

User Manual for Digital C-Form

COMMERCIAL TAX DEPARTMENT
MADHYA PRADESH

Contents

1. Application of C-form.....3
2. Download Digital C Form 11
3. Validate Digital Signature.....14

1. Application of C-form

Registered user need to login to MPCTD web portal (www.mptax.net) and apply for the C-Form as per the current process explained below

1. Click on 'Form C Application'



The screenshot displays the MPCTD web portal interface. The browser's address bar shows the URL www.mptax.net. The page features a navigation menu on the left with categories like 'E-REGISTRATION', 'E-SERVICES', and 'USEFUL LINKS'. Under 'E-SERVICES', the 'Form C-Application' option is highlighted. The main content area includes a header with a quote from the Chief Minister of Madhya Pradesh, a 'NEWS & UPDATES' sidebar, and a central article titled 'Implementation of the new application Software for MPCTD' dated Friday, January 6, 2012. The article describes the implementation of a new application software for the MPCTD, highlighting its features and benefits for taxpayers.

Department of Commercial Tax

Sh Shivraj Singh Chauhan
Chief Minister of
Madhya Pradesh

efficient, effective and equitable and is conducive to investment, economic growth and free flow of goods and services within the common Indian market. The Commercial Tax Department endeavors to be an enterprise-friendly entity through use of information technology.

[\[New\]](#)

[KYD\(Know your dealer\) Proforma \(in doc\)\(New\)](#)

[KYD\(Know your dealer\) Proforma \(in pdf\)\(New\)](#)

[Selection List of Steno \(Backlog\).\(New\)](#)

[F.A-3-29-2011/1/V \(74\), 4.10.2011Draft Vat Rules Amendment- Audit Report.](#)

[Request Form 49](#)

[Download Form 49](#)

[Request Form 60](#)

[Download Form 60](#)

[011/1/V \(75\), 4.10.2011 Vat Rules Amendment.. \(New\)](#)

[Form C-Application](#)

[Form C-Purchase Upload](#)

Friday, January 6, 2012 Posted by Admin

Implementation of the new application Software for MPCTD

After series of modifications, amendments, incorporation of changes to bring the application software in consistence with the latest amendments in rules & Act, and to facilitate taxpayer of state with more citizen centric features, the application software went go-live on July 2010. Tata Consultancy Services Ltd (TCS) has customized and implemented their Value Added Tax Information System (VATIS) framework in state. The application software is helping the department to actualize its mission. Facilities include static and dynamic information, online registration, e-filing of return, payment of taxes, online request management, status self-tracking and direct downloading of statutory form 49, will be available to the registered dealers/taxpayers.

testRun . Your session will expire within 19 minute(s) and 38 second(s).

2. Enter the required detail

Department of Commercial Tax

> Amendment

E-SERVICES

- > Track Application
- > Composition Form 4 request
- > Works Contract Form 4 A request
- > VAT Form 11 Request
- > VAT Form 13 Request
- > Declaration Form
- > Approved Statutory Forms
- > Returns
- > Payment
- > Change Password
- > Reports
- > Return History
- > Dealer Profile
- > Notices
- > Post Query
- > FeedBack
- > Dealer Search

USEFUL LINKS

- > VAT Related Sites

DOWNLOADS

- > Download Templates
- > User Manual

1. My Applicant name "amrta carrying on business under the name and style of 'mvalid situated at 1 test street complex (city/tn/village) test town Tahsil test District indore ka sheher and holding Registration Certificate No 23359001754 " My/Our principal place of business situated at 1, test street complex, A, test town, indore ka sheher, M.P. is under your jurisdiction and "I/ We have got the following additional places of business :

Sr.No.	Office Type	Branch Name	Door No.	Street	Village/Mohallah	Town/City	District	Ward No	State
No Data Found									

AND/OR

- "I/ We have received the goods from "my/our other place of "business/agent/principal outside the State of Madhya Pradesh on transfer.
- "I/ We request that Declaration form C as per the annexure be supplied to "me/us.
- "I/ We declare that "my/our Registration Certificate mentioned above is in force and has not been cancelled by this date.
- "I/ We further declare that "I/We am/are not in arrears of any tax and/or penalty for any period under the Act.

OR "I/ We am/are in arrears of tax and/or penalty under the Act, the particulars of which are given below:

Period From* Period To*

Amount of tax/Penalty*

[Add](#) [Clear](#)

Sr.No.	Delete	Modify	Period From	Period To	Amount of tax/Penalty
--------	--------	--------	-------------	-----------	-----------------------

Select Year* Select Quarter*

[Submit](#) [Back](#)

testRun . Your session will expire within 19 minute(s) and 18 second(s).

3. After submission of request, following message would be displayed. Please save the request id once it is generated

Department of Commercial Tax

Government of Madhya Pradesh

General Acts Citizen Charter Statistics Tenders/Offers Current News e-Services

WELCOME TESTRUN !

Last Login:06/01/12 05:16 PM

- > Return to Homepage
- > Logout

E-COMMUNICATION

- > Write Message
- > Sent Messages
- > Received Messages

E-REGISTRATION

- > Transfer in Business Place
- > Amendment

E-SERVICES

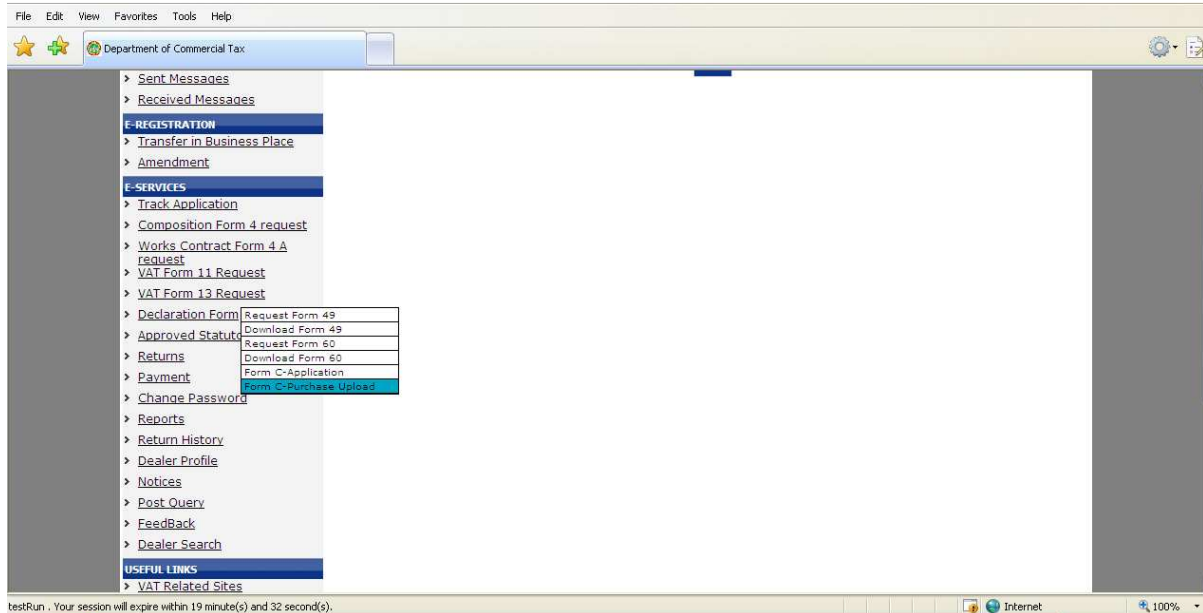
- > Track Application
- > Composition Form 4 request
- > Works Contract Form 4 A request
- > VAT Form 11 Request
- > VAT Form 13 Request
- > Declaration Form
- > Approved Statutory Forms
- > Returns

Your Request for Form-C application has been submitted successfully and your Request id is 9770000000000301

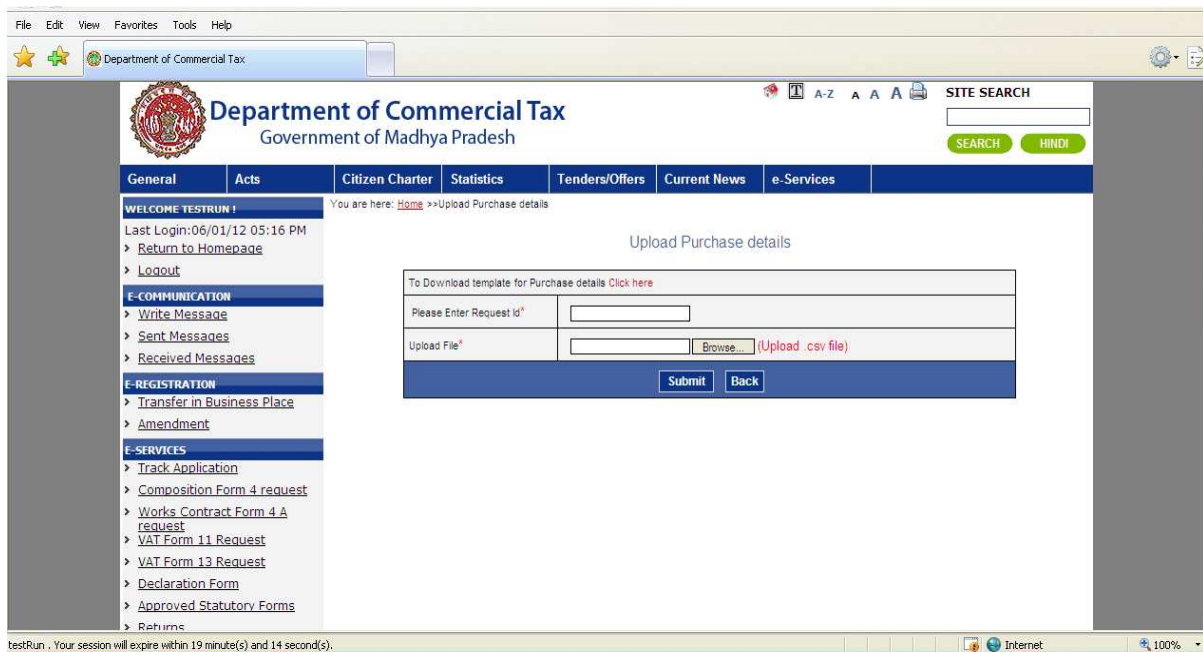
[Back](#)

testRun . Your session will expire within 19 minute(s) and 59 second(s).

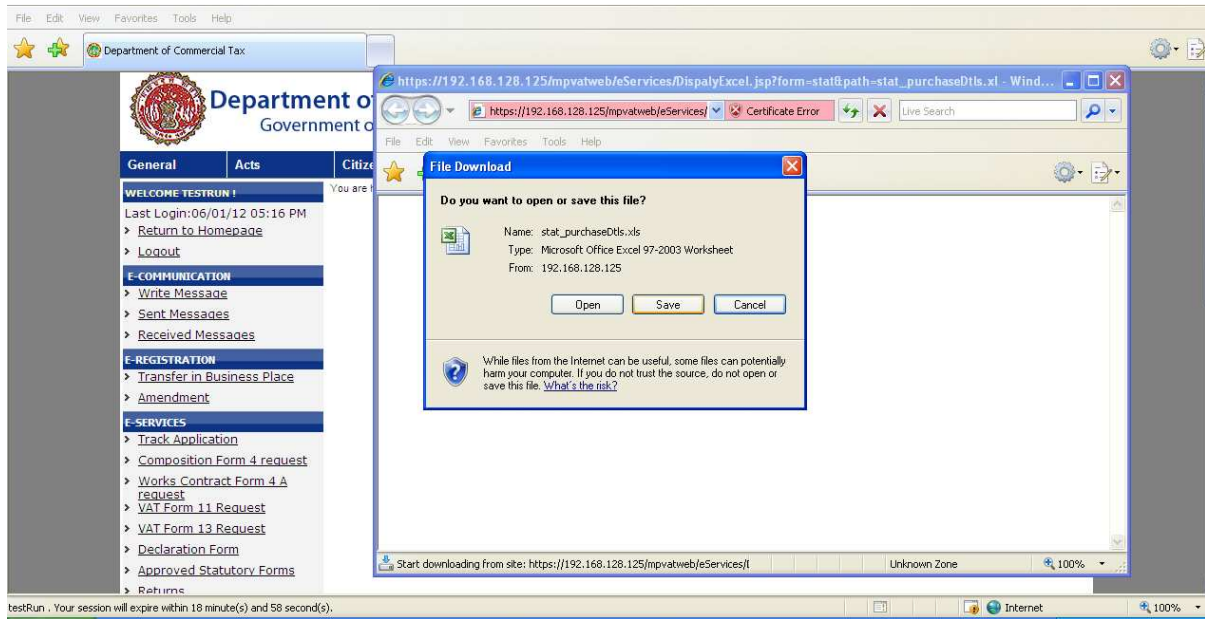
4. For uploading purchase details click on “Form C-Purchase Upload” as shown below and download the template for it from portal



5. Click on ‘Click here’ to download the template

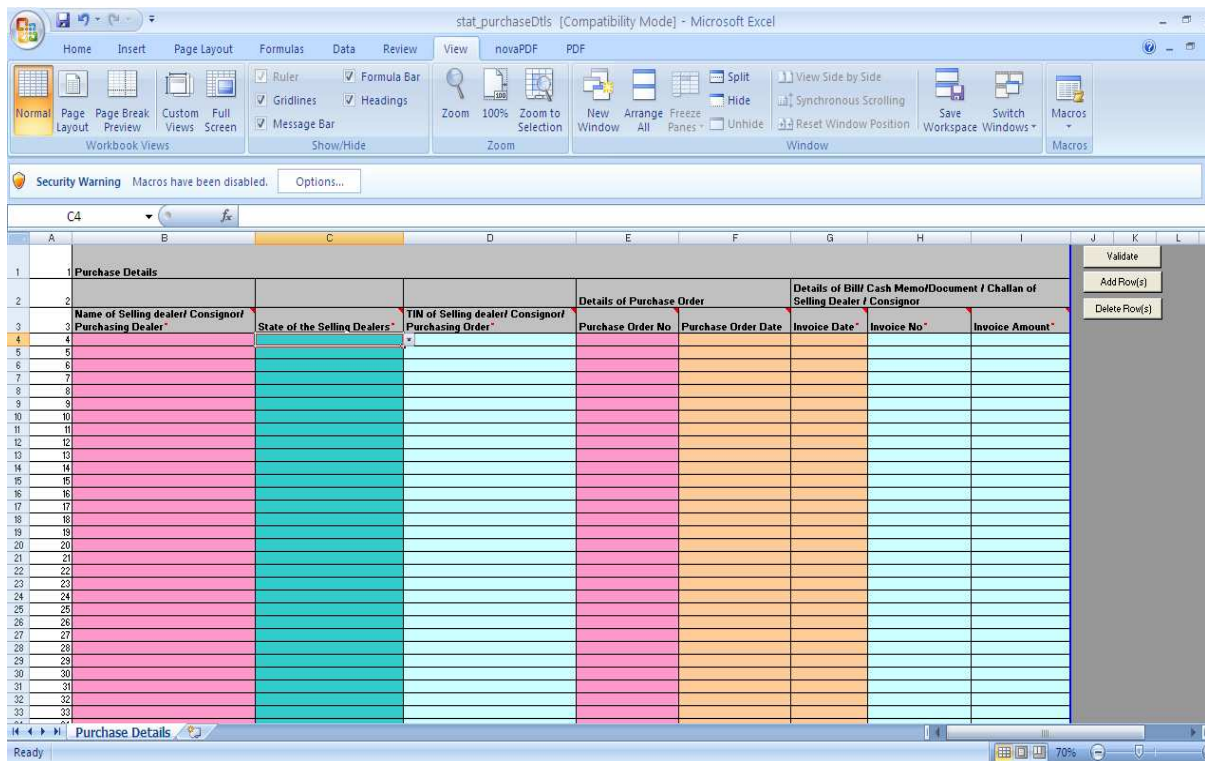


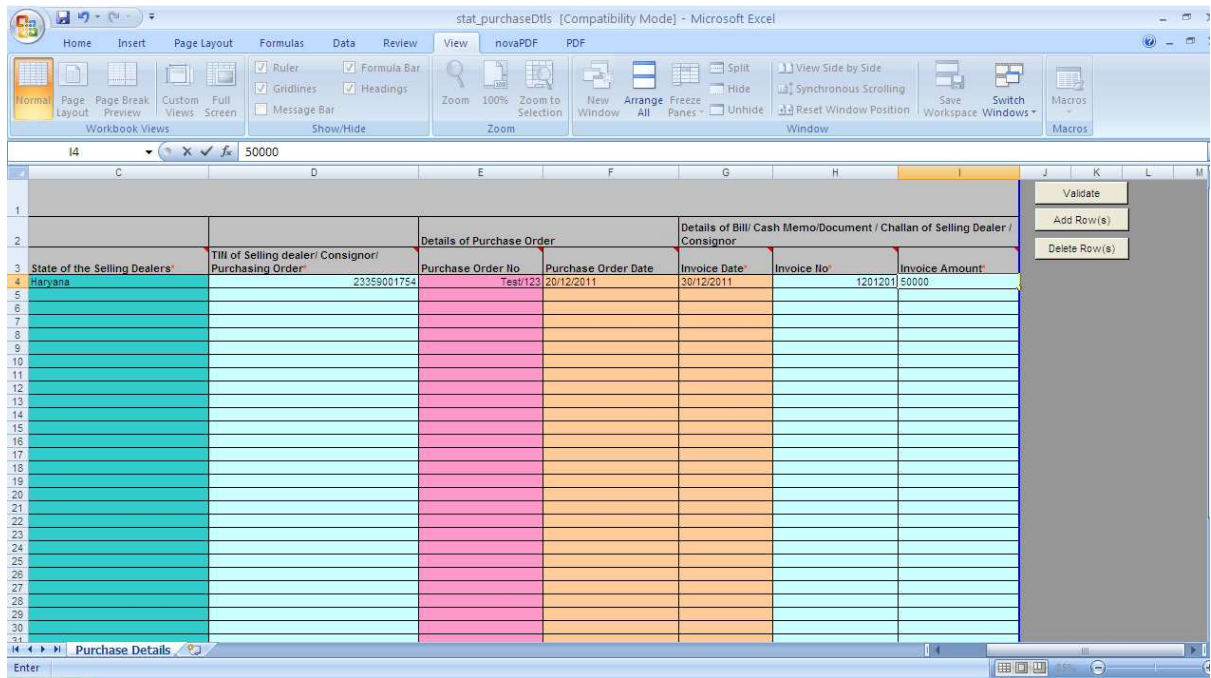
6. Save the template on your computer



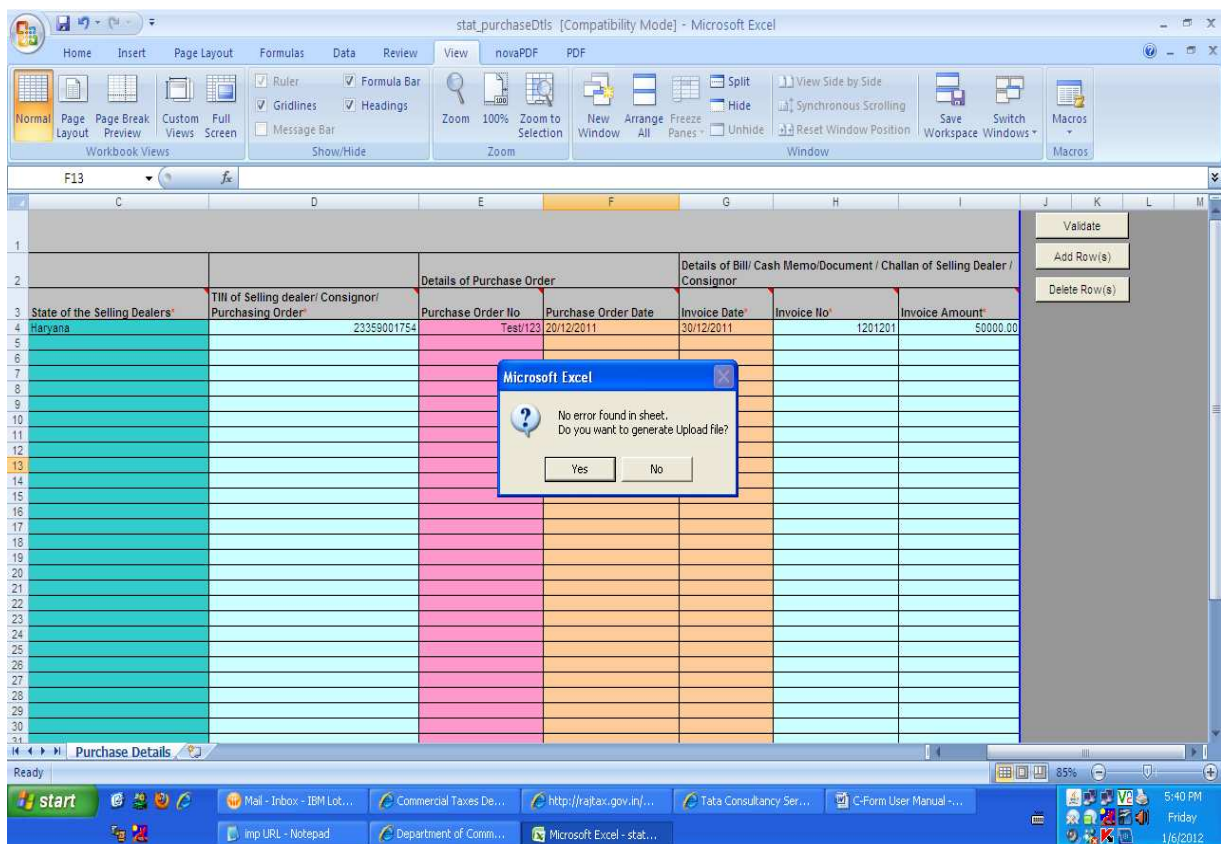
Note: Enable the macros before entering the details in the template

7. Enter the required details in the correct format in the excel sheet





8. Click on 'Validate' to generate the upload file. Once generated save it on your computer



9. Enter the request id and upload the purchase details as shown below

The screenshot shows a web browser window with the address bar displaying 'Department of Commercial Tax'. The page header includes the logo of the Government of Madhya Pradesh and the text 'Department of Commercial Tax Government of Madhya Pradesh'. A navigation menu contains links for 'General', 'Acts', 'Citizen Charter', 'Statistics', 'Tenders/Offers', 'Current News', and 'e-Services'. A search bar is located in the top right corner. The main content area is titled 'Upload Purchase details' and contains a form with the following fields:

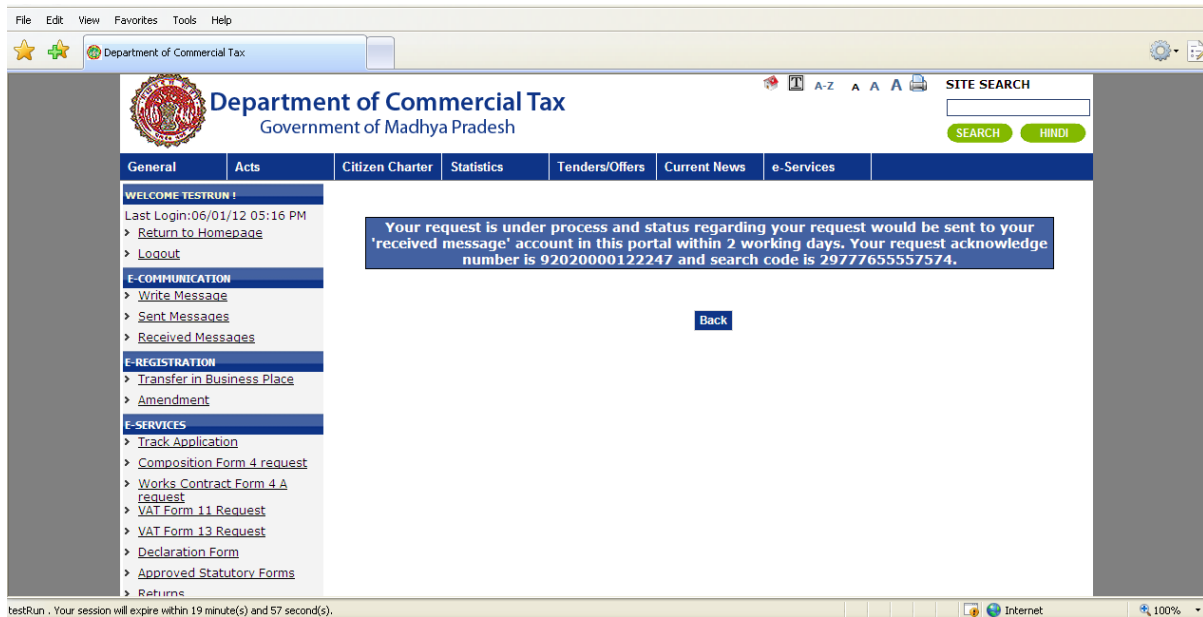
- A link: 'To Download template for Purchase details [Click here](#)'
- A text input field labeled 'Please Enter Request Id*' with the value '57700000000000301'.
- An 'Upload File*' section with a 'Browse...' button and the text '(Upload .csv file)'.
- 'Submit' and 'Back' buttons at the bottom of the form.

The left sidebar contains a 'WELCOME TESTRUN!' message and various menu items under 'E-COMMUNICATION', 'E-REGISTRATION', and 'E-SERVICES'. The status bar at the bottom indicates 'testRun . Your session will expire within 19 minute(s) and 25 second(s)'.

10. Click on **Submit** button

The screenshot shows the same website as above, but the main content area now displays a confirmation message: 'Summary Of Upload' followed by a blue box containing the text 'No errors found in the uploaded form'. Below this message are 'Submit' and 'Cancel' buttons. The rest of the page layout, including the navigation menu and sidebar, remains the same. The status bar at the bottom indicates 'testRun . Your session will expire within 19 minute(s) and 59 second(s)'.

11. Following message would be displayed after submitting of purchase details.



Note: C-Form related Approval/Rejection mail would be received in your 'Received Message' link. Once C form is approved by the CTO, you will receive a mail regarding approval in your portal mail box as shown below

12. Click on 'Received Message' link



13. Approval mail is shown as below

The screenshot shows the 'Received by Dealer' page of the Department of Commercial Tax website. The page displays a list of messages with columns for 'Check', 'Subject', 'From', 'Date', and 'delete'. The messages are all from 'AUTO' and dated '06-01-2012'. The subjects include 'Issuance of C-Form application has been approved' and 'Statutory form request'.

Check	Subject	From	Date	delete
<input type="checkbox"/>	Issuance of C-Form application has been approved	AUTO	06-01-2012	delete
<input type="checkbox"/>	Statutory form request	AUTO	06-01-2012	delete
<input checked="" type="checkbox"/>	Issuance of C-Form application has been approved	AUTO	06-01-2012	delete
<input checked="" type="checkbox"/>	Issuance of C-Form application has been approved	AUTO	06-01-2012	delete
<input checked="" type="checkbox"/>	Statutory form request	AUTO	06-01-2012	delete
<input checked="" type="checkbox"/>	Issuance of C-Form application has been approved	AUTO	06-01-2012	delete
<input checked="" type="checkbox"/>	Statutory form request	AUTO	06-01-2012	delete
<input checked="" type="checkbox"/>	Issuance of C-Form application has been approved	AUTO	06-01-2012	delete
<input checked="" type="checkbox"/>	Statutory form request	AUTO	06-01-2012	delete
<input checked="" type="checkbox"/>	Issuance of C-Form application has been approved	AUTO	06-01-2012	delete
<input checked="" type="checkbox"/>	Statutory form request	AUTO	06-01-2012	delete
<input checked="" type="checkbox"/>	Issuance of C-Form application has been approved	AUTO	06-01-2012	delete

The screenshot shows the 'Message Details' page of the Department of Commercial Tax website. The message is from 'AUTO' with the subject 'Issuance of C-Form application has been approved'. The message body contains the text: 'Approved' and 'Your Acknowledgement No for C-form request is :92020000122247'. There are buttons for 'Reply', 'Forward', and 'Back' at the bottom of the message details.

Message Details

From: AUTO

Subject: Issuance of C-Form application has been approved

Message: Approved
Your Acknowledgement No for C-form request is :92020000122247

Reply Forward Back

2. Download Digital C Form

Once C Form is approved by the respective MPCTD officer, you need to click on the 'Approved Statutory Form' link on the left menu and enter the parameter Form Type, Quarter and Year. Click **Search**

The screenshot shows the Department of Commercial Tax website for the Government of Madhya Pradesh. The page features a navigation menu with categories like General, Acts, Citizen Charter, Statistics, Tenders/Offers, Current News, and e-Services. The left sidebar contains a 'WELCOME TESTRUN!' message and various service links under 'E-COMMUNICATION', 'E-REGISTRATION', and 'E-SERVICES'. The main content area is titled 'Approved Statutory Forms' and contains a search form with the following fields:

TIN No.	23359001754	Firm Name	Invalid
Form Type*	C-Form		
Select Quarter*	First Quarter	Select Year*	2011-12

A 'Search' button is located below the form fields. The status bar at the bottom indicates 'testRun - Your session will expire within 19 minute(s) and 43 second(s)' and 'Internet' with a 100% zoom level.

1. On Submitting , seller wise C-From details would be displayed as below

The screenshot shows the website interface for the Department of Commercial Tax, Government of Madhya Pradesh. The main content area displays a table titled "Approved Statutory Forms" with 10 records. The table columns are: Sr.No., Acknowledgment No., Seller TIN, Seller Name, From Date, To Date, No. of Invoices, Total Amount, and Generate / View PDF. Each row includes a "Generate" button. The left sidebar contains navigation menus for "WELCOME TESTRUN!", "E-COMMUNICATION", "E-REGISTRATION", and "E-SERVICES".

Sr.No.	Acknowledgment No.	Seller TIN	Seller Name	From Date	To Date	No. of Invoices	Total Amount	Generate / View PDF
1	92020000122247	23359001754	Vishal Traders	01/07/2011	30/09/2011	1	50000	Generate
2	92020000122232	23001010101	Shreyas traders	01/07/2011	30/09/2011	1	100	
3	92020000122204	23000011010	Vicky Traders	01/07/2011	30/09/2011	1	500	
4	92020000122203	12345678901	vaibhav	01/07/2011	30/09/2011	2	300	
5	92020000122203	78945612301	vaibhav	01/07/2011	30/09/2011	1	500	
6	92020000122174	01234567952	Ambika Traders & compnay Limited.	01/07/2011	30/09/2011	1	600	
7	92020000122186	23101201010	Vikas enterprise	01/07/2011	30/09/2011	1	6000	
8	92020000122161	23101201781	Sarthak agency	01/07/2011	30/09/2011	1	60000	
9	92020000122154	23141210120	RK Traders	01/07/2011	30/09/2011	1	5000	
10	92020000122147	22312012101	Shri Ram Traders	01/07/2011	30/09/2011	1	50000	

2. Click on 'Generate' button. C form in pdf format will open. You can save it on your computer. Once C-form is generated, you can reopen/download the C-form from portal anytime.

You need to validate the digital signature as per the process of validating the digital signature described below in the next chapter


File Edit View Document Tools Window Help

1 / 2 100% Find

Signed and all signatures are valid. Signature Panel

[This Declaration form can be printed in Triplicate as *Counterfoil * Duplicate * Original]

THE CENTRAL SALES TAX
 (Registration & Turnover) Rules 1957
FORM "C"
 FORM OF DECLARATION [See rule 12(1)]

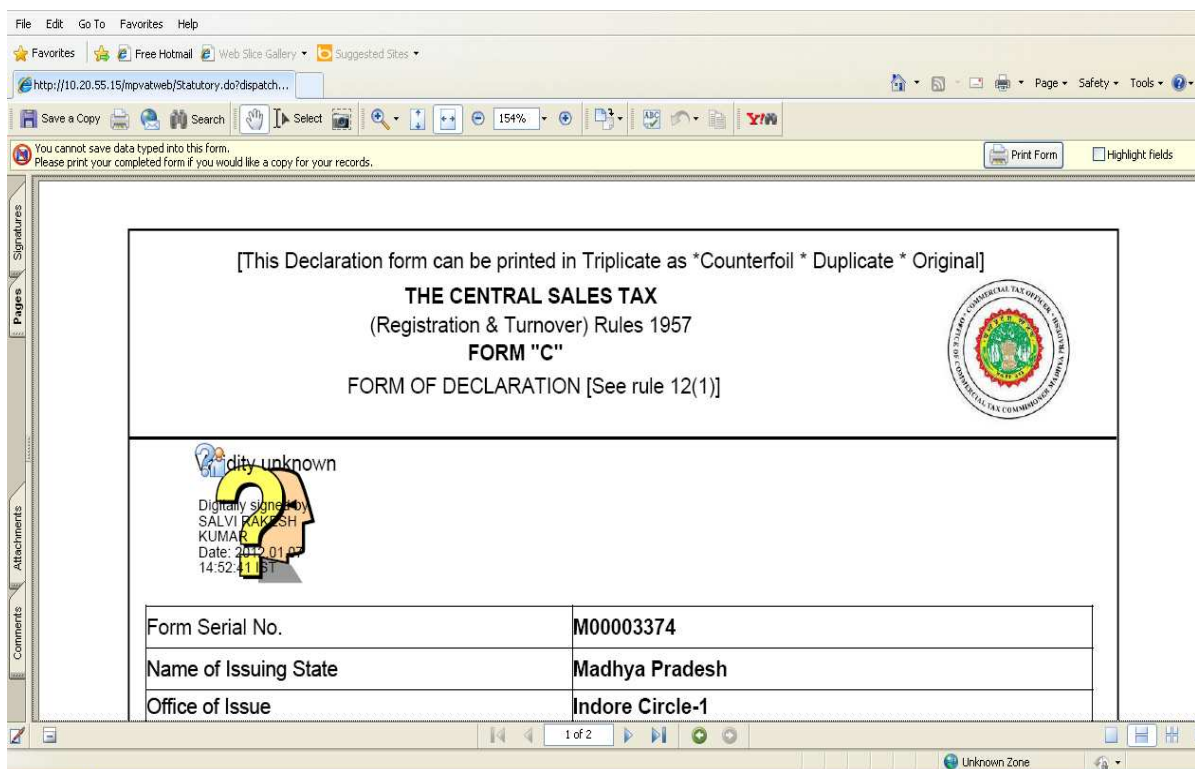


Signature valid
 Digitally signed by
 SAKHAI RAMESHWARAM
 KUNWAR
 Date: 2012.07.01
 14:52:30 +05'30'

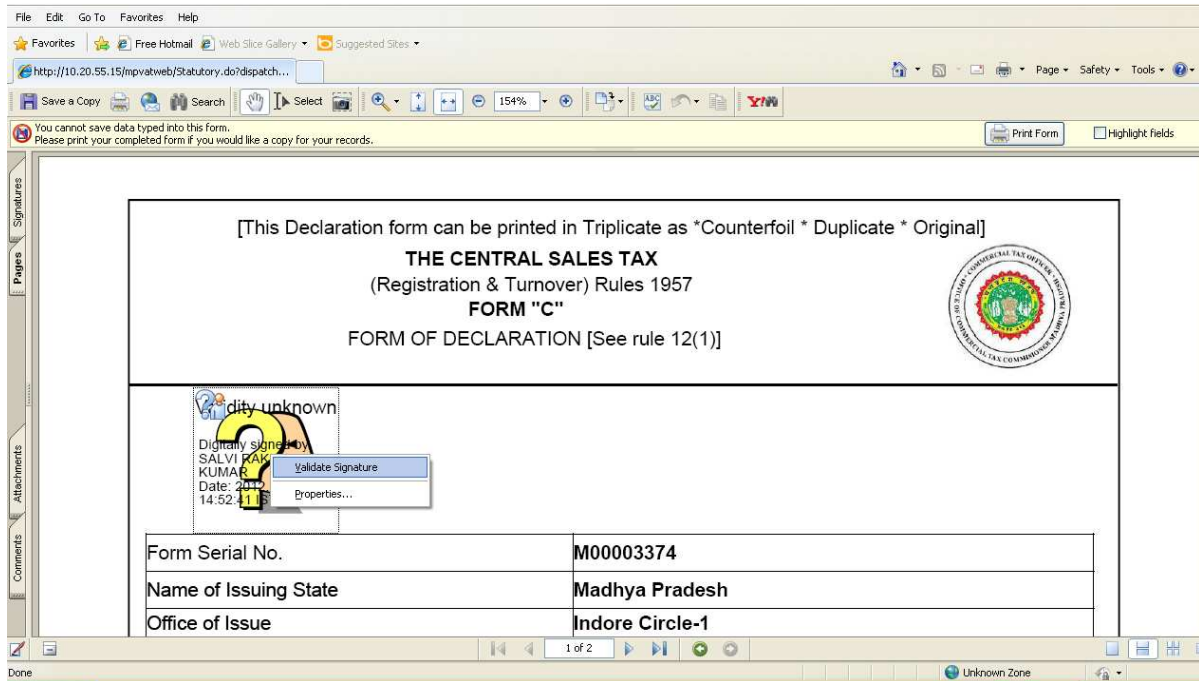
Form Serial No.	M00003374
Name of Issuing State	Madhya Pradesh
Office of Issue	Indore Circle-1
Date of Issue	07/01/2012
Name and Address of the purchasing dealer in full to whom issued along with the Registration Certificate no	Invalid - 1, test street complex, A, test town, indore ka sheher, M.P.-23359001754
Date from which registration is valid	06/11/2009
To	
TIN	23000000010
Name	Rameshwaram
Address of Seller	

3. Validate Digital Signature

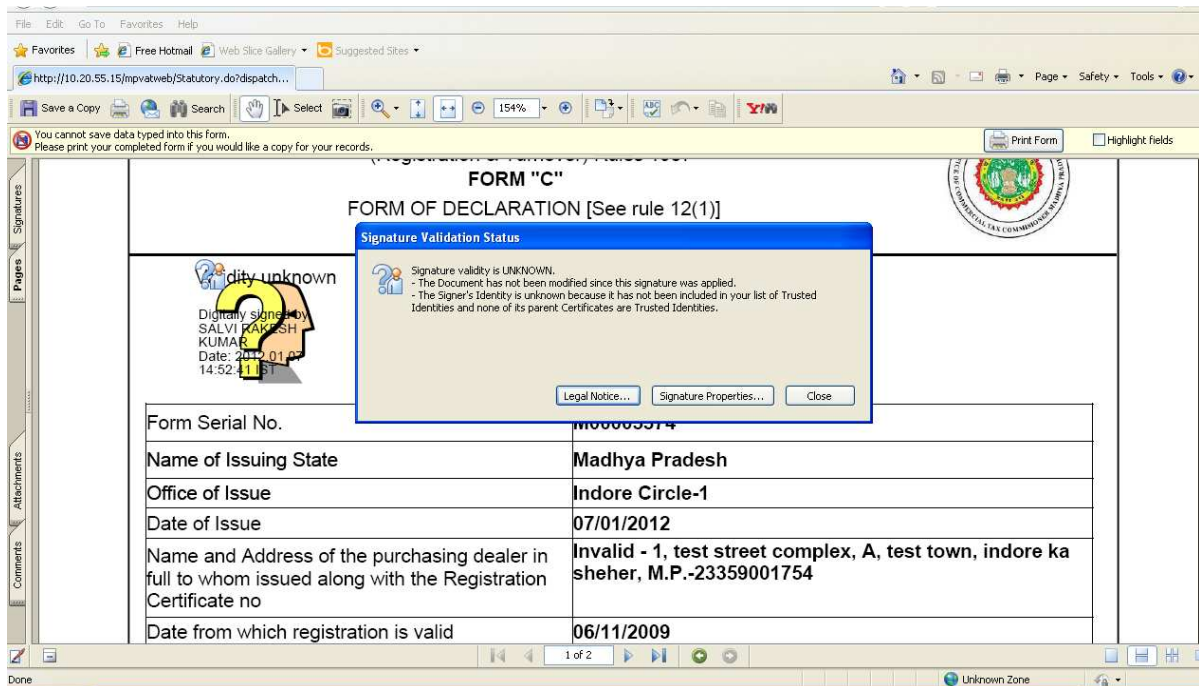
1. Open C-form pdf in acrobat reader. It will show the “**Validity Unknown**” in Digital Signature. You can validate the digital signature
2. This will show the “**Validity Unknown**” in Digital Signature as shown below



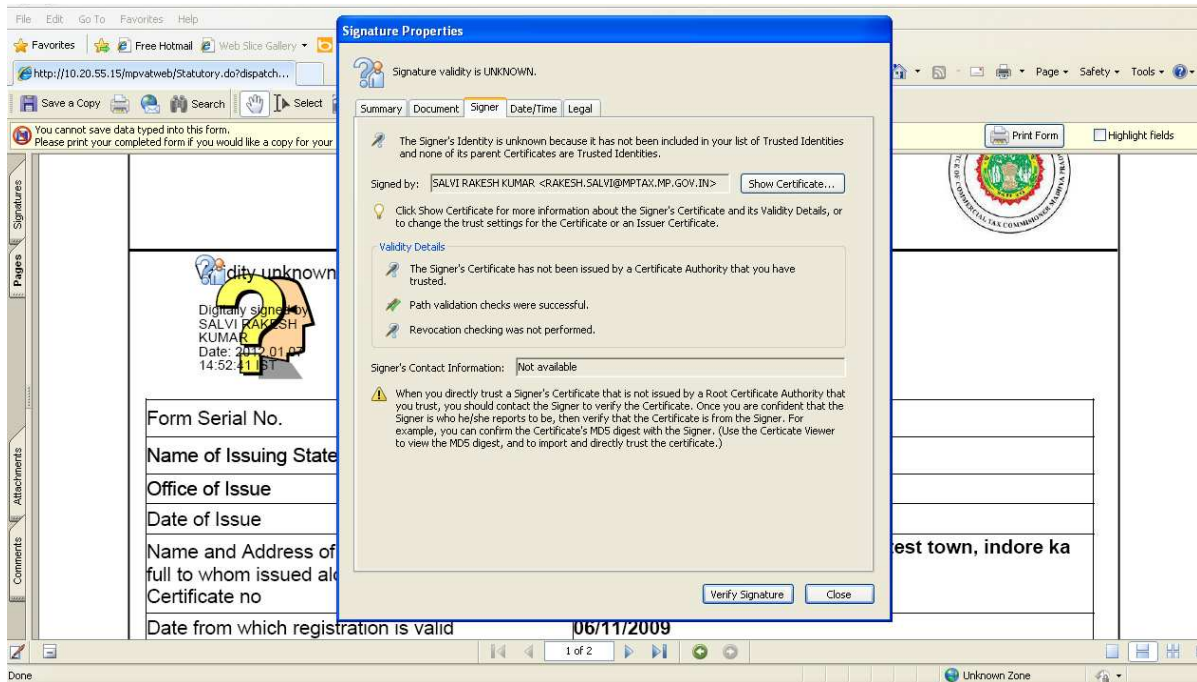
3. Right Click on Digital Signature and Click on **Validate Signature**.



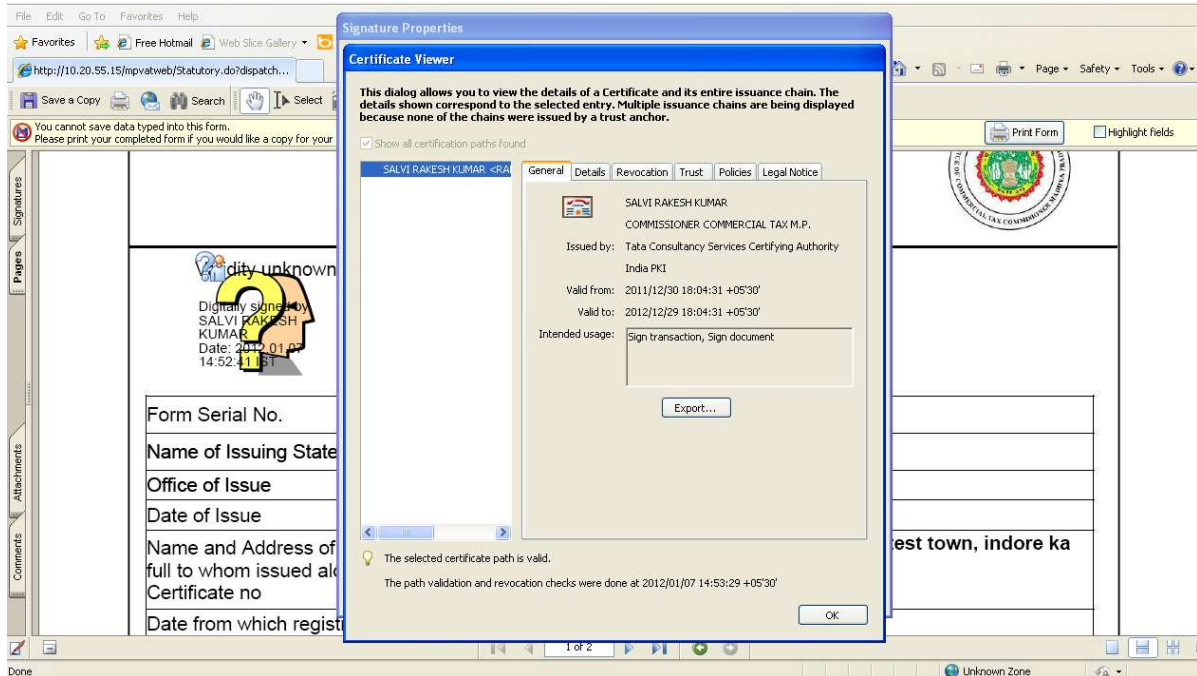
4. Click on **Signature Properties**.



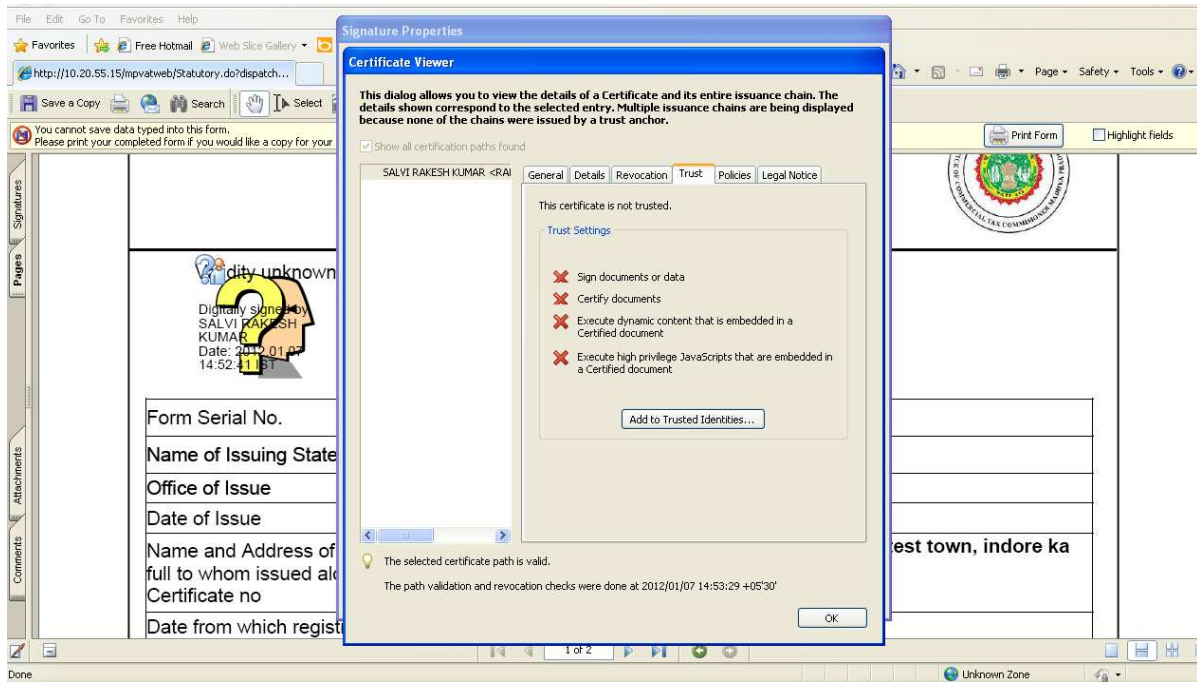
5. Click on **Signer**



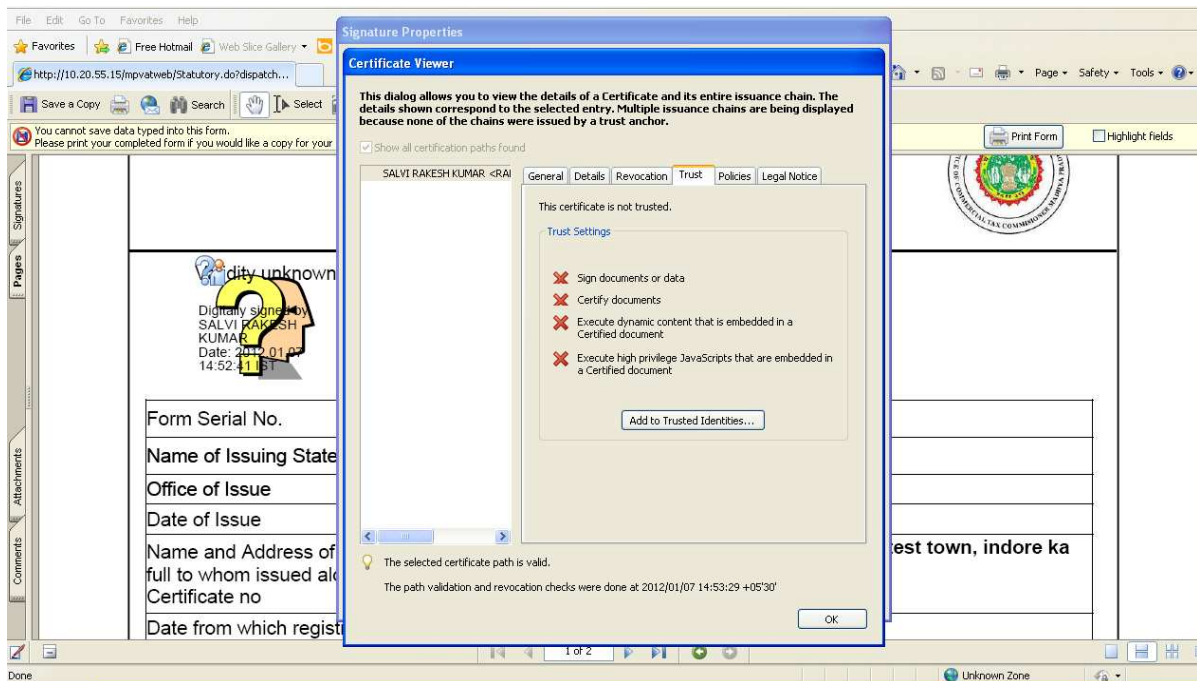
6. Click on **Show Certificate.**



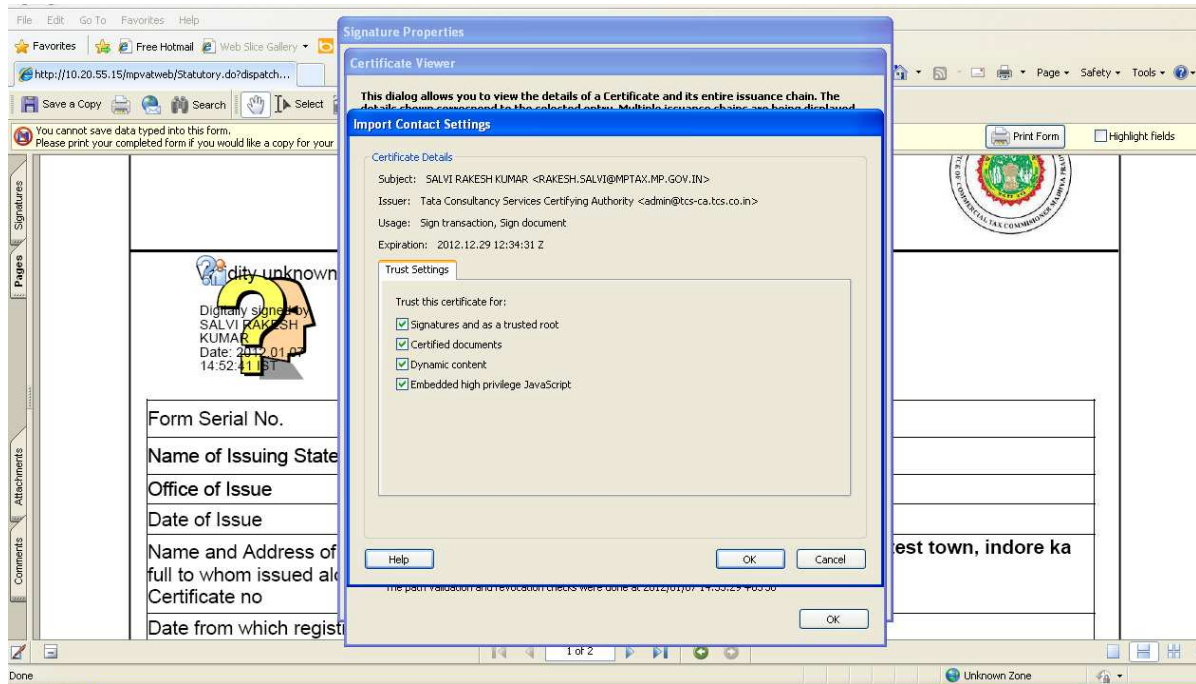
7. Click on Trust.



8. Click on the Add to Trusted Identities.



9. Tick all checklist and Click on OK.



10. Click on **Validate Signature**.


Now you can see Certificate with Valid Signature. This exercise is required to perform only once in a PC. Next time, all Digital C-Form will be automatically signed on that PC.

File Edit Go To Favorites Help

http://10.20.55.15/mpvatweb/Statutory.do?dispatch...

You cannot save data typed into this form. Please print your completed form if you would like a copy for your records.

FORM "C"
FORM OF DECLARATION [See rule 12(1)]



Signature valid

Digitally signed by
SALVI RAKESH
KUMAR
Date: 07/01/2012
14:52:40 +05'30'

Form Serial No.	M00003374
Name of Issuing State	Madhya Pradesh
Office of Issue	Indore Circle-1
Date of Issue	07/01/2012
Name and Address of the purchasing dealer in full to whom issued along with the Registration Certificate no	Invalid - 1, test street complex, A, test town, indore ka sheher, M.P.-23359001754
Date from which registration is valid	06/11/2009

Done