

Procedures for VAT Registration:

- Access to Tamil Nadu Commercial Taxes Department Portal <https://ctd.tn.gov.in>
- Click on e-Services Link on the Left Side of the Portal
- Now click on “New User? Signup” link
- Select the user Type
- Enter TIN, for already existing dealers
- Enter e-Mail, First Name, Last Name, Mobile No and PAN
- E-Mail ID, Mobile No and PAN should be unique, portal won't allow signup if any of these already used in the Portal
- After e-Mail ID is successfully verified a system generated Password will be sent to applicant's e-Mail ID.
- Login using the credentials received through mail id/ Mobile number.
- Click on e-Registration and select the Tax type from dropdown for which you want to get registered. (VAT)
- Two approaches are available say excel and web forms.
- Choose either web forms or excel
- Fill all the mandatory details in the registration application using the Permanent account number (PAN).
- On submitting the application the system will ask for payments of registration fees.
- Click on E-payment and select payment type as registration fees. (Rs 1000/-)
- Do the payment through Net-banking or e-challan.
- Click on upload document link and upload necessary scanned documents like
 - Address proof (2)
 - Photo ID proof(2)
 - Passport size photo
 - Signature
 - Reference letter
 - Proof of PRPL
- Submit hard copy of the application to the respective circle for all the applications which are without Digital Signature.
- If the application is Digitally signed , it is not necessary to submit the hard copies to the respective circle.
- On approval of application, TIN will be generated. Registration Certificate shall be sent online (with digital signature) and can be viewed / downloaded from the Portal.

NOTE: After submitting the hardcopies to the respective circle, if the dealer did not get any notice / rectification from the department within two days then the application will be deemed approved .

Procedures for CST Registration:

- Access to Tamil Nadu Commercial Taxes Department Portal <https://ctd.tn.gov.in>
- Login using the credentials.
- Click on e-Registration and select the Tax type from dropdown for which you want to get registered. (CST)
- Two approaches are available say excel and web forms.
- Choose either web forms or excel
- Fill all the mandatory details in the CST registration application .
- On submitting the application, Acknowledgement number will be generated.
- Click on upload document link and upload necessary scanned documents like
 - Address proof
 - Photo ID proof
 - Passport size photo
 - Signature
 - Reference letter from Witness
- Submit hard copy of the application to the respective circle for all the applications which are without Digital Signature.
- On approval of application, CST registration will get registered. CST Registration Certificate can be downloaded from the portal under the option “Download documents”.

Note: For CST registration applications, applicant needs to submit the application physically duly affixed with Rs 25 Court Fees Stamp even if the application is digitally signed.

Procedures for Luxury Tax (LT) Registration:

- Access to Tamil Nadu Commercial Taxes Department Portal <https://ctd.tn.gov.in>
- Click on e-Services Link on the Left Side of the Portal
- Now click on “New User? Signup” link
- Select the user Type
- Enter TIN, for already existing dealers
- Enter e-Mail, First Name, Last Name, Mobile No and PAN
- E-Mail ID, Mobile No and PAN should be unique, portal won’t allow signup if any of these already used in the Portal
- After e-Mail ID is successfully verified a system generated Password will be sent to applicant’s e-Mail ID.
- Login using the credentials received through mail id/ Mobile number.
- Click on e-Registration and select the Tax type from dropdown for which you want to get registered. (LT)
- Two approaches are available say excel and web forms.
- Choose either web forms or excel
- Fill all the mandatory details in the registration application using the Permanent account number (PAN), also specify **Accommodation and Tariff details**.
- On submitting the application the system will ask for payments of registration fees.
- Click on E-payment and select payment type as registration fees. (Rs 500/-)
- Do the payment through Net-banking or e-challan.
- Click on upload document link and upload necessary scanned documents like
 - Address proof (2)
 - Photo ID proof(2)
 - Passport size photo
 - Signature
 - Reference letter from Witness
 - Tariff and accommodation Particulars
 - Proof of PRPL
- Submit hard copy of the application to the respective circle for all the applications which are without Digital Signature.
- If the application is Digitally signed , it is not necessary to submit the hard copies to the respective circle.
- On approval of application, Luxury Tax registration will be Completed and mail will be sent to the dealers mail id . Registration Certificate can be downloaded from the portal under the option “Download documents”.

Procedures for Entertainment Tax (ET) Registration: (Amusement park / Theatre/ IPL / Direct to Home / Cable Television)

- Access to Tamil Nadu Commercial Taxes Department Portal <https://ctd.tn.gov.in>
- Click on e-Services Link on the Left Side of the Portal
- Now click on “New User? Signup” link
- Select the user Type
- Enter TIN, for already existing dealers
- Enter e-Mail, First Name, Last Name, Mobile No and PAN
- E-Mail ID, Mobile No and PAN should be unique, portal won’t allow signup if any of these already used in the Portal
- After e-Mail ID is successfully verified a system generated Password will be sent to applicant’s e-Mail ID.
- Login using the credentials
- Click on e-Registration and select the Tax type from dropdown for which you want to get registered. (Entertainment Tax)
- Select Entertainment tax type for **Amusement park / Theatre/ IPL / Direct to Home / Cable Television.**
- Two approaches are available say excel and web forms.
- Choose either web forms or excel
- Fill all the mandatory details in the registration application based on the tax type under entertainment tax.
- Click on upload document link and upload necessary scanned documents related to tax types as **Amusement park / Theatre/ IPL / Direct to Home / Cable Television.**
- Submit hard copy of the application to the respective circle for all the applications which are without Digital Signature.
- If the application is digitally signed, it is not necessary to submit the hard copies to the respective circle.
- On approval of application registration will be completed and mail will be sent to the dealers mail id. Registration Certificate for **Amusement park / Theatre/ IPL / Direct to Home / Cable Television** can be downloaded from the portal under the option “Download documents”.

Procedures for Entry Tax:

There is no specific registration for entry tax , the dealer who is registered under VAT & CST can pay entry tax by adding the respective commodity in their CST commodity details.

Procedure for Post verification

TIN Number will be issued to the dealers within 2 days. Post Verification will be done after issuing TIN Number by the Authority.

After 2 working days, there will be no rejection option for the authority. The authority can only approve the application.

In the meantime, if the authority initiates rectification, the status will change to Rectification Initiated

If the authority initiates rectification (even if it is end of 2nd day after hard copy submission), the dealer should respond to the notice within 15 days. If the dealer does not respond to the notice within 15 days, the authority can reject the application.

If the dealer responds to the notice, the authority should approve /reject the application within 2 working days from the date which the dealer responds to the notice. After 2 working days, there will be no rejection option for the authority. The authority can only approve the application.