How to submit a new Dealer Registration Application?
1. In your web browser, go to 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.

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

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

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

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”.
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.

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

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.

21. The “Commodity Information” section needs to be completed for different categories, based on the “Business Nature”.
22. Choose the Commodity nature and choose a classification and “add the Commodity information”.

23. After completing all the information in this page, click on “Next” button.
24. If you have to go to the previous page to modify any information, click on the “Previous” button.

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

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.
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.

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.

33. Click on “Ok” to confirm that you want to submit the application.
You will see a confirmation message with your Application Number.
35. You will also receive an SMS message at your registered phone number confirming the application submission.