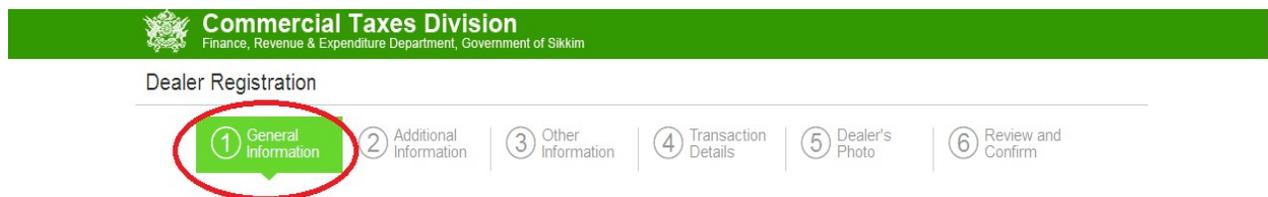




1. In your web browser, go to [www.sikkimtax.gov.in](http://www.sikkimtax.gov.in)
2. Click on “New Registration” button.



3. Click on “Proceed” button.
4. The different pages in the application have to be completed starting with the “General Info” page. The page you are currently on is highlighted to guide you through the application.



5. Every page has multiple sections that need to be completed.
6. Required information marked with a red star \* and must be completed to proceed with the application.

7. When “Business Name” is types, an email address will be presented automatically. This suggestion can be accepted as is or modified by you.

## Dealer Registration

1 General Information | 2 Additional Information | 3 Other Information | 4 Transaction Details | 5 Dealer's Photo | 6 Review and Confirm

**Business Information**

Business Name \*  
Pradhan Constructions

Ownership Type \*  
Select

Type of Registration  
Regular

Business Nature \*

Trading  Manufacturing  Hotel and Restaurant  
 Works contract  Generation and distribution of power  Telecommunication services  
 Mining  Professional/Consultant/Service Provider  Canteen Stores Department  
 Services Involving Goods

Account Creation : This email will be considered as your user name

Email \*  
PradhanConstructions @chennai.payodaweb.com

Have you previously registered with the Sikkim Commercial Taxes as a Dealer?  
 Yes  No

8. By clicking on “Check Availability”, a message will be displayed below the field indicating if the email address is available for your use or not.

Services Involving Goods

Account Creation : This email will be considered as your user name

Email \*

PradhanConstructions @chennai.payodaweb.com

Available

Have you previously registered with the Sikkim Commercial Taxes as a Dealer?

Yes  No

9. Select the “Ownership type” from the dropdown provided.

### Dealer Registration

1 General Information | 2 Additional Information | 3 Other Information | 4 Transaction Details | 5 Dealer's Photo | 6 Review and Confirm

**Business Information**

Business Name \* Pradhan Constructions

Type of Registration Regular

Business Nature \*

Trading  Manufacturing

Works contract  Generation and distribution of electricity

Mining  Professional/Consultant/Service

Services Involving Goods

Ownership Type \*

Select

Select

Co-operative Society

Government Company

Hindu Undivided Family

Proprietary

Private Limited Company

Public Limited Company

Public Sector Inventory

Registered Partnership

Statutory Body

Trust

Unregistered Partnership

Account Creation : This email will be considered as your user name

Email \*

PradhanConstructions @chennai.payodaweb.com

Available

Have you previously registered with the Sikkim Commercial Taxes as a Dealer?

Yes  No

10. Select the “Type of Registration” for which you want to register.

**Business Information**

Business Name \* Pradhan Constructions

Ownership Type \* Select

Type of Registration

Regular

Regular

Composite

Trading  Manufacturing  Hotel and Restaurant

11. Select the “Business Nature” for which you want to register. You can also select the multiple business natures.

Business Information

Business Name \* Pradhan Constructions i

Ownership Type \* Proprietary

Type of Registration Regular

Business Nature \*

<input checked="" type="checkbox"/> Trading	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Hotel and Restaurant
<input checked="" type="checkbox"/> Works contract	<input type="checkbox"/> Generation and distribution of power	<input checked="" type="checkbox"/> Telecommunication services
<input type="checkbox"/> Mining	<input type="checkbox"/> Professional/Consultant/Service Provider	<input type="checkbox"/> Canteen Stores Department
<input type="checkbox"/> Services Involving Goods		

12. If you are a previously registered Dealer, when you select “Yes”, you can provide your previously registered TIN. To validate, click on the “Validate” button. You will be presented with a message on the validity of your old TIN.

Have you previously registered with the Sikkim Commercial Taxes as a Dealer?

Yes  No

Previously registered TIN \*

TIN

TIN value must be a number

13. If you can proceed, you will be presented with a message accordingly in **Green** color. If your information needs correction, you will be presented with an appropriate message in **Red** color.

14. Address information, where indicated needs to be provided with House number/Street name, along with “District” and “Sub Division”.

Principal place of Business  
Address (in Sikkim)

District \*  
Select

Sub-Division \*  
Select

Locality \*  
Select

House number/Street name \*

15. “Address of branch within Sikkim”, “Address of branch outside Sikkim”, “Address of warehouse within Sikkim” and “Bank Account” can be provided by clicking on the appropriate section’s Add Link.

Branch Address (within  
Sikkim)  
[\[-\] Delete this Address](#)

District \*  
Select

Sub-Division \*  
Select

Locality \*  
Select

House number/Street name \*

[\[+\] Add Branch Address \(within Sikkim\)](#)

[\[+\] Add Branch Address \(outside Sikkim\)](#)

[\[+\] Add Warehouse Address \(within Sikkim\)](#)

[\[+\] Add Bank Account information](#)

16. If you want to add more than one branch, you can click on the same “Add” link to add more branches.
17. If you want to remove one of the added branches, click on the “Delete this Address” link to remove that branch.

---

Branch Address (Outside Sikkim)  
[\[-\] Delete this Address](#)

State \*  
Select

District \*

VAT Registration No \*

CST Registration No \*

House number/Street name \*

[\[+\] Add Branch Address \(outside Sikkim\)](#)

[\[+\] Add Warehouse Address \(within Sikkim\)](#)

[\[+\] Add Bank Account information](#)

18. Click on the “Next” button to proceed to the next page of the application.

---

Principal place of Business Address (in Sikkim)

District \*  
North

Sub-Division \*  
Mangan

Locality \*  
Tingbong

House number/Street name \*  
12,XXX street

[\[+\] Add Branch Address \(within Sikkim\)](#)

[\[+\] Add Branch Address \(outside Sikkim\)](#)

[\[+\] Add Warehouse Address \(within Sikkim\)](#)

[\[+\] Add Bank Account information](#)

[Need Help?](#)

[Next >](#) [Cancel X](#)

19. Based on “Ownership Type” and “Business Nature”, complete the appropriate Dealer, Business and Commodity information sections in the “Additional General Info” page.

20. To enter any date information, click on the field and you will be given with the calendar to choose the date easily.

Dealer Registration

① General Information | ② Additional Information | ③ Other Information | ④ Transaction Details | ⑤ Dealer's Photo | ⑥ Review and Confirm

Selected: Ownership -Proprietary  
Business Nature -Trading

**Dealer Information**

Name of proprietor \*  
Proprietor

Name \*  
Father

Date of Birth \*  
14-Jun-2012

Calendar: Jun 2012  
Su Mo Tu We Th Fr Sa  
1 2  
3 4 5 6 7 8 9  
10 11 12 13 14 15 16  
17 18 19 20 21 22 23  
24 25 26 27 28 29 30

PAN No \*  
PAN number

Gender \*  
 Male  Female

Permanent Address \*  
Address

---

**Business Information**

Date \*

21. The “Commodity Information” section needs to be completed for different categories, based on the “Business Nature”.

① General Information
② Additional Information
③ Other Information
④ Transaction Details
⑤ Dealer's Photo
⑥ Review and Confirm

Selected: Ownership -Proprietary  
 Business Nature -Trading

**Dealer Information**  
 Name of proprietor \*  
 Proprietor  
 Name \*  
 Father   
 Date of Birth \*  
 14-Jun-2012  
 PAN No \*  
 PAN number  
 Gender \*  
 Male  Female  
 Permanent Address \*  
 Address

---

**Business Information**  
 Trade licence No \*  
 Trade licence no  
 Date \*  
 30-Jun-2012

---

**Commodity Information**  
 Commodity nature \*  
 Select Commodity nature  
 Select Commodity nature  
 Goods for resale  
 Classification \*  
  
 Commodity nature      Classification      Delete

22. Choose the Commodity nature and choose a classification and “add the Commodity information”.

**Commodity Information**  
 Commodity nature \*  
 Select Commodity nature  
 Classification \*  
 Select Classification  
 Alcohol & Spirits  
 Aldehydes whether or not with other oxygen function  
 Alkali or alkaline earth metals, rare earth metals, sc  
 ALL FOREIGN MADE OR COUNTRY MADE LIQUO  
 ALL TYPES OF MOLLASSES  
 (+) Add Commodity Information  
 Commodity nature      Classification  
 Goods for resale      Arms & Ammunitions  
 Delete

23. After completing all the information in this page, click on “Next” button.

Commodity Information

Commodity nature \*  
 Select Commodity nature

Classification \*  
 [i]

[\[+\] Add Commodity Information](#)

Commodity nature	Classification	Delete
Goods for resale	Arms & Ammunitions	[trash]
Goods for resale	Bakery products	[trash]

[Need Help?](#) < Previous Next > Cancel X

24. If you have to go to the previous page to modify any information, click on the “Previous” button.

Commodity Information

Commodity nature \*  
 Select Commodity nature

Classification \*  
 [i]

[\[+\] Add Commodity Information](#)

Commodity nature	Classification	Delete
Goods for resale	Arms & Ammunitions	[trash]
Goods for resale	Bakery products	[trash]

[Need Help?](#) < Previous Next > Cancel X

25. Or you can click on a completed page name in the header on top to navigate to that page.

#### Dealer Registration

- ① General Information
- ② Additional Information
- ③ Other Information
- ④ Transaction Details
- ⑤ Dealer's Photo
- ⑥ Review and Confirm

26. Complete the “Other Info” and click “Next”.

27. In the “Transaction Info” page you will be presented with the following 5 questions.

- Does your business involve purchase and sales of VAT able goods? (Answer “Yes” to register for VAT).
- Does the business involves purchase of goods from sellers located outside the state of Sikkim, or involves sales of goods to buyers located outside the state of Sikkim? (Answer “Yes” to register for CST).
- Does the business involve purchase of MOTOR SPRIT (Petrol) or HIGH SPEED DIESEL from the sellers outside the state of Sikkim for resale or for use in purpose of production, or for use in execution of work contract, or for self-consumption? (Answer ‘Yes’ to register for Infrastructure & Development Cess).
- Does the business involve manufacturing/bottling or resale of liquor, molasses and narcotics? (Answer “Yes” to register for SST).
- Does the business employees individual drawing monthly salary more than Rs. 20,000.00? (Answer ‘Yes’ to register for Professional Tax).

28. In the “Upload Photo” page, you can upload your passport size photograph. Click on “Browse” to locate your photograph file.

Dealer Registration

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① General Information

② Additional Information

③ Other Information

④ Transaction Details

⑤ Dealer's Photo

⑥ Review and Confirm

Dealer's Photo

Select an image file on your computer. (2 MB max) \*

We support JPG, GIF, PNG, and JPEG photo formats.

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[Need Help?](#)

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29. When you select the photo, the photo will be added to your application. Till your photo is added, you will see the revolving arrows.
30. When your photo is added, the photo will be displayed in the page.

### Dealer Registration

- ① General Information | ② Additional Information | ③ Other Information | ④ Transaction Details | ⑤ Dealer's Photo | ⑥ Review and Confirm

#### Dealer's Photo



[Need Help?](#)

- < Previous   Next >   Cancel X

31. Click on “Next” to move to the “Review & Confirm” page to verify that all the details you have provided are correct.
32. Click on “Submit Application” button to submit your Dealer Registration application for review.

[Need Help?](#)

Submit Application

33. Click on “Ok” to confirm that you want to submit the application.

Yes  No

Question 2  
Does the business involves purchase of goods from sellers located outside the State of Sikkim, or involves sales of goods to buyers located outside the State of Sikkim?  
 Yes  No

Question 3  
Does the business involves purchase of MOTOR SPIRIT (Petrol) or HIGH SPEED DIESEL from sellers located outside the State of Sikkim for resale, or for use in process of production, or for use in execution of work contract, or for self-consumption?  
 Yes  No

By clicking 'OK' you submit the application by stating that information provided in this application is true to the best of your knowledge.

Question 5  
Does the business employs individual drawing monthly salary more than ₹20,000.00?  
 Yes  No

5 Dealer's Photo

Dealer's Photo



34. You will see a confirmation message with your Application Number.

## Dealer Registration

- ① General Information | ② Additional Information | ③ Other Information | ④ Transaction Details | ⑤ Dealer's Photo | ⑥ Review and Confirm

Thank you for submission of the application for registration.

Kindly note application reference number: **10977658**

The date for hearing on registration and security deposit amount will be intimated by SMS message to the mobile number provided in application form:

Kindly appear for hearing on the said date and time with following original documents and one attested photocopy of each:

1. Proof of identity of person to be registered as dealer (Passport, Voter Identity Card, PAN card, Certificate of Identification, Driving License etc.)
2. Partnership deed, Certificate of Incorporation, Registration certificate, Firm Registration etc as the case may be.
3. Trade License, Provisional industrial registration, Work order, Letter of Intent, Agreement etc.
4. Surety bond, if registration under the CST Act, 1956 is applicable.
5. Certificate of security deposit

35. You will also receive an SMS message at your registered phone number confirming the application submission.