

STEP-BY-STEP GUIDE TO DOWNLOAD THE REGISTRATION CERTIFICATE UNDER PROFESSIONAL TAX FROM THE PORTAL OF CT & GST ORGANISATION

After registration is granted to an Applicant under the Odisha State Tax on Professions, Trades, Callings and Employments Act 2000, a TIN consisting of 11 digits is issued to the Applicant. The TIN is also used as the User ID and the initial password is also communicated instantly to the Applicant through the registered email instantly after system-based approval.

Using the TIN and Password received from the Portal of CT & GST Organisation, the Applicant / Dealer can log into the portal and download the registration certificate in the following process:

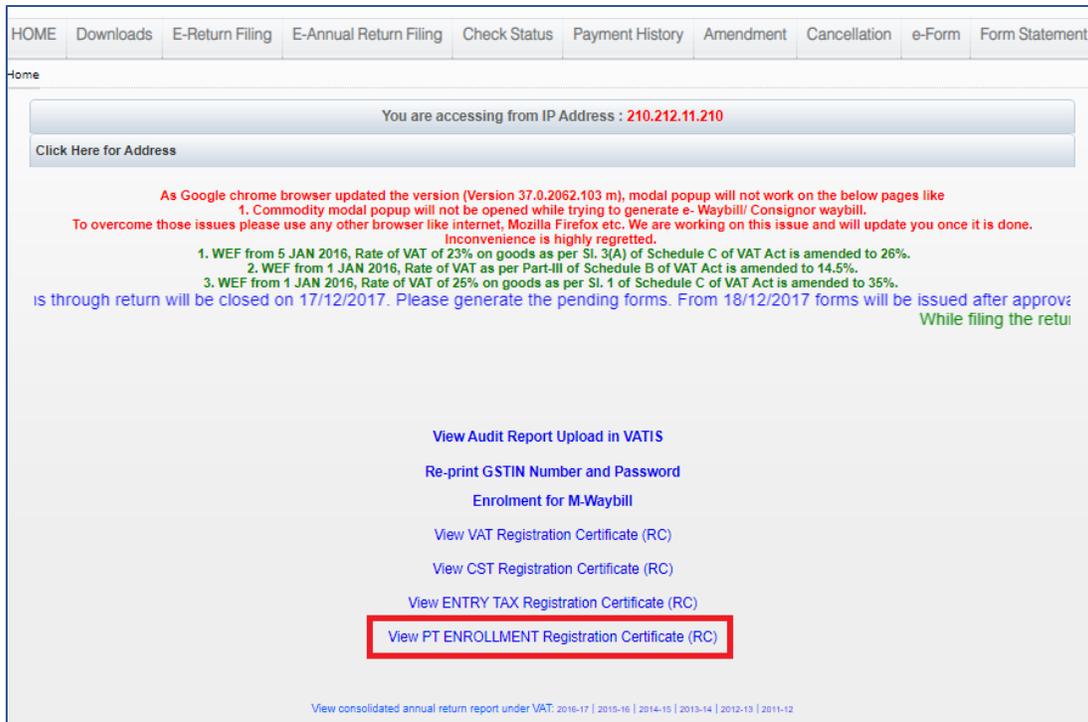
1. Please go to <https://odishatax.gov.in> and click on the link “E-Services” as shown below.

The screenshot shows the homepage of the Commissionerate of CT & GST, Finance Department, Government of Odisha. The website has a blue header with navigation links: Home, About Us, Court/Tribunal Orders, Revenue Reports, Press, Archives, RTI, and Contact Us. The main content area is divided into three columns. The left column contains a 'Goods & Service Tax' menu with items like GST Notifications, GST Acts, GST Rules, GST Audit, GST Rates, GST Advance Ruling, GST Clarifications, GST e-way bills, and GST Help Desk. The middle column features a central banner for 'Professional Tax' with a cartoon character and a 'Click Here to Know More' link, followed by 'News and Press Release' and 'Updates' sections. The right column contains an 'Odisha VAT/OET/CST/PT' menu with items like Odisha Value Added Tax Act, Central Sales Tax Act, Odisha Entry Tax Act, Odisha Professional Tax Act, and Odisha Entertainment Tax Act. Below this is an 'e-Services' section with a red box highlighting the 'e-Payment' link, along with other links like e-Registration, Dealer Search, and Login to GST Portal.

2. The Dealer Login page will be opened in a new Tab and it will ask for User Id and Password as can be seen from below.



3. Please enter the User ID – TIN and the initial Password or correct Password (for later) to login. The Home page will be opened. In the Home Page, there is a link to view or download the Registration Certificate under PT as can be seen below.



4. Clicking on the link as mentioned above, will open the Registration certificate in PDF format, which can be viewed or downloaded or printed. A Sample screenshot is given below.

