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# USER MANUAL

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New Registration Under PTRC

MAHARASHTRA GST TAX DEPARTMENT



Submitted By,



Orient Technologies Limited  
Formerly known as Orient Technologies Pvt. Ltd



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## 1. Instructions

**Please make sure you go through below instructions before Registering online**

- *Make sure you are filling correct and valid details in the input fields as per the description. Read carefully before entering details*
- *Mobile Number fields will contain only 10 digit number. (Use of +91 is not allowed)*
- *Wherever ADD button is mentioned, you can add multiple details. E.g. Address, Bank details etc.*
- *Make sure you have all soft copies of the documents which will be uploaded during the registration process*
- *While filling FORM I, NEXT button will save all the data you have entered before clicking on NEXT*
- *PREVIOUS button will take you to previous page*

## 2. Road map of Registration Process

### Steps involved in the Maharashtra State Tax on Profession, Trades, Calling and Employments Act, 1975

- 1.Create temporary profile with MGSTD for New Registration
- 2.Select the Act
- 2.Fill the FORM for registering under PTRC
- 3.Submit the form online.

## 3.Create Temporary Profile

### 3.1. Profile Screen:

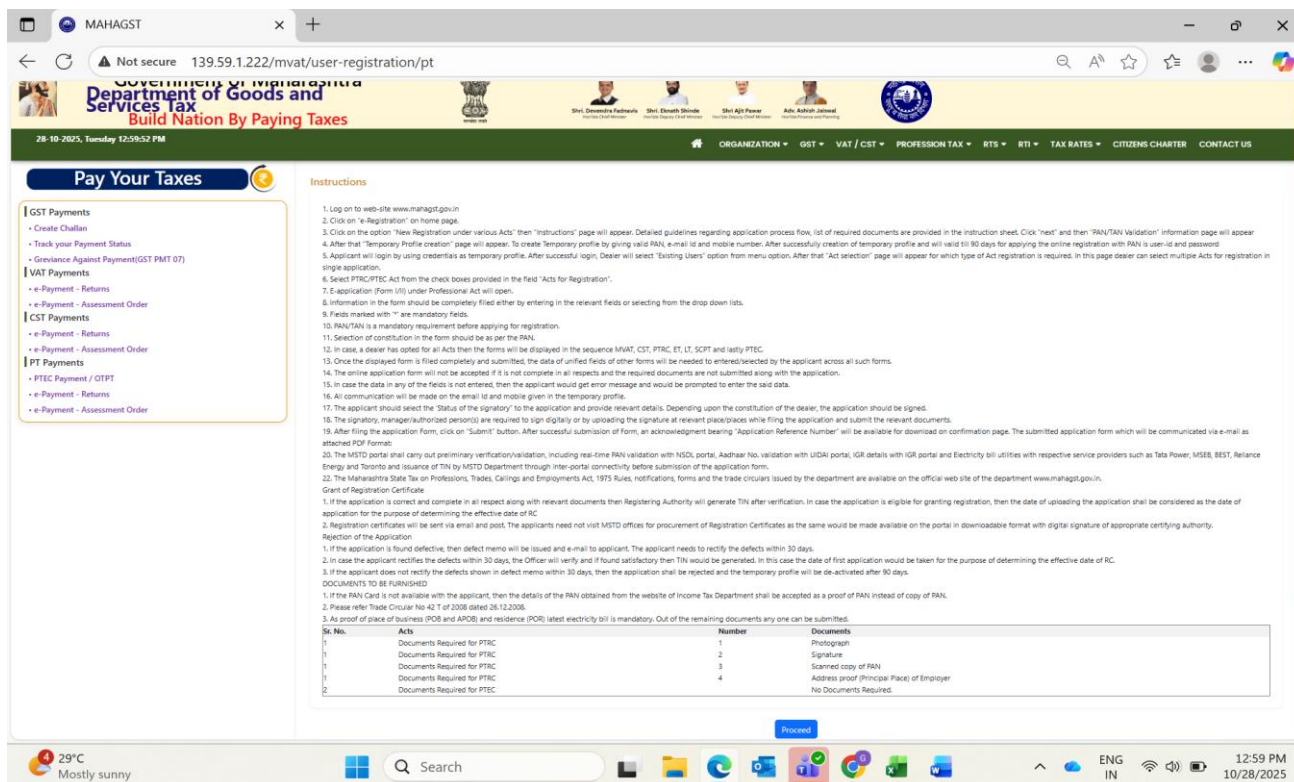
- Click on New Dealer Registration under PT
- Instruction Page will open for registration

The screenshot displays the MAHAGST website interface. The top navigation bar includes 'ORGANIZATION', 'GST', 'VAT / CST', 'PROFESSION TAX', 'RTS', 'RTI', 'TAX RATES', 'CITIZENS CHARTER', and 'CONTACT US'. The main content area features four columns for different tax types: GST, VAT, CST, and PT. The PT column is highlighted, showing 'Maharashtra State Tax on Professions, Trades, Callings and Employment Act, 1975' with a 'New Dealer Registration' button. A 'Pay Your Taxes' section on the left lists various payment options. A 'Total GST Collection (in Crores)' bar chart is visible, comparing 2023-24 and 2024-25 data. The bottom of the page includes a 'Suggestions and Feedback' section and a 'Mazgaon Helpdesk (Direct Lines)' with contact numbers: 022-23760188, 022-23760646, and 022-23760074. The website is accessed via a browser at 139.59.1.222/mvat/.



### 3.2 Instruction Page

- After clicking New Dealer Registration Instrucion page will appear.
- Read the instructions and click on next.



### 3.3. User Details Screen

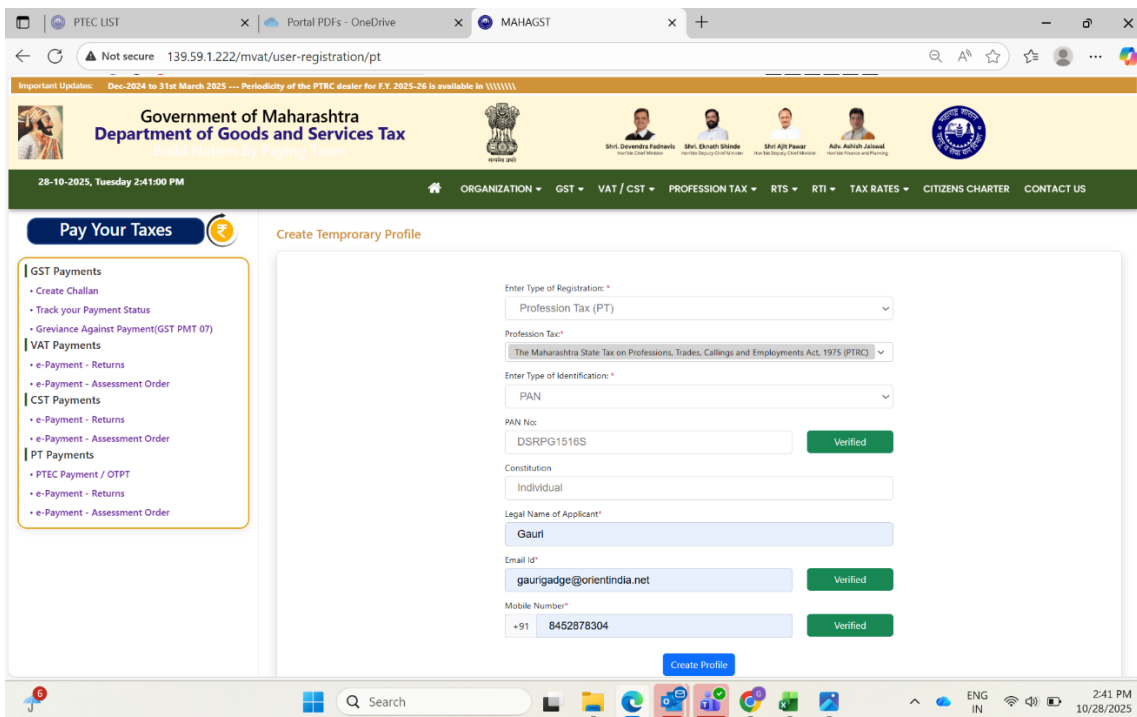
This screen allows the applicant to create a **Temporary Profile** for new registration under the **Profession Tax Registration Certificate (PTRC)**.

Fill in the following details:

- Enter Type of Registration – The field auto-populates as *Profession Tax (PT)*.
- Profession Tax – Select Profession Tax as *The Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTRC)*.
- Enter Type of Identification – Choose PAN or TAN from the dropdown list.
- PAN No. – Enter your valid PAN number. Once validated, the system will display a green “Verified” status.
- Constitution – The field auto-populates the constitution type as per PAN details.
- Legal Name of Applicant – Enter the applicant’s full legal name as per PAN records.
- Email ID – Provide a valid email address for registration confirmation and future communication. Once verified, the field will display a green “Verified” status.



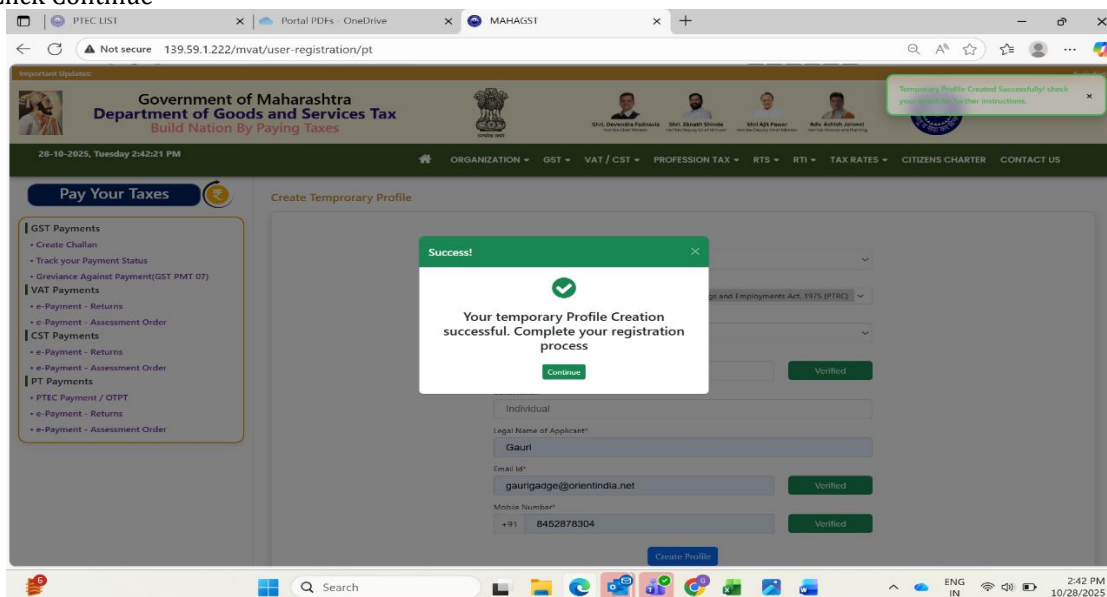
- Mobile Number –  
Enter a 10-digit mobile number (without +91 or any country code).  
Once verified, the field will display a green “Verified” status.
- Create Profile Button –  
Click on “Create Profile” to generate your temporary user ID.



### 3.4. Temporary Profile Creation Successful

Once all required details are entered and verified, the system will display a confirmation message indicating that the temporary profile has been created successfully. Complete your registration process.

- Click Continue





#### 4.1. PTRC Registration Form

This section of **PTRC Registration Form I** captures the applicant's existing registration details under other Acts, if applicable. These details help the department cross-verify registrations across tax laws.

##### Fill in the following fields:

1. **1(A). Income Tax Permanent A/c No. (PAN) of the Applicant –**  
The field auto populates PAN number of the applicant.

2. **1(B). Tax Deduction and Collection A/c No. (TAN) of Applicant, if applicable –**  
Enter TAN only if the applicant has one (optional for individuals).

##### Upload Documents-

Click on choose file to upload documents

3. **1(C). Other Information (if applicable):**

- **i. GSTIN under GST Act, 2017 –**  
Enter GSTIN, if registered, and provide the **Date of Effect** (from the date GST registration became active).
- **ii. TIN under MVAT Act, 2002 –** Enter TIN number, if applicable, with the corresponding **Date of Effect**.
- **iii. TIN under CST Act, 1956 –** Enter Central Sales Tax TIN and **Date of Effect**, if applicable.
- **iv. E.C. No. under Profession Tax Act, 1975 –** Enter Enrollment Certificate number, if previously registered under the same Act.
- **v. Registration No. under the Maharashtra Shops and Establishments (Regulation of Employment and Conditions of Service) Act, 2017 –** Enter the registration number and date of effect if registered.
- **vi. Registration No. under Employers Provident Fund Organisation (EPFO) –** Enter the PF registration number if applicable.

**PTRC Registration Form I**

1(A). INCOME TAX PERMANENT A/C NO. (PAN) OF THE APPLICANT: DSRPG1516J

1(B). TAX DEDUCTION AND COLLECTION A/C NO. (TAN) OF APPLICANT, IF APPLICABLE:

UPLOAD DOCUMENTS : Choose File | Chi...pdf +

1(C). OTHER INFORMATION (IF APPLICABLE):

i. GSTN under GST Act, 2017:	Date of Effect:
27AAPA1234A1Z5	10/15/2025
ii. TIN under MVAT Act, 2002 :	Date of effect :
45678976543	10/05/2025
iii. TIN under CST Act, 1956 :	Date of effect :
34567854345	10/02/2025
iv. E.C.No. under Profession Tax Act, 1975 :	Date of effect :
99567598435	10/01/2025
v. Reg. no. under The Maharashtra Shops and Establishments (regulation of employment and conditions of service) Act, 2017 :	vi. Reg. no. under Employers Provident Fund Organisation (EPFO) :
56789654345	67876543567



#### 4.2. Dealer Details

This section of **PTRC Registration Form I** captures the applicant's basic business and signatory details required for new registration under the **Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTRC)**.

Fill in the following details:

1. **Legal Name of the Business –**

The field auto fetch legal name as it appears on the PAN/TAN.

2. **Trade Name (if any) –**

Enter the trade or brand name, if the business operates under a different name.

3. **Details of Authorized Signatory –**

Fill in the information of the individual authorized to sign and represent the business for PTRC registration.

i. **Name of Signatory Applicant –** Enter full name (First, Middle, Last).

ii. **Aadhaar Number of Signatory Applicant –** Enter the 12-digit Aadhaar number.

iii. **Mobile Number of Signatory Applicant –** Enter a valid 10-digit number.

iv. **Email ID of Signatory Applicant –** Enter a valid and active email ID.

4. **Constitution –**

Select the constitution of the business from the dropdown list.

5. **Nature of Work / Business / Activity –**

Select the nature of the business activity as per **Annexure-II** (list of business types).

6. **Status of Signatory of Application –**

Select the designation or capacity of the person signing the application.

The screenshot shows a web browser window with the PTRC registration form. The form is titled "PTRC REGISTRATION" and is displayed on a desktop. The browser address bar shows "139.59.1.222/mvat/dashboard/ptrc-registration". The form fields are as follows:

- 2(A). (I) LEGAL NAME OF THE BUSINESS: \*** Text input field containing "Gauri".
- 2(A). (II) TRADE NAME, IF ANY :** Empty text input field.
- 2(B). DETAILS OF AUTHORIZED SIGNATORY :**
  - (i) Name of signatory applicant: \*** Three buttons labeled "Gadge", "Gauri", and "Babaji".
  - (ii) Aadhaar No of signatory applicant: \*** Text input field containing "766975430654".
  - (iii) Mobile No. of signatory applicant: \*** Text input field containing "+91 8786545356".
  - (iv) Email Id of signatory applicant: \*** Text input field containing "gaurigadge@orientindia.net".
- 3. CONSTITUTION:\*** Dropdown menu with "Proprietorship" selected.
- 4. NATURE OF WORK/BUSINESS/ACTIVITY (MENTION APPROPRIATE SR. NO. FROM ANNEXURE-II):\***
  - i). Nature of Business:\*** Dropdown menu with "Manufacturer" selected.
- 5. STATUS OF SIGNATORY OF APPLICATION:\*** Dropdown menu with "Proprietor" selected.
- 6. DETAILS OF PROPRIETOR/PARTNERS/DIRECTORS/MEMBERS OF MANAGING COMMITTEE/ALL PERSONS HAVING INTEREST IN THE BUSINESS/ACTIVITY (INCLUDING THE MEMBERS OF HINDU UNDIVIDED FAMILY BUSINESS). AS PER ANNEXURE-I:** Empty text area.



### 4.3. Details of Proprietor / Partners / Directors / Members of Managing Committee

This section of **PTRC Registration Form I** captures the personal and residential details of all individuals having ownership or managerial control in the business — such as **Proprietors, Partners, Directors, or Members of Managing Committee.**

Fill in the following details:

Permanent Residential Address

1. Full Name of Proprietor / Partner / Director / Member of Managing Committee –
2. PAN No. –
3. PTEC No. –
4. Office No. / Flat No. / Room No. / Building No. –
5. Plot No. / Street Name, etc. –
6. Area Name and Landmark, if any –
7. Village / Town / Locality –
8. Taluka –
9. District –
10. Pincode –

Contact Details

11. Mobile No. –
12. Email Address –
13. Telephone No. –

### 4.4 Date of Commencement of Activity of Employer

- Enter the date on which the business activities actually started.

### 4.5 Commencement of Liability

- Select the **month and year** from which the liability to pay Profession Tax will commence.

The screenshot shows a web browser window with the URL `139.59.1.222/mvat/dashboard/ptrc-registration`. The page title is "6. DETAILS OF PROPRIETOR/PARTNERS/DIRECTORS/MEMBERS OF MANAGING COMMITTEE/ALL PERSONS HAVING INTEREST IN THE BUSINESS/ACTIVITY (INCLUDING THE MEMBERS OF HINDU UNDIVIDED FAMILY BUSINESS). AS PER ANNEXURE-I:". The form is titled "PERMANENT RESIDENTIAL ADDRESS" and contains the following fields:

- Full name of Proprietor / Partner / Director / Member of Managing Committee: Gadge, Gauri, Babaji
- PTEC No: 3456789067654
- PAN No: DSVGH1342F
- Office No/Flat No/Room No/ Building No: 87
- Plot No/Street Name, etc: station colony
- Area Name etc. and Landmark, if any: vikhroli
- Village/Town/Locality: Pune
- Taluka: vilhroli
- District: pune
- Pincode: 400001
- Contact Details:
  - Mobile No: +91 8786543456
  - E-mail Address: gaurigadge@orientindia.net
  - Telephone No: (empty)

Below the form, there are two sections:

- 7. DATE OF COMMENCEMENT OF ACTIVITY OF EMPLOYER: 10/08/2025
- 8. COMMENCEMENT OF LIABILITY. MONTH FROM WHICH LIABILITY TO PAY TAX COMMENCES: February 2025

An "Add More" button is visible at the bottom right of the form area. The browser's taskbar at the bottom shows the time as 2:58 PM on 10/28/2025.



#### 4.6. Full Address of the Principal Place of Business

This section of PTRC Registration Form I requires the applicant to provide the complete address of the principal place of business, which will be registered under the Profession Tax Act.

Fill in the following details:

1. Building No. / Flat No. / Door No. –
2. Floor No. –
3. Name of the Premises / Building –
4. Road / Street –
5. City / Town / Locality / Village –
6. District –
7. Taluka / Block –
8. State –
9. Pincode –

Contact Details

10. Mobile No. –
11. Office E-mail Address –
12. Office Telephone No. –

#### 4.7. Occupancy Status of the Principal Place of Business

Select the appropriate option from the dropdown list to indicate ownership status of the premises.

##### 10. FULL ADDRESS OF PRINCIPAL PLACE OF BUSINESS:

Building No/Flat No/Door No:*	Floor No.	Name of the Premises/Building:*
98	9	godrej colony
Road/Street:	City/Town/Locality/Village:*	District:*
station colony	Pune	pune
Taluka/Block:*	State:*	Pincode:*
junnar	Maharashtra	400001
<b>Contact Details</b>		
Mobile No:*	Office E-mail Address:*	Office Telephone No:
+91 8786543456 +	gaurigadge@orientindia. +	+ +

##### 11. OCCUPANCY STATUS OF THE PRINCIPAL PLACE OF BUSINESS:\*

Own



#### 4.7. Additional Place(s) of Business

This part of **PTRC Registration Form I** captures the details of any **additional business locations** in Maharashtra. If the employer operates from more than one location (e.g., additional offices, branches, godowns, or warehouses), those details must be entered here.

Fill in the following details:

1. Building No. / Flat No. / Door No. –
2. Floor No. –
3. Name of the Premises / Building –
4. Road / Street –
5. City / Town / Locality / Village –
6. District –
7. Taluka / Block –
8. State –
9. Pincode –

#### Contact Details

10. Mobile No. –
11. Office E-mail Address –
12. Office Telephone No. –

#### 12. DETAILS OF ADDITIONAL PLACES(S) OF BUSINESS:

Building No/Flat No/Door No:*	Floor No.	Name of the Premises/Building:*
8	8	godrej colony
Road/Street:	City/Town/Locality/Village:*	District:*
station colony	Pune	pune
Taluka/Block:*	State:*	Pincode:*
junnar	Maharashtra	400001
Contact Details		
Mobile No:	Office E-mail Address:	Office Telephone No:
+91 8786543456 +	gaurigadge@orientindia. +	+ +

[Add More](#)

#### 13. DETAILS OF BANK ACCOUNT:

#### 4.8. Details of Bank Account

The applicant must provide details of at least one bank account linked to the business.

Fill in the following fields:

1. IFSC Code –
2. Name of the Bank –
3. Branch Name –
4. Type of Account –
5. Account Number –



13. DETAILS OF BANK ACCOUNT:

Add More

IFSC Code:* SBIN0078900	Name of the Bank:* State Bank of India	Branch Name:* shiroli
Type of Account:* Savings	Account number:* 32456756743	

Add More

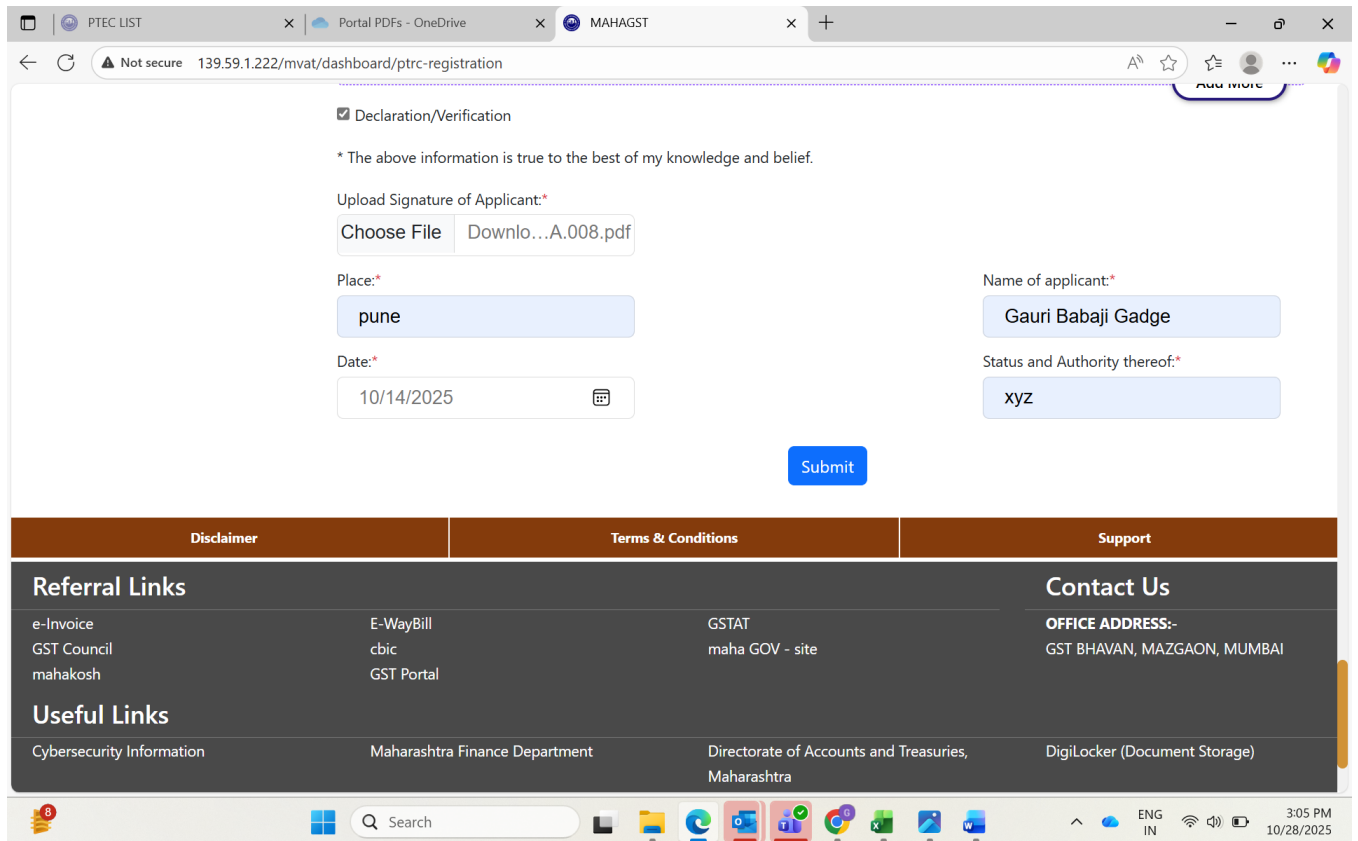
4.9. Declaration / Verification

This is the **final section** of the **PTRC Registration Form I**, where the applicant certifies that all the details entered in the application are true and correct to the best of their knowledge. This step also includes uploading the applicant’s signature and supporting documents before submission.

Fill in the following details:

1. Declaration / Verification Checkbox – Tick the checkbox to confirm that all the information provided in the form is true and accurate.
2. Upload Signature of Applicant –
3. Place –
4. Date –
5. Name of Applicant –
6. Status and Authority Thereof –
7. Submit Button –

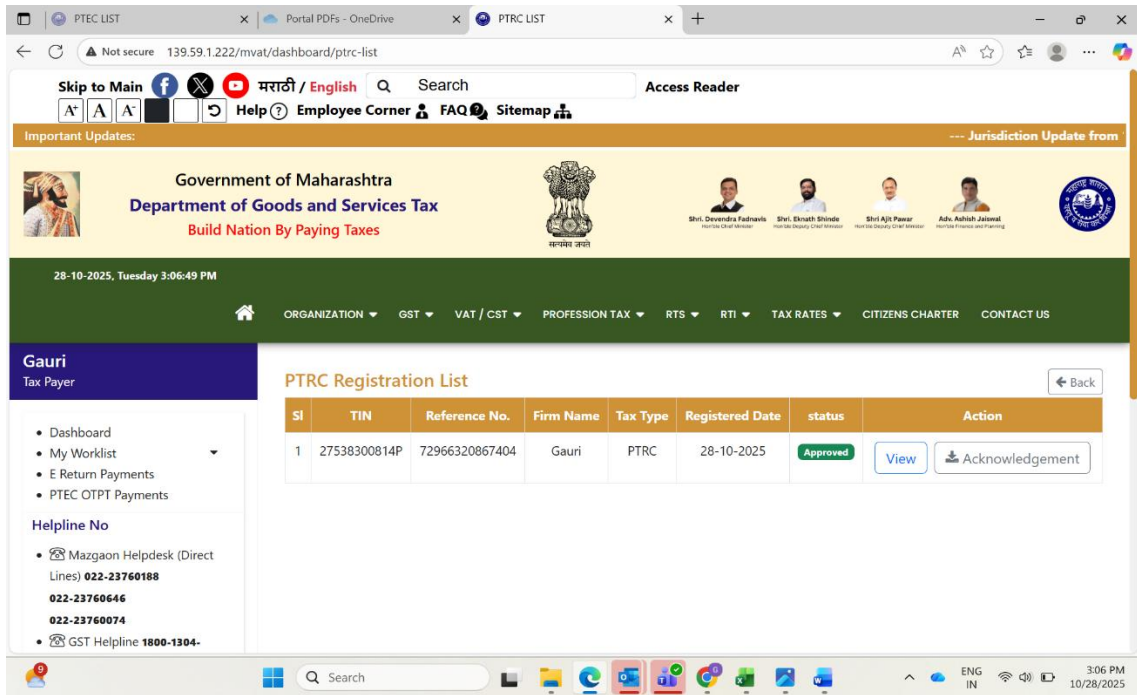
After verifying all entered details and uploaded documents, click **“Submit”** to complete the PTRC registration process.





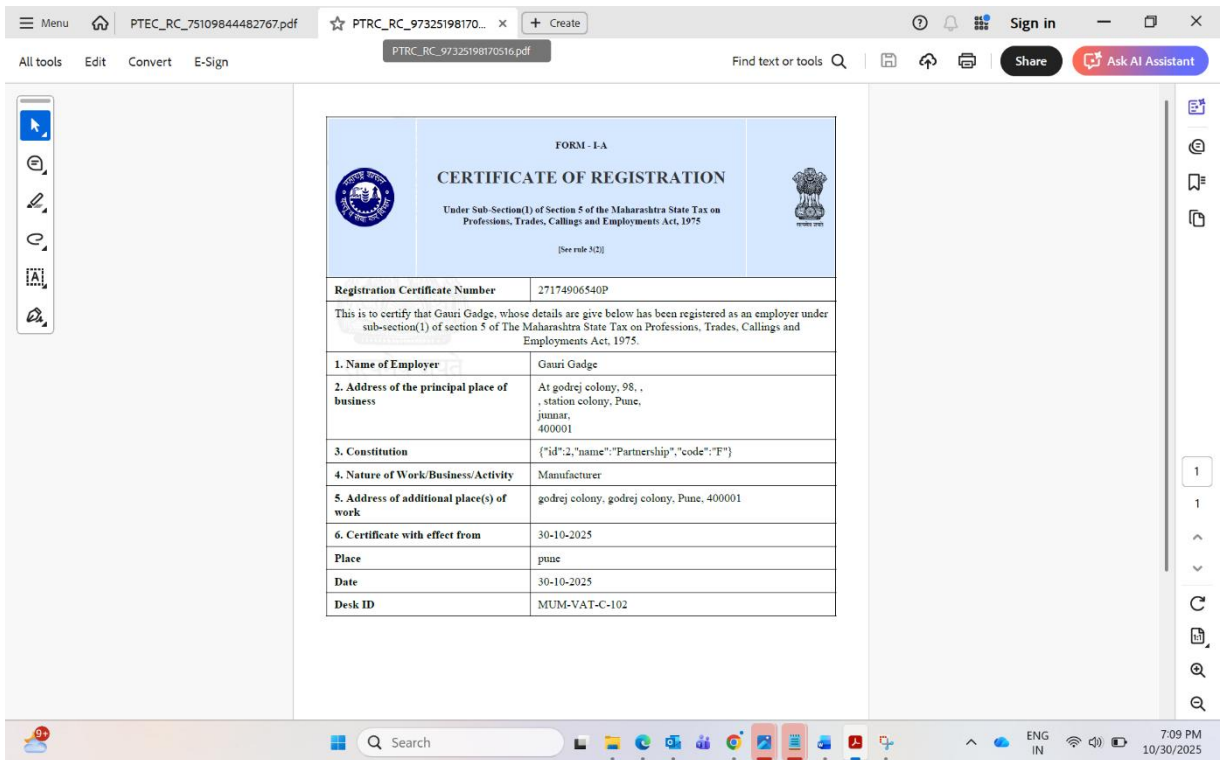
#### 4.10. Acknowledgement

- To download acknowledgement click on acknowledgement.
- To view application form click on view.



#### 4.11. Submission – Registration Certificate of PTRC Registration Application

This screen represents the **final Registration Certificate** generated after the successful submission of **Form I** for registration under the **Maharashtra State Tax on Professions, Trades, Callings and Employments Act, 1975 (PTRC)**.





THANK YOU