

COMMERCIAL TAXES DEPARTMENT

e-SERVICES

**ONLINE REGISTRATION RENEWAL FOR REGISTERED CONCERNS UNDER
LUXURY TAX, MONEY LENDING AND AGRICULTURE INCOME TAX**

USER HAND BOOK

Dated: 02-04-2012

Procedure for obtaining new registration/License number for existing concerns under Luxury Tax Act, Kerala Money Lender’s Act and Agriculture Income Tax Act. (one time activity)

Open the Commercial Taxes Department website: <http://www.keralataxes.gov.in>



Fig. 1

On clicking the e-Registration link you will be taken to the login page. (If you have already enrolled enter your login name and password and click on login button)



Fig. 2

On the login page, click “New user? Click here” link as shown above.

You will be prompted to enter the new user details as shown below. The new user details are required to identify the applicant to the system. When finished you will be enrolled to the

system and the login name and password of your choice will be allotted to you for electronic filing of registration details.

New User Details

District* ALAPUZHA

Application Type* Luxury Tax

Office Name* LUXURY TAX OFFICE, ALAPPUZI

Applicant Name* SUNIL KUMAR

Business Name* EXCELLENT RESORTS

Login Name* sunilk

Choose a Password*

Re-enter Password

Save Changes **Reset**

Columns marked as * are required

Fig. 3

Specify the application type correctly as “Luxury Tax” or “Agriculture Income Tax” or “Money Lending” Please furnish the required details and save changes. You will be allotted the login name and password you have entered above. Use these to login (Fig.2) After you login click on “e-Registration” link on the home page as shown below.

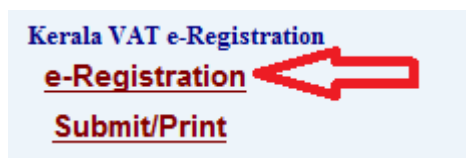


Fig.4

Furnish the details of the applicant and the business in the dealer details registration form and save the changes.

Dealer Details Registration

Constitution of Business*	--SELECT ONE--
Dealer First Name(As furnished in PAN Application)	<input type="text"/>
Dealer Middle Name	<input type="text"/>
Dealer Last Name	<input type="text"/>
Date of Birth/Incorporation/Registration (DD-MM-YYYY)	<input type="text"/> <input type="button" value="📅"/>
Trade Name(No salutation)	<input type="text"/>
Permanent Address(Residential)	<input type="text"/>
Pincode	<input type="text"/>
Phone	<input type="text"/>
Mobile No	<input type="text"/>
Fax	<input type="text"/>
Email ID	<input type="text"/>
PAN No	<input type="text"/>
Aadhaar UID Number (if any):	<input type="text"/>
Remarks	<input type="text"/>

Fig. 5

Once you furnish the details, the other sections of the registration form will be available on the left side.

- [Dealer Details](#)
- [Business Details](#)
- [Sister Concern Details](#)
- [Constitution of Business Details](#)
- [Partner/Proprietor Bank Details](#)
- [Business Nature Details](#)
- [License/Service Tax Details](#)
- [Bank Details\(Business Concern\)](#)
- [Security Details](#)
- [Manager Details](#)
- [Power of Attorney / Authorisation Details](#)
- [Payment Details](#)
- [Facility Details](#)
- [Enclosures](#)
- [Complete Details](#)
- [Existing Registration No](#)

Fig. 6

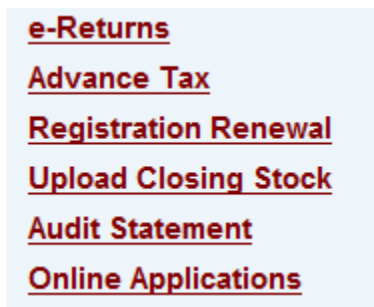
Fill in the details for each section above one after the other. You could preview the details entered so far from the Complete Details section. Furnish the existing registration number /

License number in the last section. This is to identify you to the system as an existing registered concern. Once you complete all the details and your existing registration number, the system will generate the new registration number for the concern and new login ID and password to access the system.

The login ID and password issued by the system will be active only when you submit your online application from the submit/print section (fig.4). Take a printout of the online application and submit before your assessing officer.

Renewal of Registration for 2012-13.

1. Open the commercial Taxes Department website: <http://www.keralataxes.gov.in>
2. Click on the e-File link (Fig.1) and Login to KVATIS using the Login ID and Password allotted by the system.
3. After login, on the left side of the homepage you will find a link "Registration Renewal", click on this link to renew your registration for the year 2012-13



4. Click on modify dealer details and select the assessment year as 2012-13.
5. Renewal fee to be paid will be shown by the system under the section "Renewal Fee Payment". Select the section and confirm by clicking on "Confirm and Renew Registration" button.
6. Now click on the e-Payment section and select the assessment year 2012-13. Select the payment record and click the online payment button. Select the bank and complete the ePayment.
7. Once the e-Payment is successful, your registration renewal process is completed.
8. E-chalan can be obtained from the "Payment Status / Print E-Chalan" section.
