant documents like 'PAN', Photo, Driving License etc. Click "Next"  
Click "Submit"

On submission "Acknowledgement No" shall be generated which can be used/Tracked for future reference.

**NB:** After generation of Ack No , Concerned Tax authority shall verify all the submitted details and after submission of Inspection Report, Amusement Tax TIN No will be allocated. The certified copy of the Registration Certificate(RC) can be collected from the respective Tax Authority.

## 4) Entry Tax :

### Step 1: e-Registration online link

Open the official website of the Department of Taxes, Nagaland [www.nagalandtax.nic.in](http://www.nagalandtax.nic.in) and [Click](#) on ' e-Registration link'

### Step 2: Selection of Type of Act

Click on the link under '**e-Registration for Entry Tax Dealers**'

### Step 3: Data entry Part (Red star marked fields are mandatory)

Select 'Office Name', Enter ' Applicant Name' 'Father's Name .

1. **Importer** : Enter Name, Number & street, Area or Locality ,Village/ Town/ City , Total import value
2. **Principle Place of Business:** Enter Trade Name, Number & street, Area or Locality, Village/ Town/ City, Constitution of business
3. **All Branches in the State: (If any)** Enter Name, Number & street, Area or Locality ,Village/ Town/ City
4. **Complete details of Warehouse(s)/Godown(s):** Enter Ward No, Name, Number & street, Area or Locality ,Village/ Town/ City
5. Enter **Date of commencement of business**
6. **Enter proprietor, partners, directors etc details:** Full Name, Father's Name, age, Number & street, Area or Locality ,Village/ Town/ City
7. **VAT and CST Registration with date of validity, if any**
8. **Commodities details[Names(s) of the specified goods to be imported]:** Enter Commodity, description, Purpose of import
9. **No. and date of registration, license etc., if any**
10. **PAN No**
11. **Bank Details:** Enter Bank Account No, Branch, type of account
12. **Complete address of the Head Office, if situated outside Nagaland:** Enter Number & street, Area or Locality ,Village/ Town/ City
13. **Complete address of the place where books of accounts are kept:** Enter Number & street, Area or Locality ,Village/ Town/ City

Click on "Save"

On submission "Acknowledgement No" shall be generated which can be used/Tracked for future reference.

**NB: After generation of Ack No , Concerned Tax authority shall verify all the submitted details and after submission of Inspection Report, Entry Tax TIN No will be allocated. The certified copy of the Registration Certificate(RC) can be collected from the respective Tax Authority.**

## 5) Petroleum Tax

### Step 1: e-Registration online link

Open the official website of the Department of Taxes, Nagaland [www.nagalandtax.nic.in](http://www.nagalandtax.nic.in) and [Click](#) on ' e-Registration link'

### Step 2: Selection of Type of Act

Click on the link under '[e-Registration for Petroleum Dealers](#)'

### Step 3: Data entry Part (Red star marked fields are mandatory)

**Part A:** Enter fields like 'Type of Registration', 'Office Name', Business Status/ Constitution of Business, Name of the Applicant Dealer, Trading Name, PAN, Principle place of Business, Mobile No ,e-Mail ID etc

Click on "Next"

**Part B:** Enter fields like 'Residential address', "Permanent Address', 'Nature of business', 'Date of liability', 'Estimated Turnover', Commodity name etc

Click on 'Next"

**Part C:** Enter fields like 'Regd No. under Central Excise and Tariff Act', 'Amount of Sale during last quarter/Year' etc.

Click "Next"

**Bank Info:** Enter Bank details like Bank Name, branch, type of Account, Account No etc. Click on "Next"

**Additional Business place:** Enter Branch details if any. Click on "Next"

**Business Partner details:** Enter Business partner details if any. Click on "Next"

**Documents:** Scan and upload all the relevant documents like 'PAN', Photo, Driving License etc. Click "Next"  
Click "Submit"

On submission "Acknowledgement No" shall be generated which can be used/Tracked for future reference.

**NB:** After generation of Ack No , Concerned Tax authority shall verify all the submitted details and after submission of Inspection Report, Petroleum TIN No will be allocated. The certified copy of the Registration Certificate(RC) can be collected from the respective Tax Authority.