

User Manual
E-Registration EPT

**Office of Commissioner of Commercial Tax,
Madhya Pradesh**

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1. E-registration process

1.1. Login to MPCTD web portal (<https://www.mptax.mp.gov.in>). Following screen will be displayed.

Department of Commercial Tax
Government of Madhya Pradesh
(VAT, CST, ET, PT, LEAT)

वाणिज्यिक कर विभाग
मध्य प्रदेश शासन
(वैट, सीएसटी, ईटी, पीटी, एलईपीटी)

Please note our toll free number has been changed to 1800 102 0455

Welcome to Department of Commercial Tax, Madhya Pradesh

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क्रय विच अवरोध/
PURCHASE BILL UPLOAD
GST CORNER
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LOGIN SERVICES
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निविदाएं / ऑफर/
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वैट ऑडिट रिपोर्ट/
VAT Audit Report
MPCTD Best Practices
उपयोगी लिंक/
Useful Links
प्रश्न दर्ज करें/
Query/Feedback
HELPDESK NUMBER
GSTN हेल्पडेस्क संपर्क/
GSTN Helpdesk
Contact(Level1/Level2)
0731-2434005
18001020455(Toll Free No)
18002330440(Toll Free No)
helpdesk.mptax@mptax.mp.gov.in
Working Hours: 09:00 AM to 12:00
Midnight,working day"

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ई रिटर्न/
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Track Application
प्रवर्तन/
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वैधानिक प्रपत्र रद्द करें और निकालें/
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News

- "Deemed Assessment Notification" [Click Here](#)
- "Tender for Hiring of Vehicles for Indore Division 2" [Click Here](#)."Download Terms and conditions" [Click Here](#)
- "Due date of filing GSTR-3B for the tax period January, 2019 has been extended up to 22nd February, 2019" [Click Here](#)
- प्रोफेशनल एक्सामिनेशन बोर्ड भोपाल - समूह 04 के अंतर्गत आने वाले पदों की संयुक्त भर्ती परीक्षा 2018 - चयनित अभ्यर्थियों के दस्तावेजों का सत्यापन - सूचना [Click Here](#)
- "अगर आपने GST में भूलवश फॉर्म REG-29 भरकर अपना पंजीयन निरस्त करवाया था एवं अब पंजीयन की बहाली करवाना चाहते हैं, तो तुरंत अपने वृत्त कार्यालय पर संपर्क करें। विस्तृत परिपत्र संलग्न।" [Click Here](#)
- "Deemed Assessment" [Click Here](#)."To Download Notification" [Click Here](#)
- "Latest Amendment in Professional Tax" [Click Here](#)
- "Mobile App "MPGST Bill Upload" to upload Purchase Bill is available. Pls [Click Here](#) to download." [Click Here](#)
- "Bid Opening Meeting of "Tender No. MPCTD/24/2018/08/28, SELECTION OF AGENCY FOR FACILITY MANAGEMENT SERVICES OF IT INFRASTRUCTURE" has been postponed to 17th sept 2018"
- "TENDER DOCUMENT FOR SELECTION OF AGENCY FOR FACILITY MANAGEMENT SERVICES OF IT INFRASTRUCTURE Notice Inviting Tender (NIT NO. CTD/24/2018/73)" [Click Here](#) "To download Tender" [Click Here](#) "Also available on" www.mpeproc.gov.in
- "TENDER DOCUMENT FOR SELECTION OF AGENCY FOR FACILITY MANAGEMENT SERVICES OF IT INFRASTRUCTURE Notice Inviting Tender (NIT NO. CTD/24/2018/35) stands cancelled" [Click Here](#)

1.2. Click **PT Employer Registration** link to download the upload template.

Department of Commercial Tax
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प्रवर्तन और चेक पोस्ट/
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Submit date/time of entry in MP

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- वैट पंजीकरण/
VAT Registration
पीटी नियोजक पंजीकरण/
PT Employer Registration
पीटी व्यक्ति पंजीकरण/
PT Person Registration

Click here

- "अगर आपने GST में भूलवश फॉर्म REG-29 भरकर अपना पंजीयन निरस्त करवाया था एवं अब पंजीयन की बहाली करवाना चाहते हैं, तो तुरंत अपने वृत्त कार्यालय पर संपर्क करें। विस्तृत परिपत्र संलग्न।" [Click Here](#)

More News

1.3. Download template from below screen.

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You are here: [Home](#) >>PT Employer Registration

PT Employer Registration

To Download template for Registration [Click here](#)
Template last updated on:11/06/2018
[Bank Branch Code](#)

Registration Submission

Click here to download template

Note: Please enable Macros in MS Excel as the sheet contains macros for various validations of data.

1.4. The template for EPT e-Registration form looks like this:

Application of PT Registration for Employer (Form 1)

Address Details

Building/Plot No

Street/Road

Municipal Ward

Village/Town/City

District*

Tehsil

Telephone No.

Mobile No. *

Email ID*

Status of person signing the form* If other then please specify

DDO No(If Employer is govt.Dept.

DDO Name and Designation

TAN No

Reset

Help

Validate

Next

1.5. Fill all the details, validate the sheet and generate upload file.

1.6. Enter the required details on below screen and attach upload file.

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You are here: [Home](#) >>PT Employer Registration

PT Employer Registration

To Download template for Registration [Click here](#)
Template last updated on:11/06/2018
Bank Branch Code

Registration Submission

Firm Name*
(Allowed special characters are /&)

Form Type* PT Employer Registration

Division* Select

Circle* Select

Email Id*

GSTIN Number

Upload File* No file selected.
(Upload .xls or .xlsx or .xlsm or .zip file)

52swpy

Enter text from the given Image*

Fields marked with * are mandatory

1.7. Data will be verified by system, if no errors found, following screen will be displayed, click submit to continue.

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Summary Of Upload



No errors found in the uploaded form. Please do not refresh or re-submit after submitting once

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क्रय बिल अपलोड/
PURCHASE BILL UPLOAD **NEW**
GST CORNER **NEW**
Authority for Advance Ruling
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Query/Feedback
HELPDESK NUMBER
GSTN हेल्पडेस्क संपर्क/
GSTN Helpdesk
Contact(Level1/Level2) **New**
0731 2434005
0731 2434005
18002330440(Toll Free No)
helpdesk.mpct@mptax.mp.gov.in
*Working Hours: 10:30AM to
5:30PM,working day*

1.8. Acknowledgement receipt generated after submission can be downloaded from below screen.

Your Acknowledgement Receipt has been generated successfully.
Your acknowledgement number is [94010000131076](#)
To Save/Print Click on Acknowledgement Number
Please click on View Form button to get filled form.

[Home Page](#) [NewForm](#) [Close](#)

	Government of Madhya Pradesh Commercial Tax Department e-Acknowledgement Receipt	 94010000131076
Form-1 (Registration Application) is hereby acknowledged		
Circle Name	Indore Circle-1	
Acknowledgement Number	94010000131076	
Date of Receipt	01/05/2019	
Dealer Name	abc prvt ltd	
Division Name	Indore Div-1	
Officer Name		
Hearing Date	06/05/2019	
Hearing Time	12:00	
Hearing Place		
Search Code	12568865556594	
<p>Dear Dealer, your application for registration has been received by us through web-portal. This data will be forwarded to the concerned area officer for further processing. Please follow the instructions there in about hearing date and produce original documents. If the above-mentioned hearing date is a public holiday, the next working day will be considered as hearing date. You can check your status by using the search code from the web-portal.</p>		

2. Track application status

2.1 Click **Track Application** to check status of registration application.

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Welcome to Department of Commercial Tax, Madhya Pradesh

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डीलर जानकारी/ Dealer Information
कर भुगतान/ Tax Payment
मध्यप्रदेश में प्रवेश का समय/ Submit date/time of entry

वैधानिक फार्म जांचना/ Verify Statutory Forms
पंजीकृत व्यवसायी/ Registered Dealers
अपंजीकृत व्यवसायी/ Unregistered Dealers
एनईएफटी / आरटीडीएस/ NEFT/RTGS
चालान जनरेशन/ Challan Generation **New**

सहायता/ help
करें और निकालें/ w Statutory Forms

Click here

FM BUDGET SPEECH
क्रय बिल अपलोड/ PURCHASE BILL UPLOAD **NEW**
GST CORNER **NEW**
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E-SERVICES
Registration Checklist & Rates
उपयोगकर्ता मैनुअल/ User Manual
नया पंजीकरण/ New Registration
निविदाएं / ऑफर/ Tenders/Offer
अभिनियम एवं नियम/ Acts & Rules
वैट ऑडिट रिपोर्ट/ VAT Audit Report
MPCTD Best Practices
उपयोगी लिंक/ Useful Links
प्रश्न दर्ज करें/ Query/Feedback
HELPEDESK NUMBER
GSTIN हेल्पडेस्क संपर्क/ GSTN Helpdesk
Contact(Level1/Level2) **New**
0731-2434005
0731-2434005
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helpdesk.mpct@mptax.mp.gov.in
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2.2 Enter search code and acknowledgement number to check status.

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You are here: [Home](#) >>Track Application

Track Application

For tracking the status of e-Amendment / e-Return /e-Cancellation kindly login

Type of Application	e-Registration
Search Code*	12568655556594
Acknowledgement No.*	94010000131076
Enter text from the given Image*	bdqway


Fields marked with * are mandatory

Search

FM BUDGET SPEECH
क्रय बिल अपलोड/ PURCHASE BILL UPLOAD
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2.3 Status of application is shown below.

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Site Search

You are here: [Home](#) >>Track Application

Track Application

For tracking the status of e-Amendment / e-Return /e-Cancellation kindly login

Type of Application	e-Registration
Search Code*	12568855556594
Acknowledgement No.**	94010000131076
	
Enter text from the given Image*	
Fields marked with * are mandatory	
Search	

Sr.No.	Firm Name	Ack No	Dealer Status	Tax Type
1	abc pvt ltd	94010000131076	Detail Data-Entry done	EPT

[Export to Excel](#) [Print](#) [View Form](#) [Back](#)

HELPDESK NUMBER

GSTN हेल्पडेस्क संपर्क/
GSTN Helpdesk
Contact(Level1/Level2)

0731-2434005
0731-2434005
18002330440(Toll Free No)
helpdesk.mpct@mptax.mp.gov.in

2.4 Click View Form to view the details.

PT Employer Registration
FORM 1

TIN/Ack No	94010000131076	Firm Name	abc pvt ltd
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Principle Business Address

Building/Plot No:	123456	Street/Road:	MG ROAD
Municipal Ward:	1	Village/Town/City:	INDORE
District:	21	Tehsil:	INDORE
Telephone No:	7312342494	Mobile No.(P):	9827450212
Email ID:	wickyhoursiya@gmail.com	Status of person signing the form:	Proprietor
DDO No:		DDO Name:	
TAN No			

Employer Details

Employer Name:	VWEK CHOURASIYA
Class of the Employer:	Company
PAN No:	AQMPC0278E
Registration Certificate No (If Registered under the Madhya Pradesh VAT Act,2002):	
Registration Certificate No (If Registered under the Madhya Pradesh Luxury Tax Act,1988):	

Name and Address of Other Place of Work

Sr. No.	Office Type	Branch Name	Building/Plot No	Street/Road	Municipal Ward	Tehsil	District	Village/Town/City	Telephone No	Mobile No	Email ID
1	Corporate Office		456	INDORE	1	INDORE	Indore	INDORE	731-2342494	9827450212	wickyhoursiya@gmail.com

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