

NEW ONLINE PROFESSION TAX MODULE

1. e-Enrolment under PT Act – User guideline

As per Rule 4(4) of the Odisha State Tax on Professions, Trades, Callings and Employments Rules, 2000, where the applicant for registration is also an assessee, he shall be liable to obtain a certificate of enrolment along with the certificate of registration.

Before applying for registration, the dealer is required to go through the process of e-enrolment under the PT Act.

Steps:

- a. Log in to www.odishatax.gov.in
- b. Click on Portal /e-Services
- c. After clicking on Portal , go to e- Registration
- d. The screen as shown below appears.
- e. The dealer is required to do the following:
 - i) Enter a valid email ID
 - ii) Enter a valid PAN(**case- sensitive**)
 - iii) Select the Act as PT
 - iv) Select a Security Question from the drop down list provided
 - v) Enter an Answer for the Security Question(**case- sensitive**)
 - vi) Enter the security text as displayed in the Word Verification column(**case sensitive**)

Note: Please note down the email ID, PAN, security question and answer for activation of the account.

GOVERNMENT OF ODISHA
COMMERCIAL TAXES

HOME | New Registration | Pending Registration | Check Status

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 PT

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.

- f. After entering the required details, click on “**Submit**” button at the bottom. In order to cancel the enrolment process, the dealer has the option to click on “**Cancel**”.

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 PT

TIN / SRIN (mandatory if already VAT registered) If you are already registered under VAT Act and applying for registration under CST/ET/PT Act then please enter TIN/SRIN. If your data is not available in portal then contact concerned circle to ensure that your VAT details data are transferred to portal before filling and submitting the details for New Registration. Otherwise you may face problem while saving.

Security Question * :

Answer * :

Word Verification * 

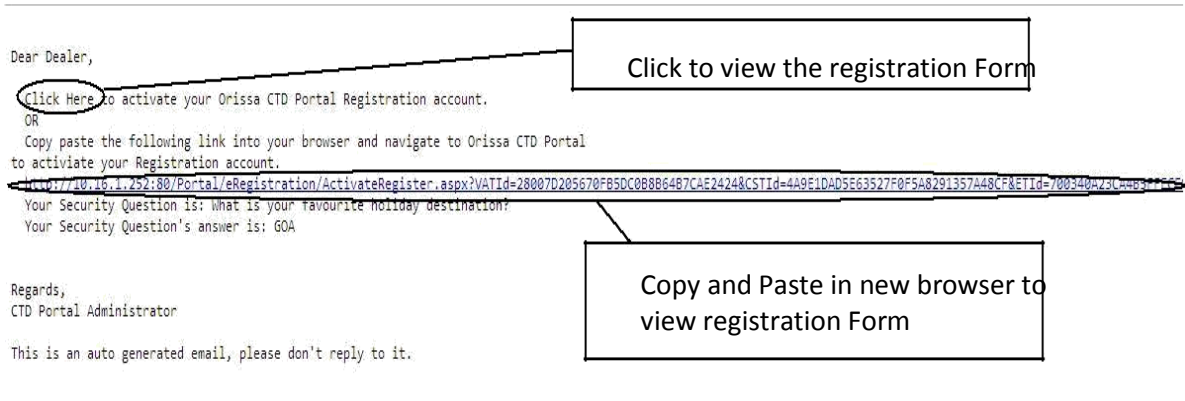
Type the characters you see in the picture above.

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.

- g. On clicking the “Submit” button, it will be redirected to e-Services home page showing a message “**Your registration link has been sent to your email account. Please click on the link to activate account and for submitting pending registration**”. Click on “OK” button to exit the screen.



- h. After completing the enrolment process, the dealer is required to check his email ID and click on the link provided to activate his account.



Click on “**Click Here**” to view Registration Form.

In case the “Click Here” link is not active then Copy the link provided and paste it into your browser.

You will view the following registration Form to fill up registration details.

Registration Details

1. You will view the following registration form and follow the steps to fill up the registration Form.

An application for certificate of enrolment U/s 6(2) shall be made electronically in Form-II. The certificate of enrolment in Form-IIA shall be made available in the designated portal ordinarily within 3 working days. However, for dealers who apply for enrolment under Profession Tax Act along with VAT registration, their applications shall be disposed of along with application for VAT registration. After approval, the certificates shall be available in the designated portal.

Fill up the application form including Additional place of business and Bank Details and save.

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

Fields marked with * are mandatory

PT Enrolment | PT Registration

1.5 | 6.9

Enrolment of PT

FORM-II
[See rule 5(1) and rule 5(3)]
Application for Enrolment cum Amendment of the certificate of Enrolment

To
The Assessing Authority,*
I, Sri [Enrolment] son/daughter/Wife of [Name], do hereby apply for a Certificate of Enrolment.

1. Name Of Applicant *
2. Trade Name
3. Class Of Assessee *
4. Address of the Principal place or Place of business
Building No *
Locality/Ward *
Post Office
District *

(ii) Address of additional place(s) of business /branch / godown – both inside and outside the state.
(iii) Phone No
(iv) Email
5. R.C.No. under GVAT Act

[Select Office--]
Name of Father /Husband
Town/City *
Police Station
Pin code
Flax No

APOB

newinmayak@gmail.com

http://10.16.1.252/PortalTest/eRegistration/NewUserRegistrationInfo.aspx - Windows Internet Explorer

http://10.16.1.252/PortalTest/eRegistration/NewUserRegistrationInfo.aspx

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

Message from webpage
Record saved successfully
OK

Privacy Statement | Terms & Conditions | Sitemap
Copyright © 2010-2014 Commercial Tax Department, Odisha. All rights reserved. | Powered by Mastek.

Local Intranet | Protected Mode: Off
12:23 03-08-2014

http://10.16.1.252/PortalTest/eRegistration/NewUserRegistrationInfo.aspx - Windows Internet Explorer

http://10.16.1.252/PortalTest/eRegistration/NewUserRegistrationInfo.aspx

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

PT Enrolment PT Registration

1-5 6-9

6. Permanent Account Number (PAN)
7. Details of Bank Account
8. Annual Gross TurnOver / Income *
9. Amount of Tax payable *

The above statement requirements provided Rules made there under

Unkilled Page --- Webpage Dialog
Bank Details Fields marked with * are mandatory

Account No *
Bank Name *
Branch Code
Address
Nature of Account * Text * --Select Nature of Account--
Branch Name *
Record Saved Successfully.
OK

Account No	Bank Name	Branch Name	Delete
3434	American Express Bank Ltd	s	Delete

http://10.16.1.252/PortalTest/eRegistration/PTEnBankDetails.aspx
Local Intranet | Protected Mode: Off
Save Commit Cancel

Privacy Statement | Terms & Conditions | Sitemap
Copyright © 2010-2014 Commercial Tax Department, Odisha. All rights reserved. | Powered by Mastek.

Enrolment of PT

FORM-II
[See rule 5(1) and rule 5(3)]
Application for Enrolment cum Amendment of the certificate of Enrolment

To
The Assessing Authority, *
I, Sri ASWINI
Enrolment.

1. Name Of Applicant *
2. Trade Name
3. Class Of Assesse *
4. Address of the Principal place of
Building No *
Locality/Ward *
Post Office
District *

(ii) Address of additional place(s) of
inside and outside the state.
(iii) Phone No
(iv) Email
5. R.C.No. under OVAT Act

Untitled Page -- Webpage Dialog

Type of APOB *	: --Select Type--	Description	:	
RC No.(State Act)	:	RC No.(CST Act)	:	
Building No	:	Circle Office	:	--Select Office--
Mahalla/Road	:	Village/Town *	:	
District *	:	Pin code	:	
State *	: --Select State--	Phone No	:	
Fax No	:	Email	:	

Submit Clear

APOB Details

Type Of APOB	District	Town	State	Edit	Delete
Agents' Premises	d	d	Odisha	Edit	Delete

http://10.16.1.252/PortalTest/eRegistration/PTEnrolapob.aspx

Apply for a Certificate of

Save Confirm Cancel

Privacy Statement | Terms & Conditions | Sitemap

Copyright © 2010-2014 Commercial Tax Department, Odisha. All rights reserved. | Powered by Mastek.

After saving all information click on confirm button.

Enrolment of PT

FORM-II
[See rule 5(1) and rule 5(3)]
Application for Enrolment cum Amendment of the certificate of Enrolment

To
The Assessing Authority, *
I, Sri ASWINI son/daughter/Wife of SAROJ ,do hereby apply for a Certificate of
Enrolment.

1. Name Of Applicant * ASWINI
2. Trade Name AS Name of Father /Husband
3. Class Of Assesse * Salary and Wage earners
4. Address of the Principal place or Place of business
Building No * AS
Locality/Ward * AS Town/City * AS
Post Office Police Station
District * AS Pin code
(ii) Address of additional place(s) of business /branch / godown – both
inside and outside the state. APOB
(iii) Phone No
(iv) Email aswininayak@gmail.com
5. R.C.No. under OVAT Act

Save Confirm Cancel

Please take a printout of the PT Enrolment Form and submit the signed copy along with supporting documents, acknowledgement receipt and required court fee in Bhubaneswar III circle. Click [here](#) to print the PT Form

Privacy Statement | Terms & Conditions | Sitemap

Copyright © 2010-2014 Commercial Tax Department, Odisha. All rights reserved. | Powered by Mastek.

After clicking confirm button your application is successfully submitted to concerned circle and you will get an acknowledgement having a receipt number.

RECEIPT OF APPLICATION FOR ENROLMENT
Under Professional Tax Act,2000

01. OFFICE ADDRESS Bhubaneswar III
Near Sahid Nagar Police Station

Receipt No: 10140000020924 Date: 03/08/2014 12:26:04

02. NAME AS
ADDRESS AS AS
AS
AS
PIN CODE **TELEPHONE/FAX NO** /

Receipt of your application for registration dated: 03/08/2014 12:26:04 is acknowledged.

Date: _____

1. Name Of Applicant * ASWINI
2. Trade Name AS Name of Father /Husband _____
3. Class Of Assesse * Salary and Wage earners
4. Address of the Principal place or Place of business
Building No * AS
Locality/Ward * AS Town/City * AS
Post Office _____ Police Station _____
District * AS Pin code _____
(ii) Address of additional place(s) of business /branch / godown – both inside and outside the state. APOB
(iii) Phone No _____ Fax No _____

Enrolment _____,do hereby apply for a Certificate of _____

Save Confirm Cancel

You can download and print of PT Enrolment application form.

FORM-II
[See rule 5(1) and rule 5(3)]
Application for Enrolment cum Amendment of the certificate of Enrolment

To
The Assessing Authority, * Bhubaneswar III

I, Sri ASWINI son/daughter/Wife of SAROJ, do hereby apply for a Certificate of Enrolment.

1. Name Of Applicant * ASWINI
2. Trade Name AS Name of Father /Husband _____
3. Class Of Assesse * Salary and Wage earners
4. Address of the Principal place or Place of business
Building No * AS
Locality/Ward * AS Town/City * AS
Post Office _____ Police Station _____
District * AS Pin code _____
(ii) Address of additional place(s) of business /branch / godown – both inside and outside the state. APOB
(iii) Phone No _____ Fax No _____
(iv) Email aswininayak@gmail.com
5. R.C.No. under OVAT Act _____

Save Confirm Cancel

Please take a printout of the PT Enrolment Form and submit the signed copy along with supporting documents, acknowledgement receipt and required court fee in Bhubaneswar III circle. Click **Save** to print the PT Form

Privacy Statement | Terms & Conditions | Sitemap Copyright © 2010-2014 Commercial Tax Department, Odisha. All rights reserved. | Powered by Mastek.

Print Preview of Application form.

http://10.16.1.252/PortalTest/eRegistration/ViewPtenrollmentRegistration.aspx?receiptNo=ZDFA431 - Windows Internet Explorer

FORM-II
Application for Enrolment
Under Professional Tax Act,2000

To
The Assesing Authority Bhubaneswar III
Near Sahid Nagar Police Station

I ASWINI Son/daughter/wife of
SAROJ hereby apply for a certificate of enrolment/amendment
of the certificate of enrolment bearing No _____ which is enclosed herewith.

01. Name of the Applicant:	ASWINI
02. Name of the Business / Trade:	AS
03. Class of Assessee:	Salary and Wage earners. Such persons including Ministers, Members of Legislative Assembly and Members of Parliament from the State of Odisha

http://10.16.1.252/PortalTest/eRegistration/ViewPtenrollmentRegistration.aspx?receiptNo=ZDFA431 - Windows Internet Explorer

04(i). Address of the Principal Place of Work:

Village/Holding No: AS
Locality / Ward No.: AS
Town/City: AS
P.O: _____ PIN: _____
Phone: _____ FAX No.: _____ E-Mail: aswininayak@gmail.c
om

4(ii). Address of other places of work, if any, in Odisha

Address :	
R.C.No(state Act)	Description
Building No.:	RC.No(CST Act)
Mahalla/Road:	Circle:
District: d	Town: d
Phone No.:	Police Station
E-Mail	Fax No.
State Odisha	

http://10.16.1.252/PortalTest/eRegistration/ViewPtenrollmentRegistration.aspx?receiptNo=2DFA431 - Windows Internet Explorer

05. R.C. No. Under OVAT Act	
06. Permanent Account Number (PAN):	ASWIN9898A
07. Details of Bank Account	
Name of the Bank:	American Express Bank Ltd
Branch & Code:	s
Account number:	3434
Nature of Account:	Current
08. Annual Gross Turn over/Income	3455345
09. Amount of tax payable	343434

The above statements are true to the best of my knowledge and belief & I undertake to comply with the statutory requirements provided in the Odisha State Tax on Professions, Trades, Callings and Employments Act,2000 & the rules made there under.

Signature

**If your application is correct and complete, you will get the enrolment number within 3 working days.
 If you have applied PT enrolment along with your VAT registration application you will get the enrolment number along with VAT .The TIN number will act as your enrolment number.**
