Commercial Taxes Department

Government of Tamil Nadu

Tamil Nadu VAT Implementation,

Guide for User Sign Up Process

October, 2015

Version 1.1

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Abbreviation	Description
C & F Agent	Clearing and Forwarding agents
CA	Chartered Accountants
CWA	Cost and Works Accountants
FDMC	Foreign Diplomatic Mission/ Consulate
LSP	Logistics Service Provider
PAN	Permanent Account Number
TIN	Tax Payer's Identification Number
TN	Tamil Nadu
TNCTD	Tamil Nadu Commercial Taxes Department
WC	Works Contractee

1. Introduction

The Tamil Nadu Commercial Taxes Department Web Portal is designed to provide the dealers an online access to the application. They need not to go to the Department to simply access any e-Services which includes e-Communication, e-Registration, File My Return and e-Payment and so on.

Instead they will be able to access these services from anyplace. Following are the e-Services which the dealers will access through the portal:

- e-Registration
- e-Amendment
- e-Cancellation
- e-Returns

1.1. Getting Started

To get the access of all e-Services and other functionalities, the dealer needs to get signed up with web portal which provides dealer an online way of dealing with the application.

Below are the steps to get signed up on TNVAT Portal. To start the application, do the following:

1. Click on e-Service link provided on left hand side on web-portal home page.

Figure 1: Home Page

2. In the sign in page, there is a 'New User? Sign Up' link in the Sign In tab. Click on this link.

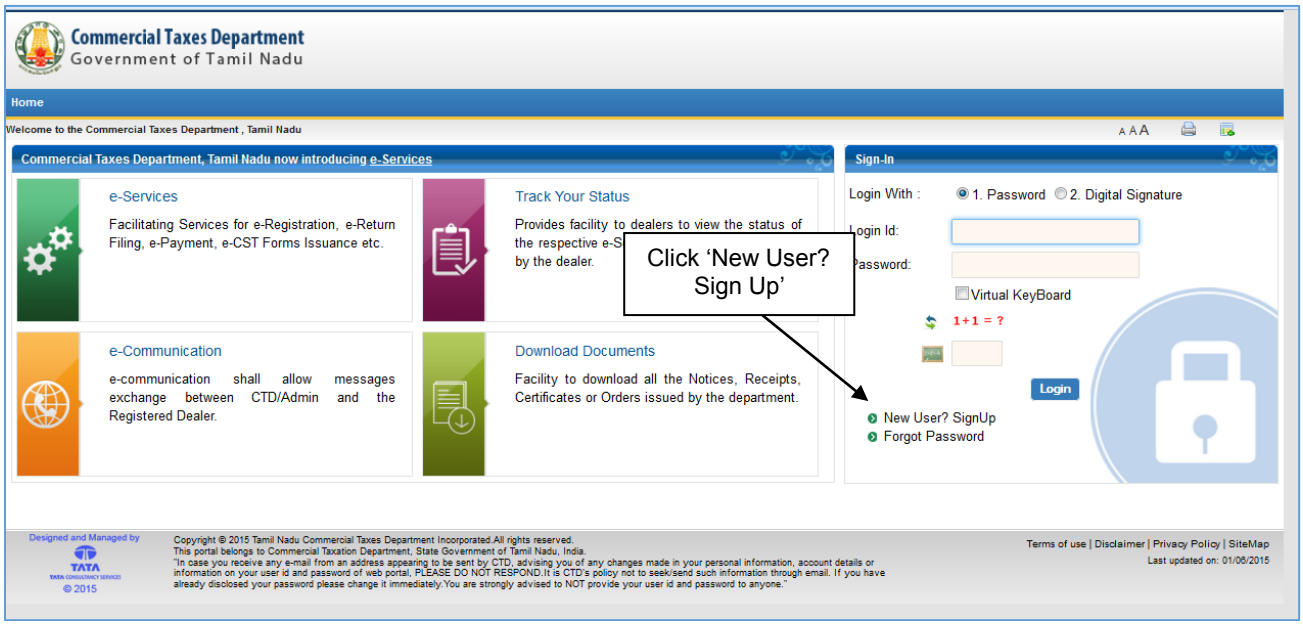


Figure 2: Login Page

3. A new screen will be opened. The "New User Sign Up Page" appears now.

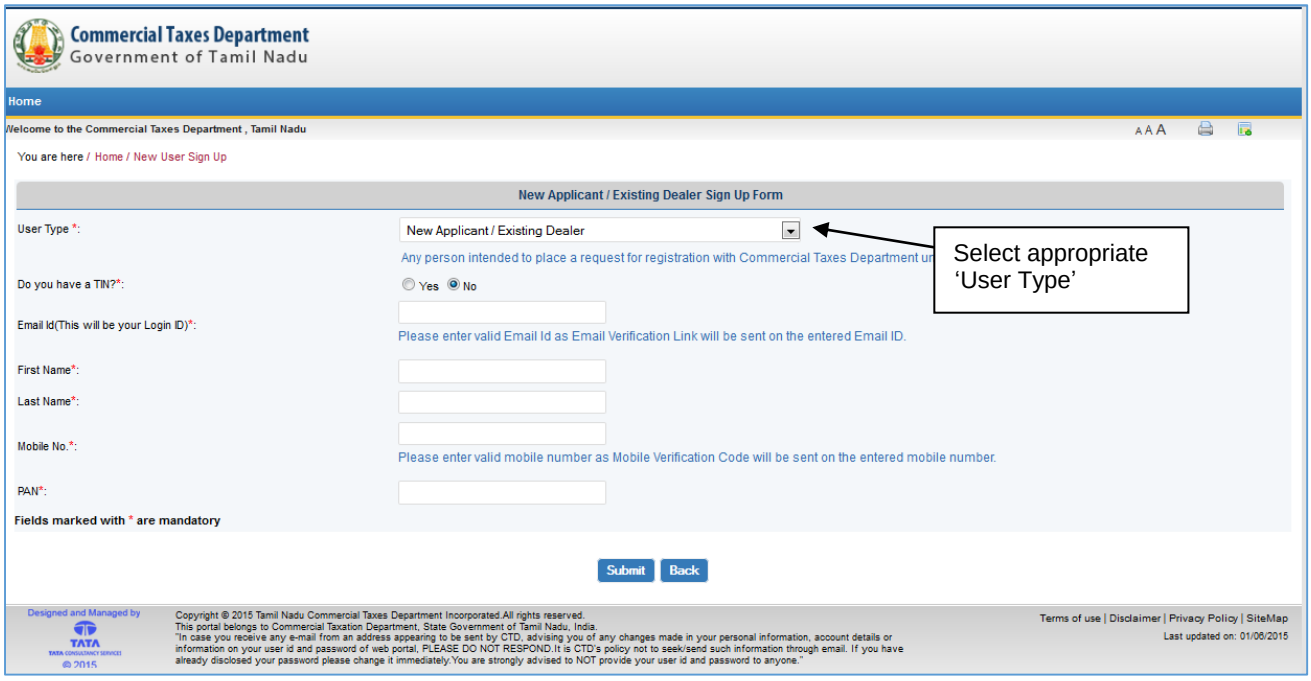


Figure 3: Sign Up Page

2. Sign Up

Below are the detailed steps to get sign up on TNVAT Portal as per the selected user type.

2.1. New Dealer Sign Up

Any dealer who is not yet registered and wants to get registered for any tax type has to first create a sign up in TNCTD Web Portal. After sign up, dealer will be given login credentials with his provided email id. Dealer can login to web portal and apply for registration. After registration TIN will be his login id. Please find steps for the same:

1. If you are a new dealer and do not have a TIN yet, then select user type as 'New Dealer / Existing Dealer' and select No in 'Do you have a TIN?' field. Provide other required details and click on Submit.

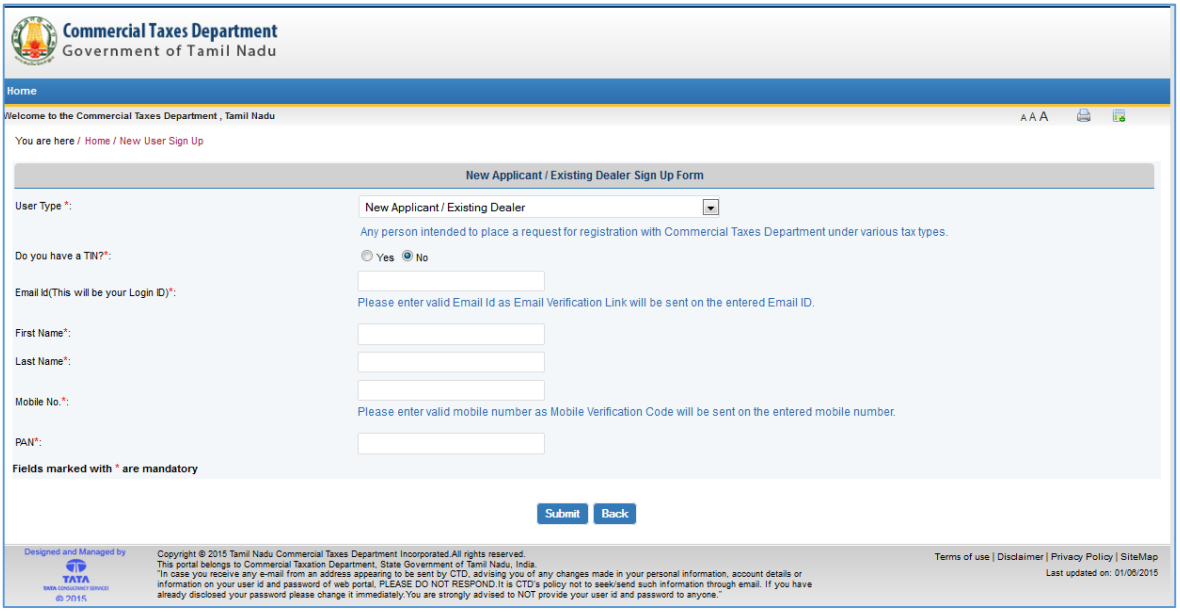
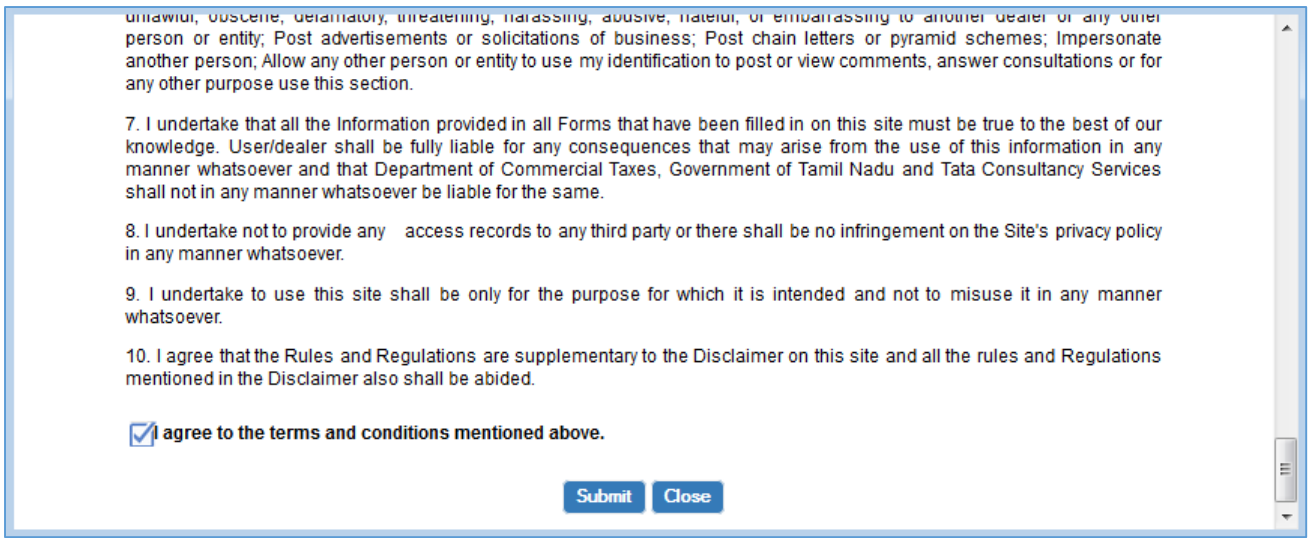


Figure 4 : New Dealer Sign Up Screen

2. On submit, sign up agreement screen for TNCDT Web Portal is shown. Please read them and tick in I agree checkbox provided at the end of the screen and click on Submit.


unlawful, obscene, defamatory, threatening, harassing, abusive, hateful, or embarrassing to another dealer or any other person or entity; Post advertisements or solicitations of business; Post chain letters or pyramid schemes; Impersonate another person; Allow any other person or entity to use my identification to post or view comments, answer consultations or for any other purpose use this section.

7. I undertake that all the Information provided in all Forms that have been filled in on this site must be true to the best of our knowledge. User/dealer shall be fully liable for any consequences that may arise from the use of this information in any manner whatsoever and that Department of Commercial Taxes, Government of Tamil Nadu and Tata Consultancy Services shall not in any manner whatsoever be liable for the same.

8. I undertake not to provide any access records to any third party or there shall be no infringement on the Site's privacy policy in any manner whatsoever.

9. I undertake to use this site shall be only for the purpose for which it is intended and not to misuse it in any manner whatsoever.

10. I agree that the Rules and Regulations are supplementary to the Disclaimer on this site and all the rules and Regulations mentioned in the Disclaimer also shall be abided.

I agree to the terms and conditions mentioned above.

Submit Close

Figure 5 : Sign Up Agreement Screen

3. Once the form will be submitted, the page will be displayed specifying that Verification link has been successfully sent to your email ID. Kindly click on that link to verify your email address.

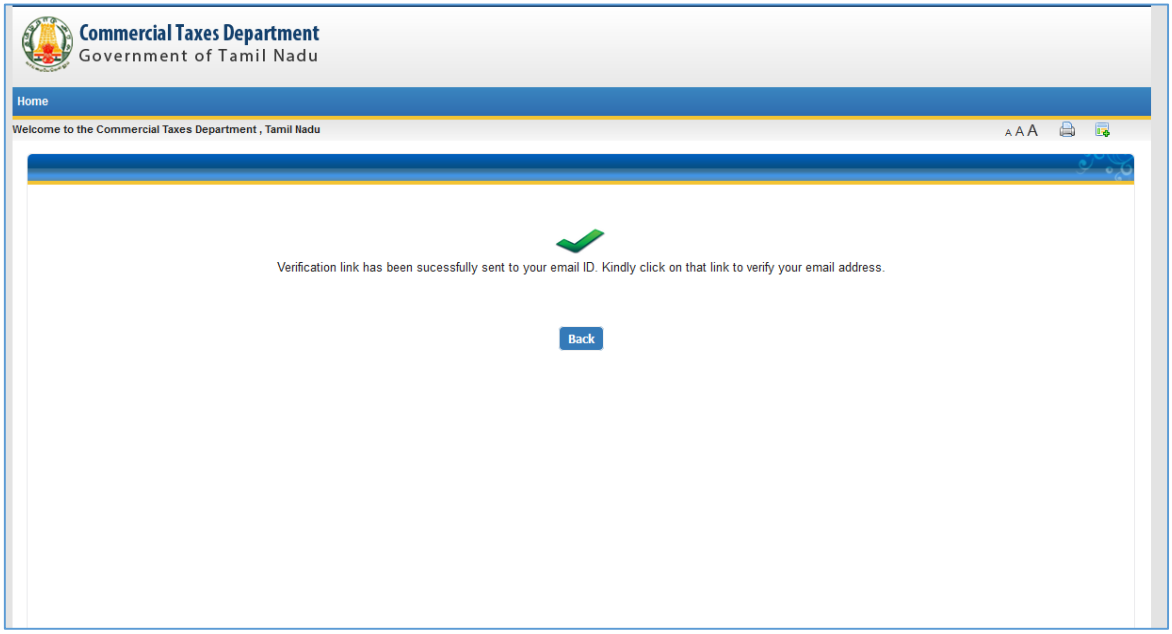


Figure 6 : Success page on Sign Up details submit

4. Once you click the link form email, you will be redirected to a new page wherein you will have to Enter Email ID, Mobile Number and Verification Code. After entering details, click on Verify Code.

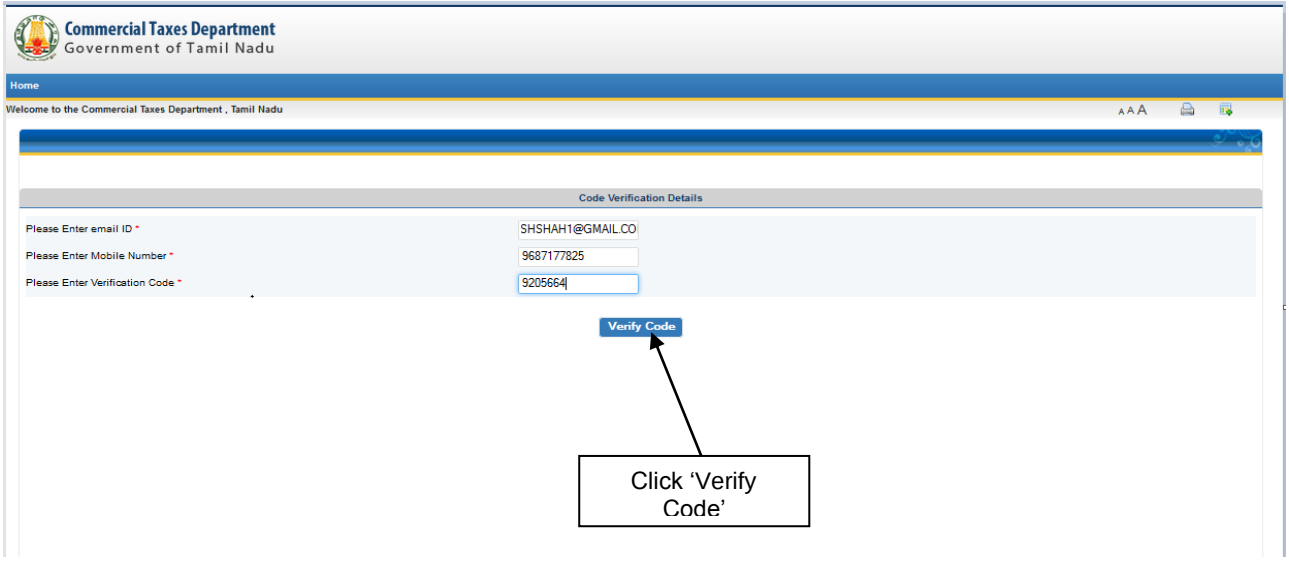


Figure 7 : Verification Screen

5. Now account is activated and login credentials are sent to user's email account.

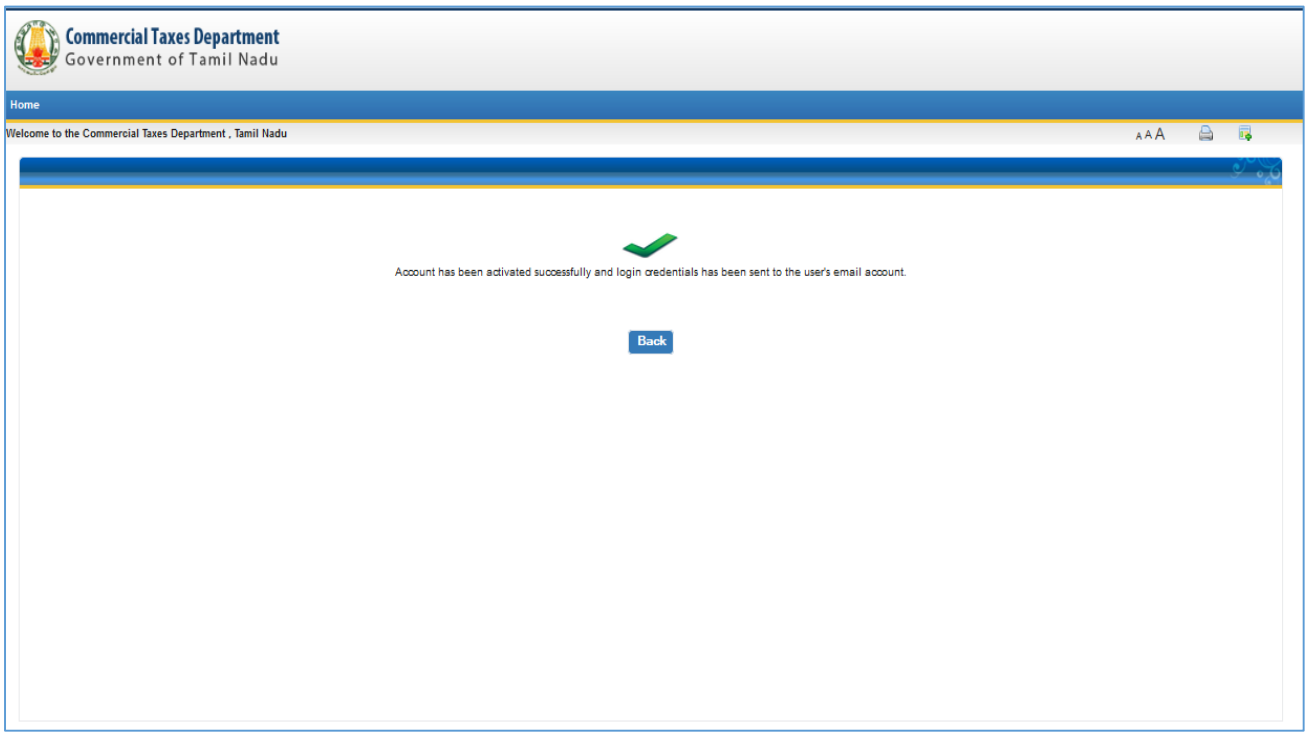


Figure 8 : Success page for Login Credentials generated

6. Login on the portal with the default credentials generated.

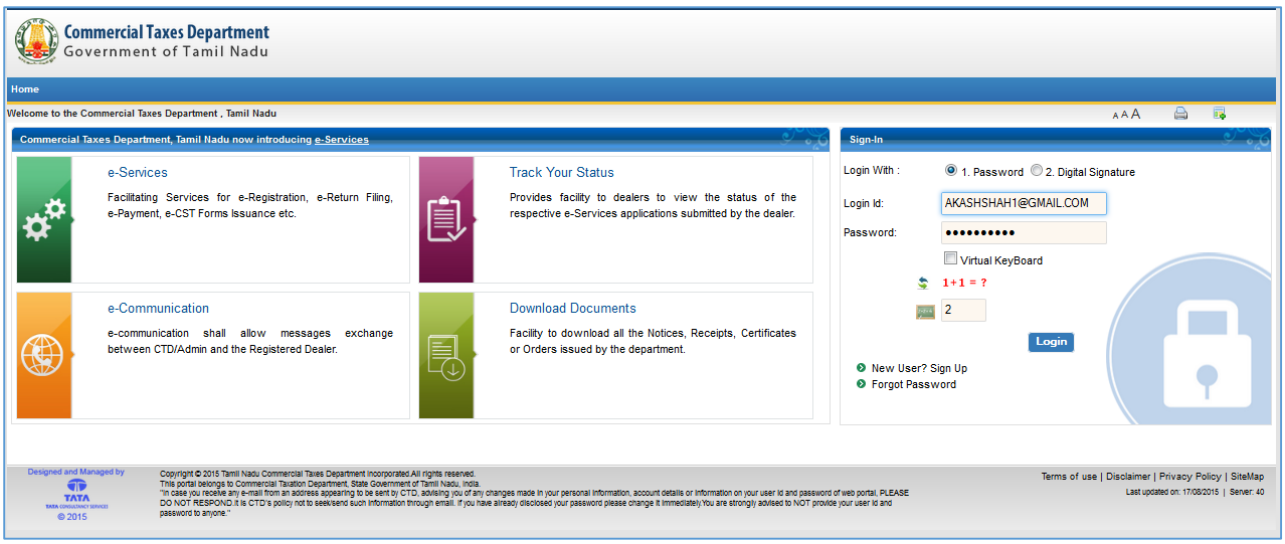


Figure 9 : Login with the default Credentials generated

7. On first login, user is asked to change his default password and security question and answer. In future user can retrieve his password by the provided security question and answer in case he has forgot the password. Enter old password, new password, the security question and answer and click on submit

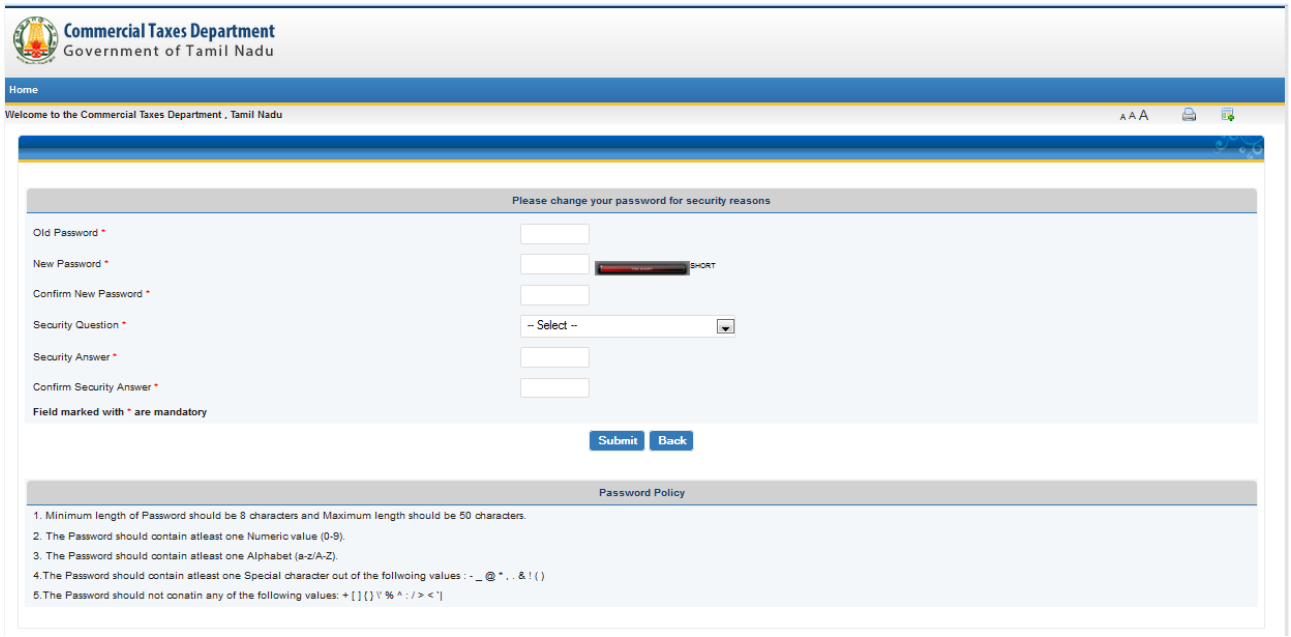


Figure 10 : Password Change Screen

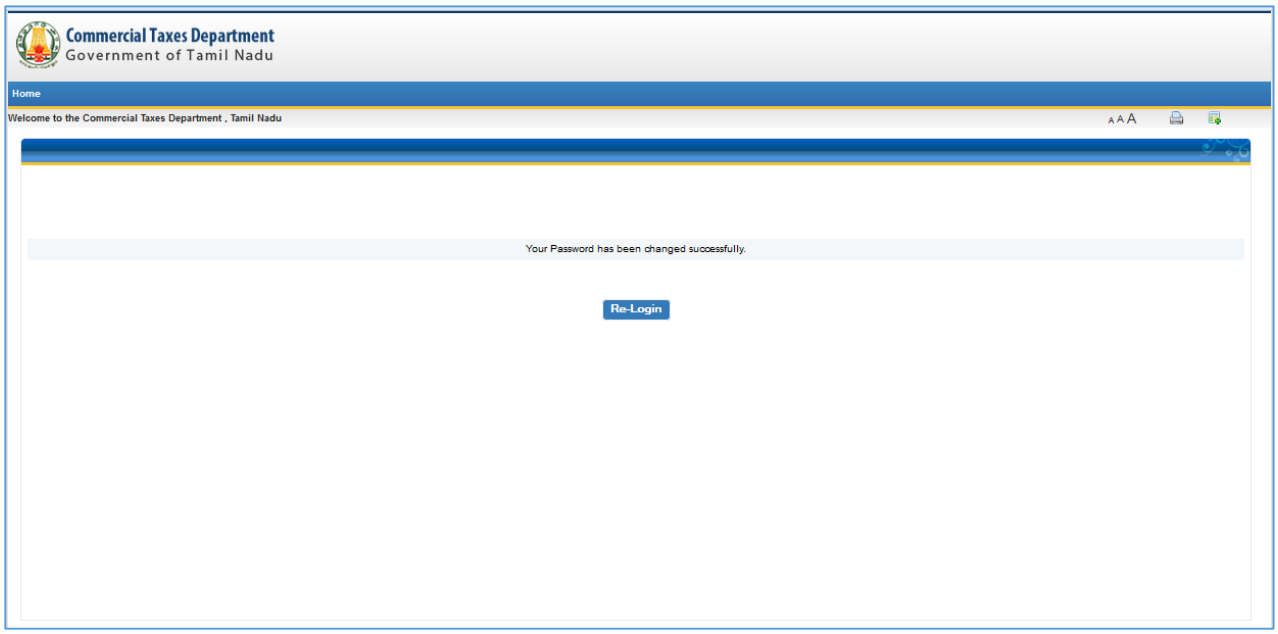


Figure 11 : Success page on password change

8. Click on re-login and login again with the email id / Tin and new password. User will be successfully logged in and can access other e-services.

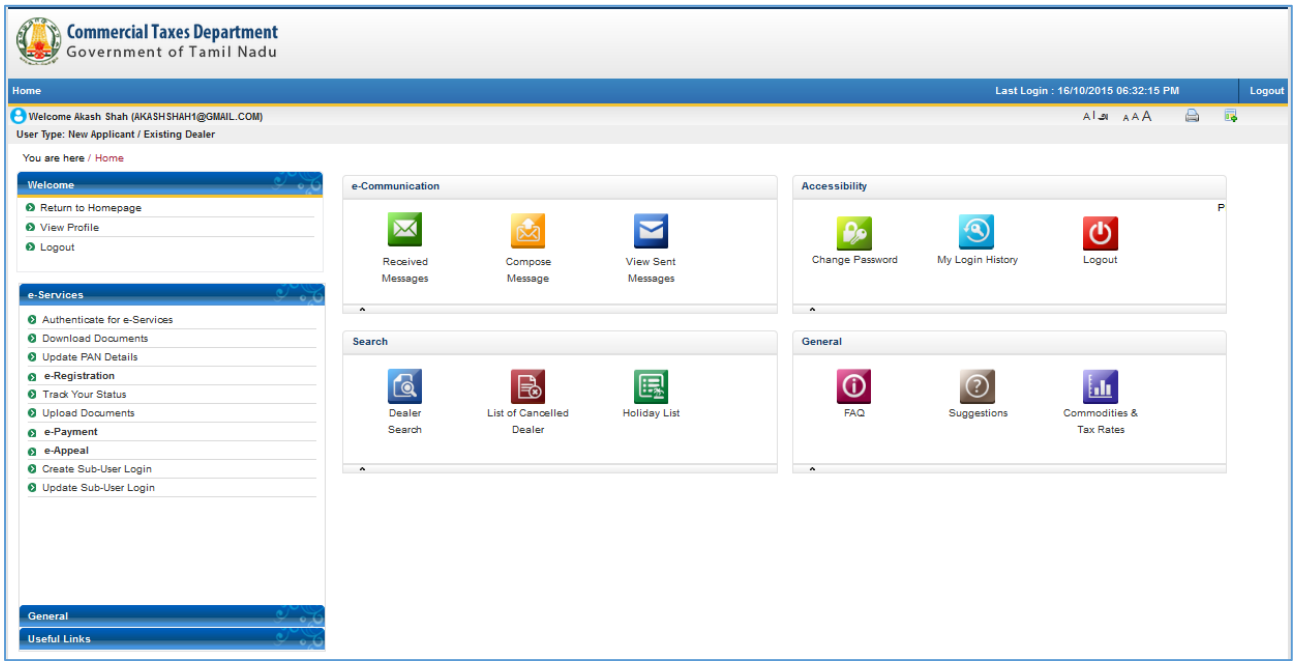


Figure 12 : After Login Screen

2.2. Existing Dealer Sign Up

1. If you are existing dealer and do have a TIN, then select user type as 'New Applicant / Existing Dealer' and select 'Yes' in 'Do you have a TIN?' field. Provide other required details and click on Submit.

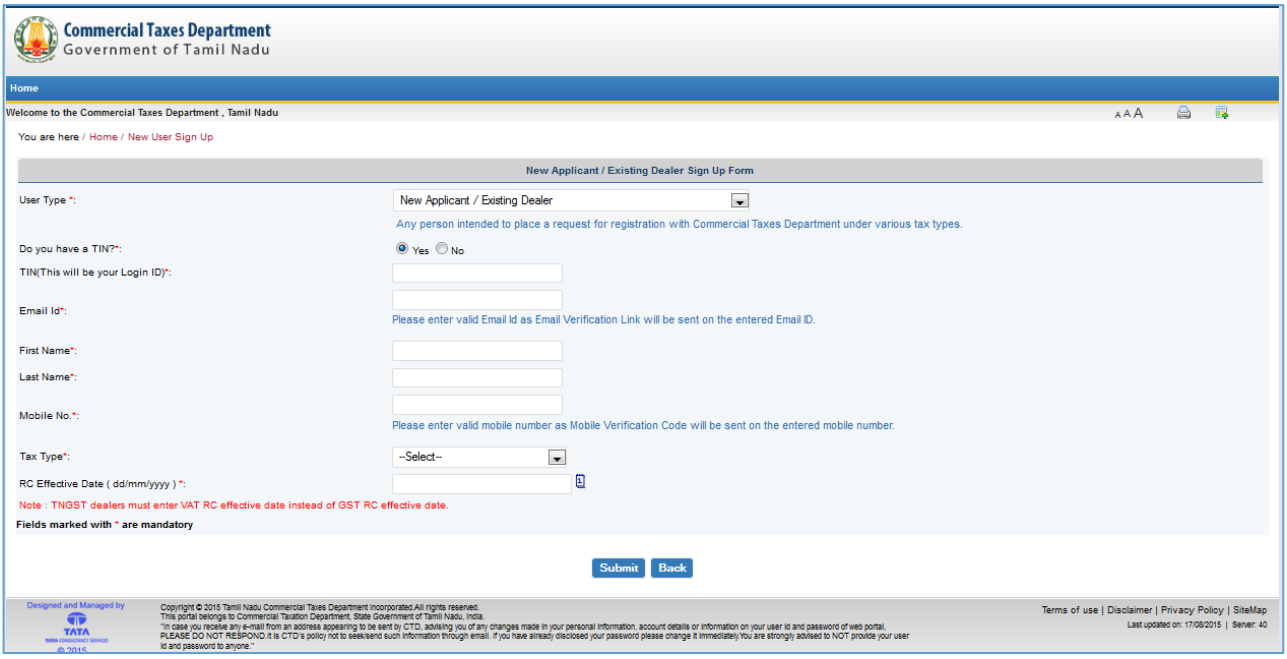


Figure 13: Existing Dealer Sign Up

2. Once the form will be submitted, remaining process will be same as section **2.1 from Step 4 to Step 8**.

2.3. Chartered Accountants (CA) or Cost and Works (CWA) Accountants Sign Up

1. If you are Chartered Accountant (CA), select the User Type as “Chartered Accountants / Cost and Works Accountant” and Type as ‘Chartered Accountants’. Provide other required details and click on Submit.

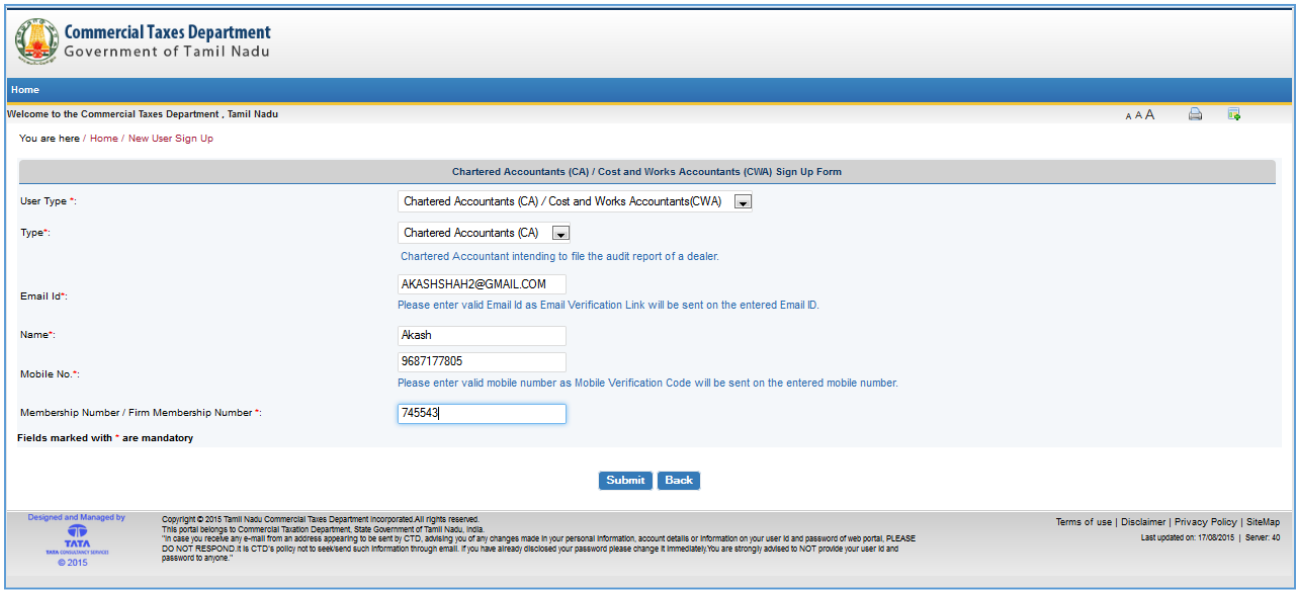


Figure 14 : Sign-Up for CA

2. If you are Cost and Works Accountant (CWA), select the User Type “Chartered Accountants / Cost and Works Accountant” and Type as ‘Cost and Works Accountants (CWA)’. Provide other required details and click on Submit.

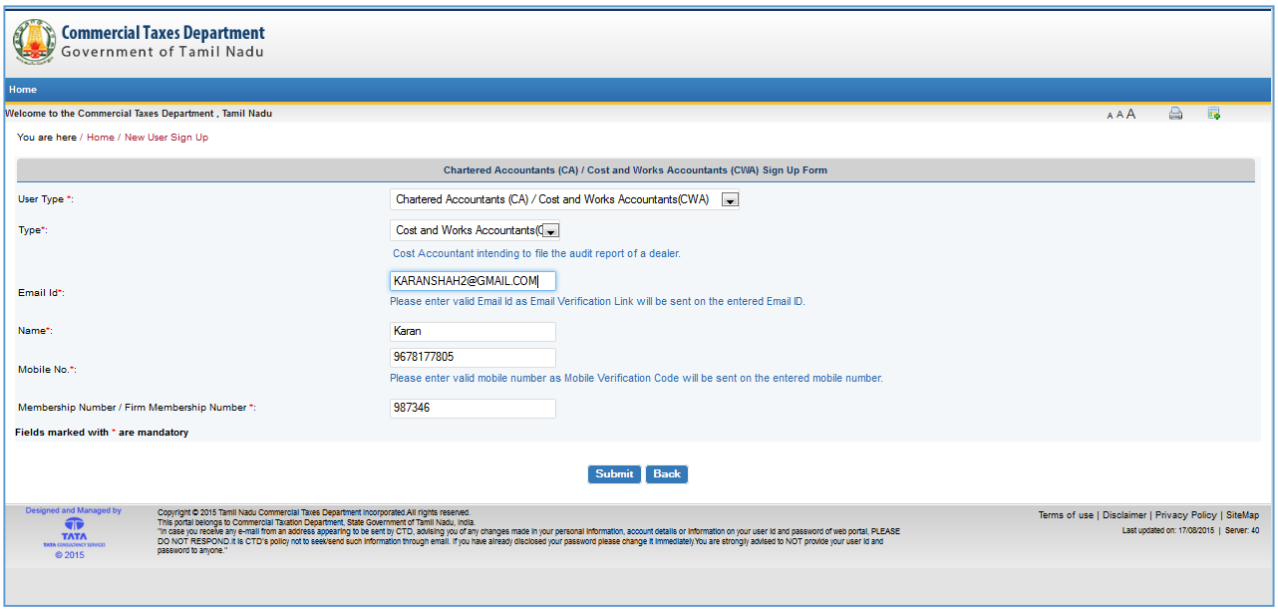


Figure 15 : Sign-Up for Cost and Works Accountants (CWA)

3. Once the form will be submitted, remaining process will be same as section **2.1 from step 4 to step 8**.

2.4. C & F Agent / Courier / Consignor / Custodian / Logistics Service Provider (LSP) or Postal Agency Sign Up

1. If you are C & F Agent / Courier / Consignor / Custodian / Logistics Service Provider (LSP) or Postal Agency, select the User Type "C & F Agent / Courier / Consignor / Custodian / Logistics Service Provider (LSP) or Postal Agency" and select appropriate Type. Provide other required details and click on Submit.

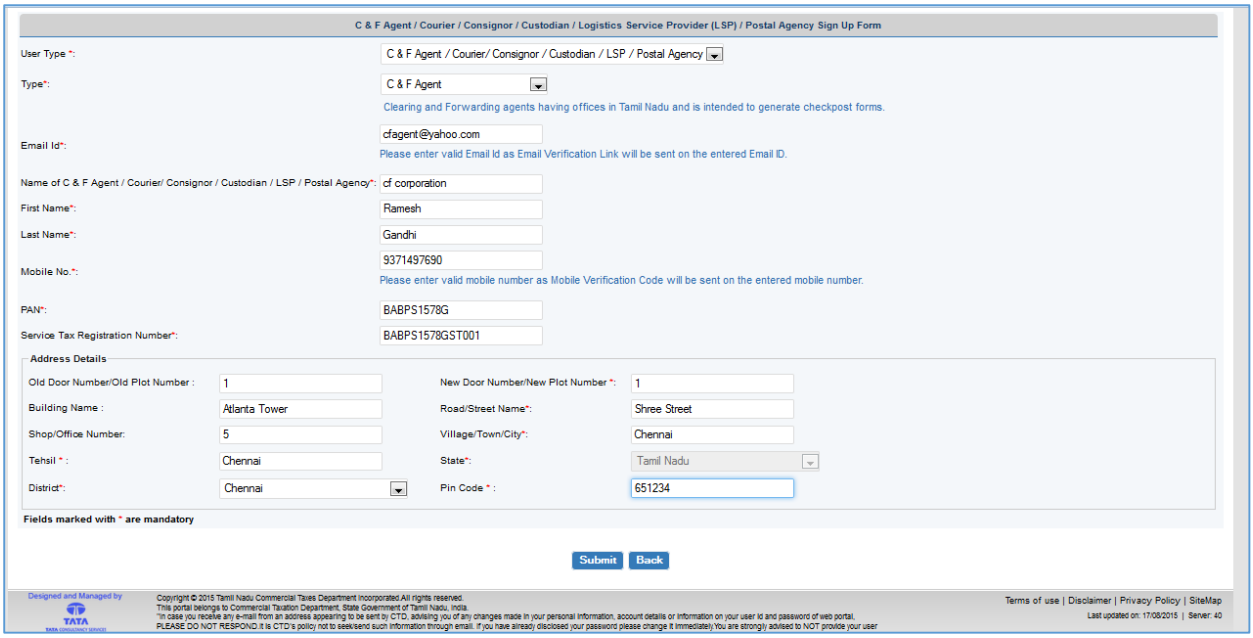


Figure 16 : Sign-Up for C & F Agent / Courier / Consignor / Custodian / Logistics Service Provider (LSP) or Postal Agency

2. Once the form will be submitted, remaining process will be same as section **2.1 from step 4 to step 8**.

2.5. Government Department Sign Up

1. If you are Government Department dealer, select the User Type as “Government Department”. Provide other required details and click on Submit.

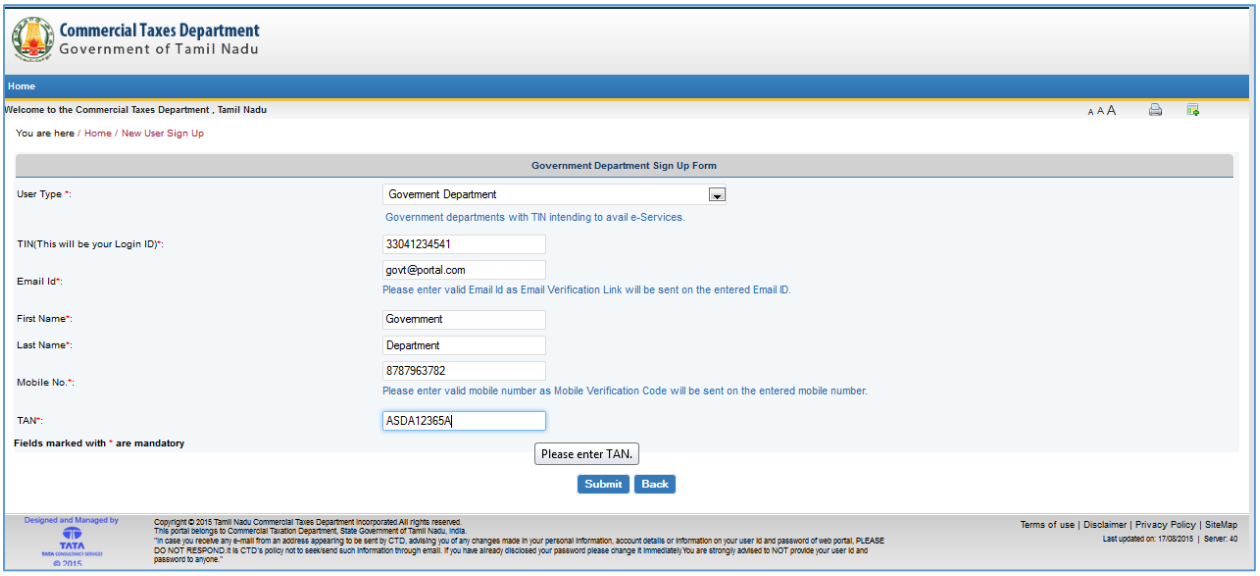


Figure 17: Sign-Up for Government Departments

2. Once the form will be submitted, remaining process will be same as section [2.1 from step 4 to step 8](#).

2.6. Works Contractee (WC) Sign Up

1. If you are Works Contractee, select the User Type “Works Contractee”. Provide other required details and click on Submit.

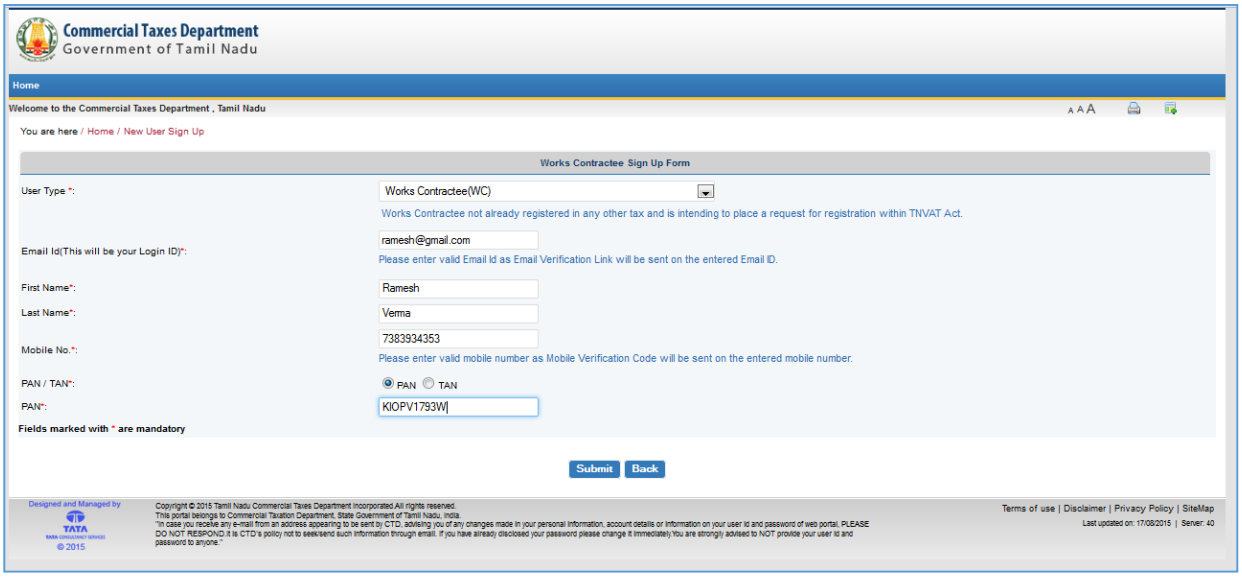


Figure 18: Sign-Up for Works Contractee

2. Once the form will be submitted, remaining process will be same as section [2.1 from step 4 to step 8](#).

2.7. Foreign Diplomatic Mission / Consulates (FDMC) Sign Up

1. If you are Foreign Diplomatic Mission / Consulates (FDMC), select the User Type as "Foreign Diplomatic Mission / Consulates (FDMC)". Provide other required details and click on Submit.

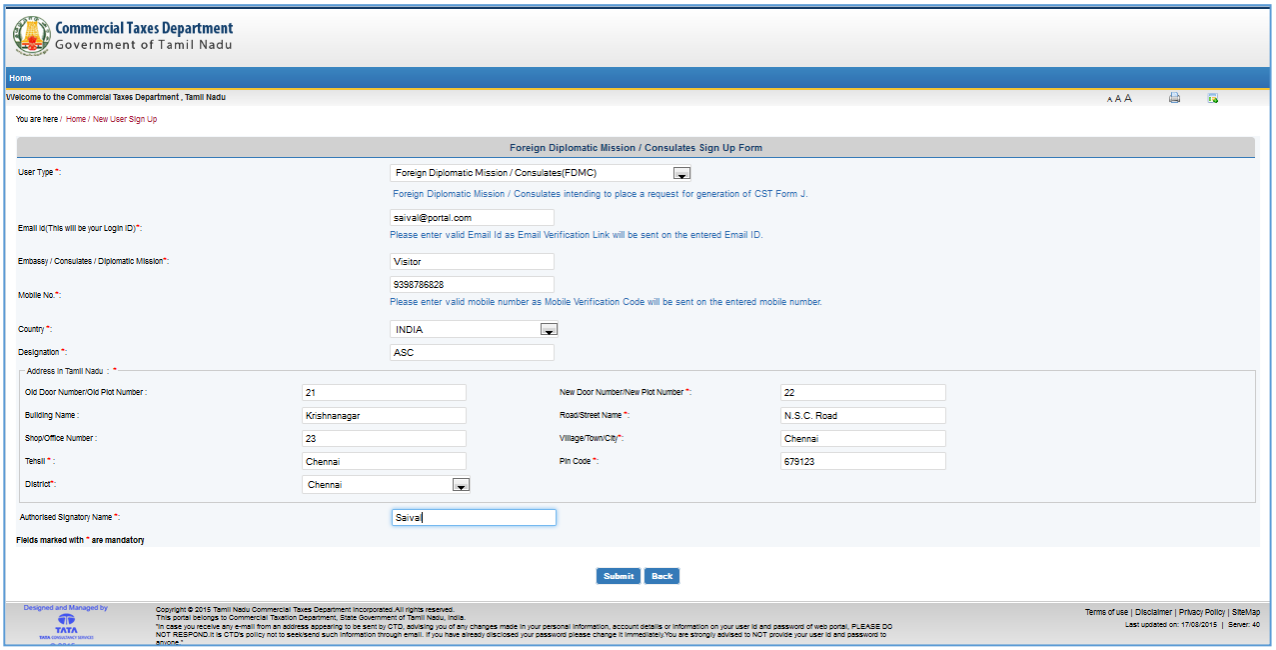


Figure 19: Sign-Up for Foreign Diplomatic Mission / Consulates (FDMC)

2. Once the form will be submitted, remaining process will be same as section **2.1 from step 4 to step 5.**
3. Once user completes the necessary sign up process, an approval task is created for Additional Commissioner Public Relations (PR).
4. On approval / rejection, user will receive notification through email & SMS of the same.
5. If approved, user has to follow same process of first time login as section **2.1 from step 6 and step 8.**