

# User Manual for Digital C-Form

COMMERCIAL TAX DEPARTMENT  
MADHYA PRADESH

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# 1. Application of C-form

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

## 1. Click on 'Form C Application'



## 2. Enter the required detail

File Edit View Favorites Tools Help

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

17. We Applicant name- amare carrying on business under the name and style of invalid situated at 1 test street complex (city/town/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 %/ 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

1. %/ We have received the goods from %my/our other place of %business/agent/principal outside the State of Madhya Pradesh on transfer.

2. %/ We request that Declaration form C as per the annexure be supplied to %melus.

3. %/ We declare that %my/our Registration Certificate mentioned above is in force and has not been canceled by this date.

4. %/ We further declare that %We am/are not in arrears of any tax and/or penalty for any period under the Act.

OR %/ 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\* 2011-12 Select Quarter\* Second Quarter

Select

First Quarter

Second Quarter

Third Quarter

Fourth Quarter

Submit Back

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

Internet 100%

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

File Edit View Favorites Tools Help

Department of Commercial Tax

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

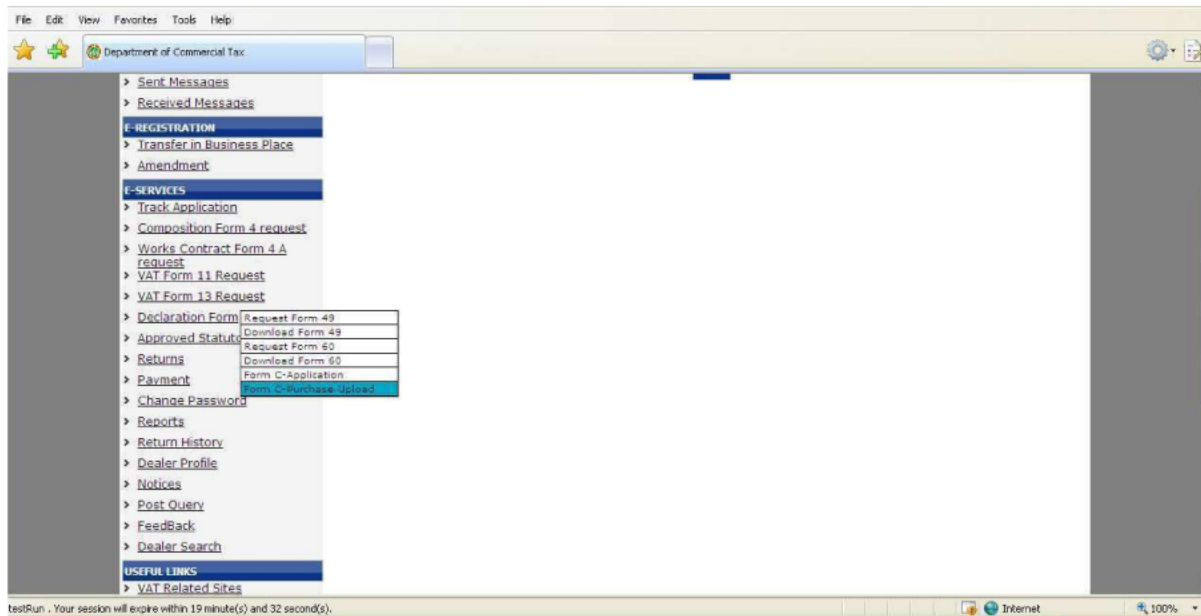
Your Request for Form-C application has been submitted successfully and your Request id is 97700000000000301

Back

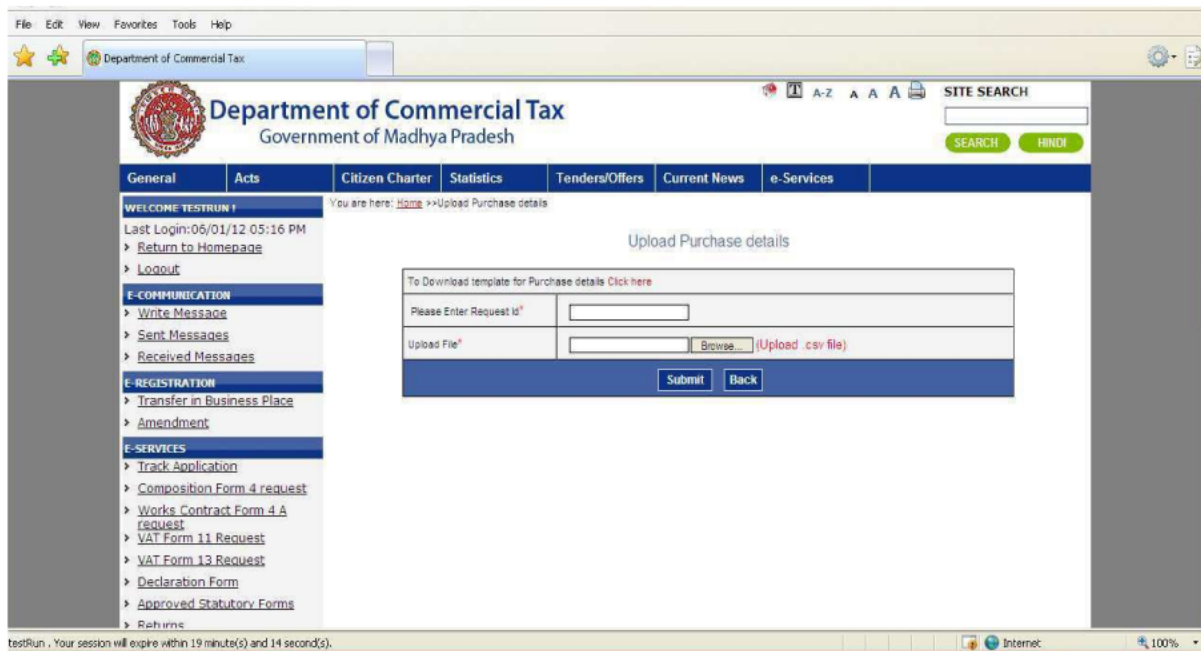
testRun . Your session will expire within 19 minute(s) and 59 second(s).

Internet 100%

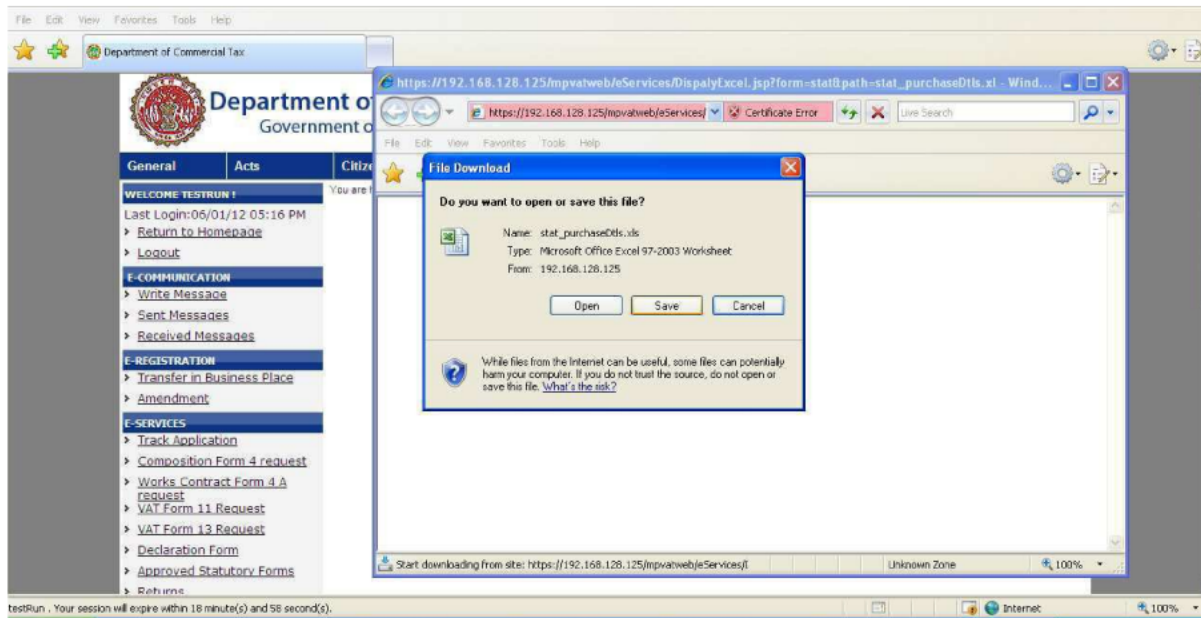
4. For uploading purchase details click on “**Form C-Purchase Upload**” as shown below and download the template for it from portal



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

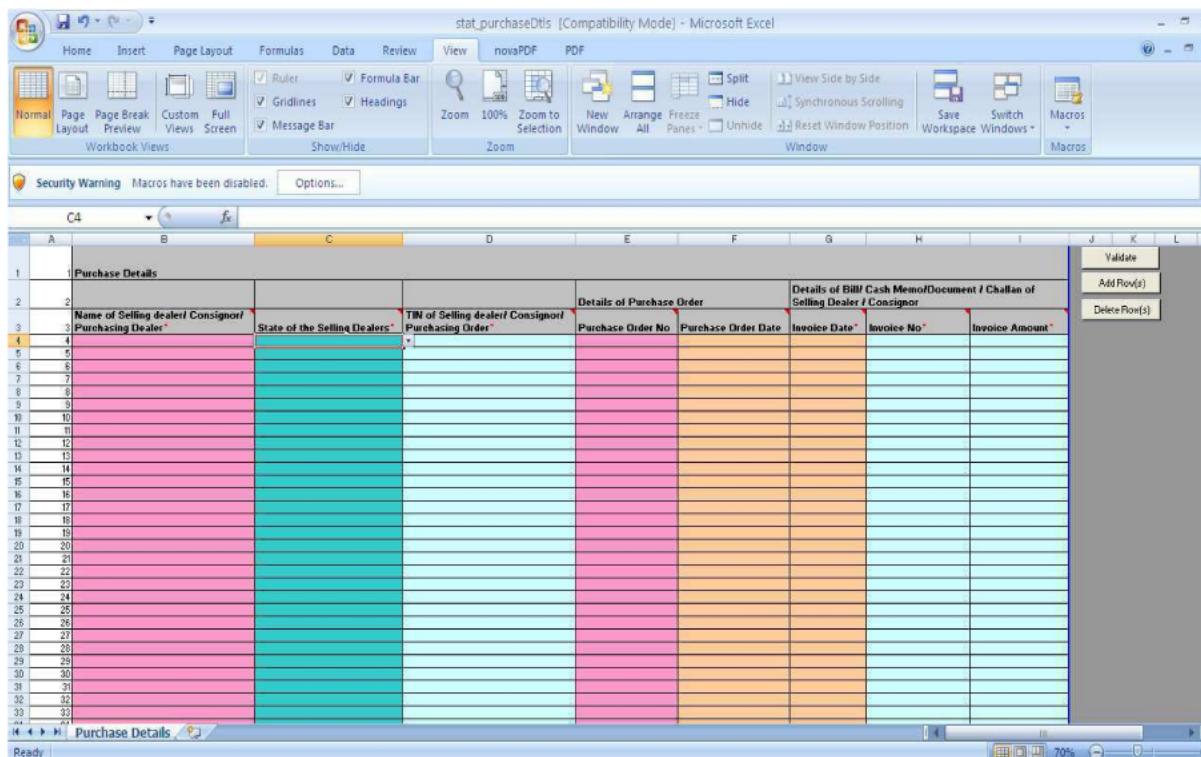


## 6. Save the template on your computer

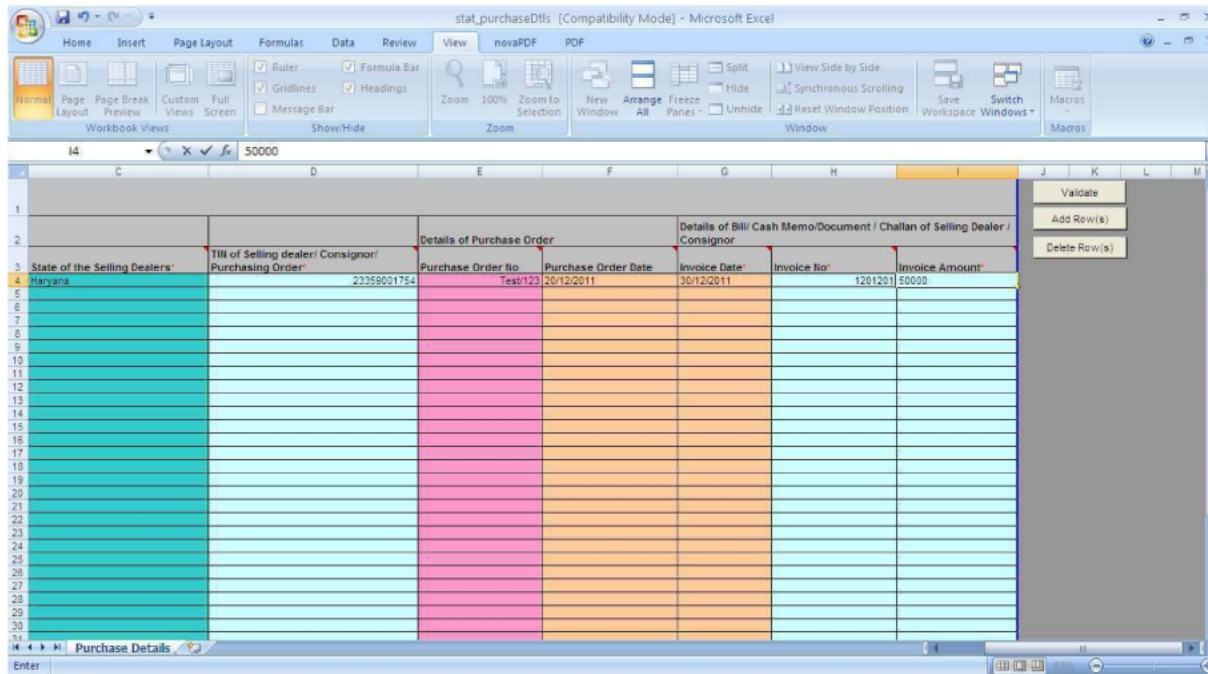


**Note:** Enable the macros before entering the details in the template

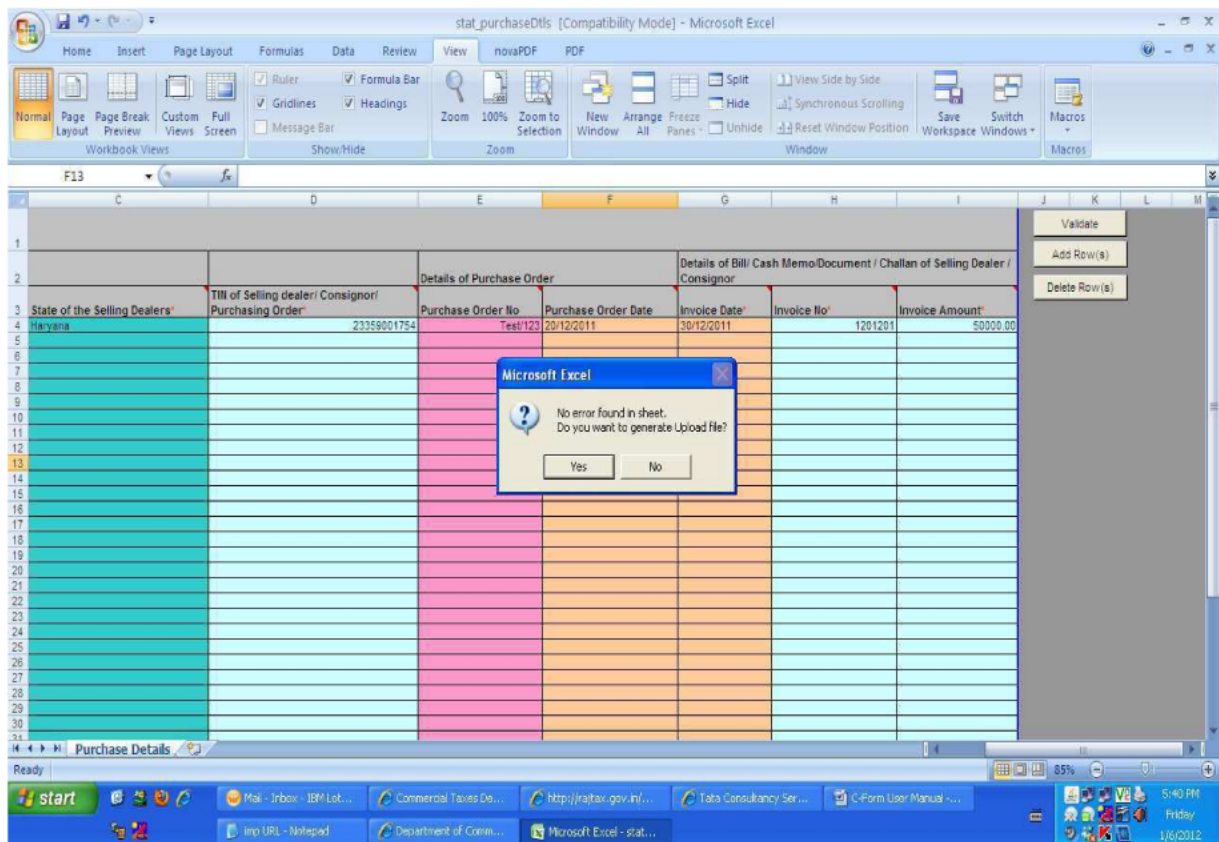
## 7. Enter the required details in the correct format in the excel sheet







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 the Department of Commercial Tax portal for the Government of Madhya Pradesh. The user is logged in as 'testRun'. The page title is 'Department of Commercial Tax Government of Madhya Pradesh'. The navigation menu includes General, Acts, Citizen Charter, Statistics, Tenders/Offers, Current News, and e-Services. The left sidebar contains links for WELCOME TESTRUN!, E-COMMUNICATION, E-REGISTRATION, and E-SERVICES. The main content area is titled 'Upload Purchase details' and contains a form with the following fields:

- To Download template for Purchase details [Click here](#)
- Please Enter Request id\*:
- Upload File\*:  (Upload .csv file)
- Buttons:

At the bottom, a message states: 'testRun , Your session will expire within 19 minute(s) and 25 second(s)'.

10. Click on **Submit** button

The screenshot shows the Department of Commercial Tax portal for the Government of Madhya Pradesh. The user is logged in as 'testRun'. The page title is 'Department of Commercial Tax Government of Madhya Pradesh'. The navigation menu includes General, Acts, Citizen Charter, Statistics, Tenders/Offers, Current News, and e-Services. The left sidebar contains links for WELCOME TESTRUN!, E-COMMUNICATION, E-REGISTRATION, and E-SERVICES. The main content area is titled 'Summary Of Upload' and contains a confirmation message:

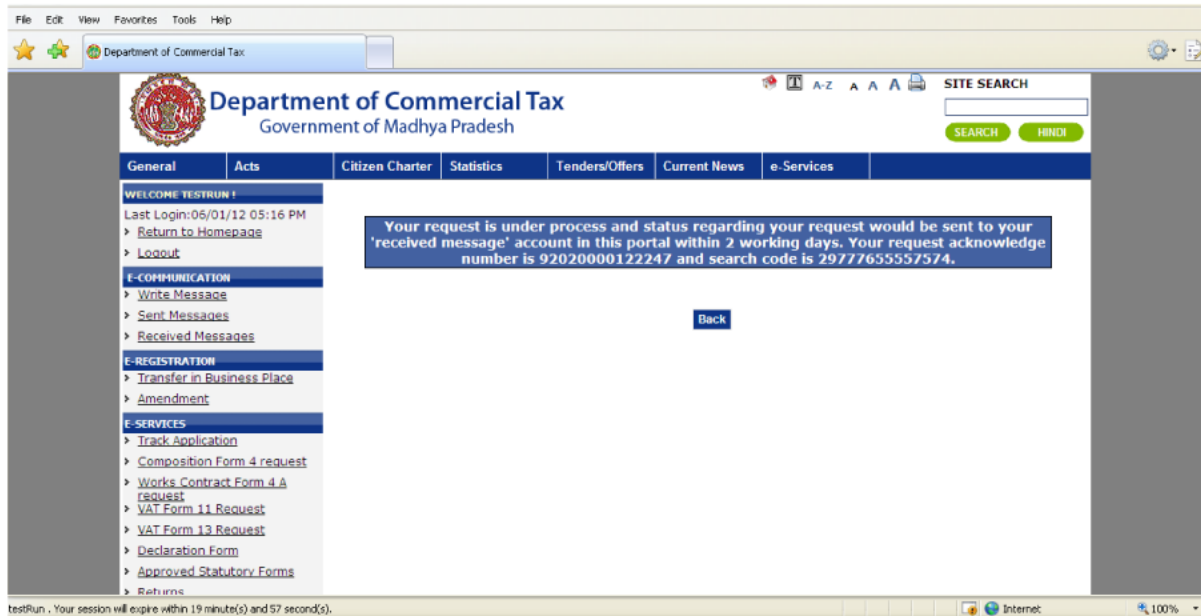
**No errors found in the uploaded form**

Buttons:

At the bottom, a message states: '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 'Department of Commercial Tax' website for the Government of Madhya Pradesh. The user is logged in as 'testRun'. The left sidebar contains navigation links for 'General', 'Acts', 'Citizen Charter', 'Statistics', 'Tenders/Offers', 'Current News', and 'e-Services'. The main content area displays 'Received by Dealer' messages. A table lists 10 messages, all from 'AUTO' on '06-01-2012'. The subjects are 'Issuance of C-Form application has been approved' and 'Statutory form request'. Each message has a 'delete' link.

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

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

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 left sidebar contains a menu with the following items:

- 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

The main content area is titled 'Approved Statutory Forms'. It contains a search form with the following fields:

TIN No.	Firm Name	Invalid
23359001754		
Form Type*	C-Form	
Select Quarter*	First Quarter	Select Year*
		2011-12
<input type="button" value="Search"/>		

At the bottom of the page, there is a status bar that reads: 'testRun . Your session will expire within 19 minute(s) and 43 second(s). Internet 100%'.

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

The screenshot shows the web interface of the Department of Commercial Tax, Government of Madhya Pradesh. The page title is 'Department of Commercial Tax Government of Madhya Pradesh'. The navigation menu includes General, Acts, Citizen Charter, Statistics, Tenders/Offers, Current News, and e-Services. The left sidebar contains links for WELCOME TESTRUN!, Last Login, Return to Homepage, Logout, E-COMMUNICATION (Write Message, Sent Messages, Received Messages), E-REGISTRATION (Transfer in Business Place, Amendment), and 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). The main content area displays 'Approved Statutory Forms' with a table of 10 records. Each record includes Sr.No., Acknowledgment No., Seller TIN, Seller Name, From Date, To Date, No. of Invoices, Total Amount, and a Generate / View PDF button. The status bar at the bottom indicates 'testRun - Your session will expire within 19 minute(s) and 54 second(s)'.

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	<a href="#">Generate</a>
2	92020000122232	23001010101	Shreyas traders	01/07/2011	30/09/2011	1	100	
3	92020000122204	230000011010	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 & company 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	80000	
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 Pane

[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  
SALUN RAMESH  
KUMAR  
Date: 07/01/2012  
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

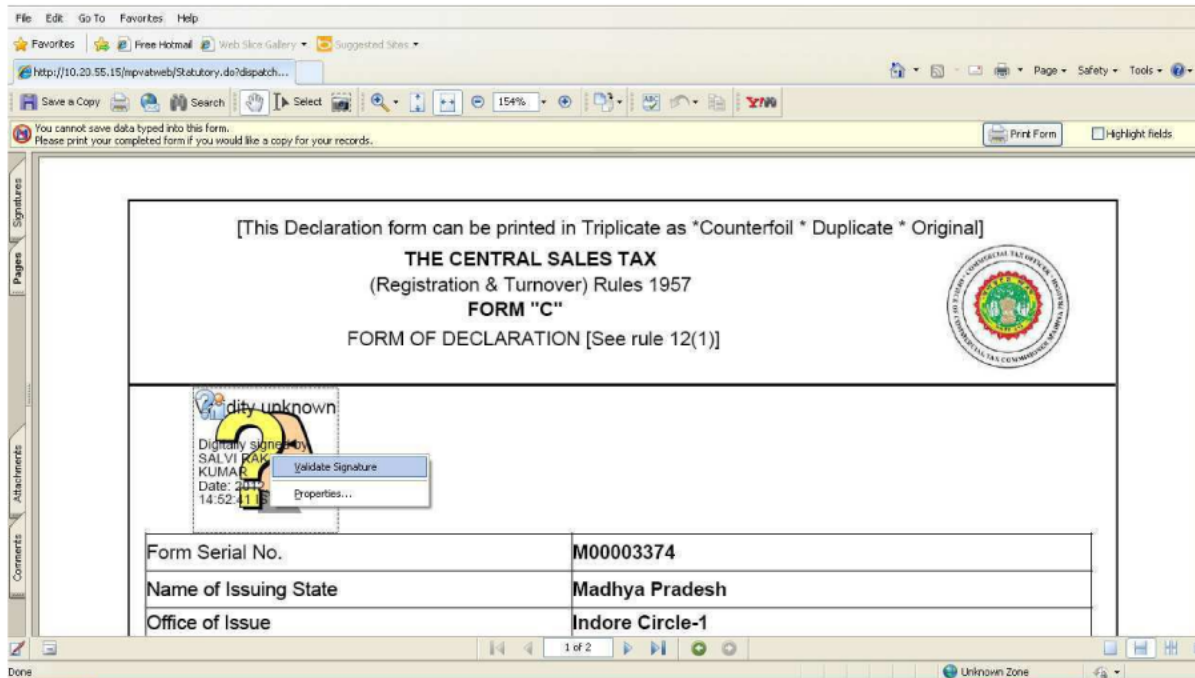
1. Open C-form pdf in acrobat reader. It will show the “**Validity Unknown**” in Digital Signature. You can validate the digital signature
2. This will show the “**Validity Unknown**” in Digital Signature as shown below

The screenshot shows a web browser window with the address bar displaying <http://10.20.55.15/privatweb/Statutory.do?dispatch...>. The browser's status bar at the bottom indicates 'Unknown Zone'. The main content area displays a form titled 'THE CENTRAL SALES TAX (Registration & Turnover) Rules 1957 FORM "C" FORM OF DECLARATION [See rule 12(1)]'. The form includes a circular official seal on the right. A digital signature block is present, showing a 'Validity Unknown' warning with a question mark icon. Below this, the signature details are listed: 'Digitally signed by SALVI RAKESH KUMAR Date: 2012.01.05 14:52:41 IST'. At the bottom of the form, there is a table with the following data:

Form Serial No.	M00003374
Name of Issuing State	Madhya Pradesh
Office of Issue	Indore Circle-1



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



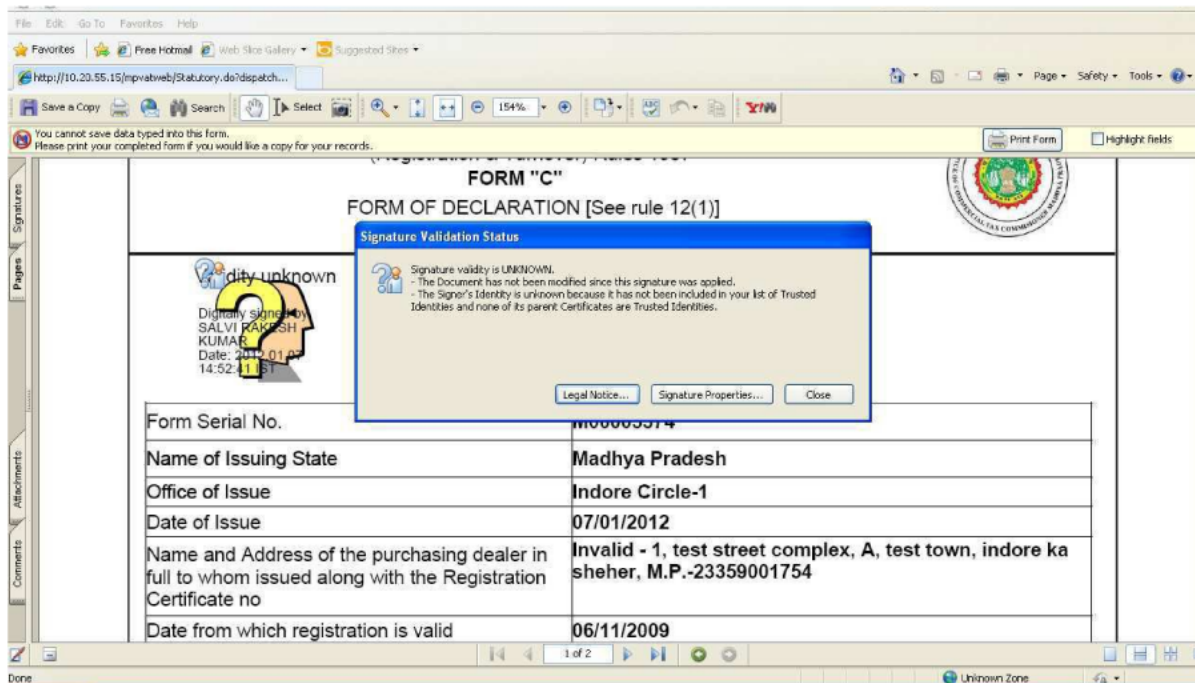
[This Declaration form can be printed in Triplicate as \*Counterfoil \* Duplicate \* Original]

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

Identity unknown  
Digitally signed by  
SALVI RAKESH  
KUMAR  
Date: 2012.01.07  
14:52:41  
Validate Signature  
Properties...

Form Serial No.	M00003374
Name of Issuing State	Madhya Pradesh
Office of Issue	Indore Circle-1

### 4. Click on **Signature Properties**.



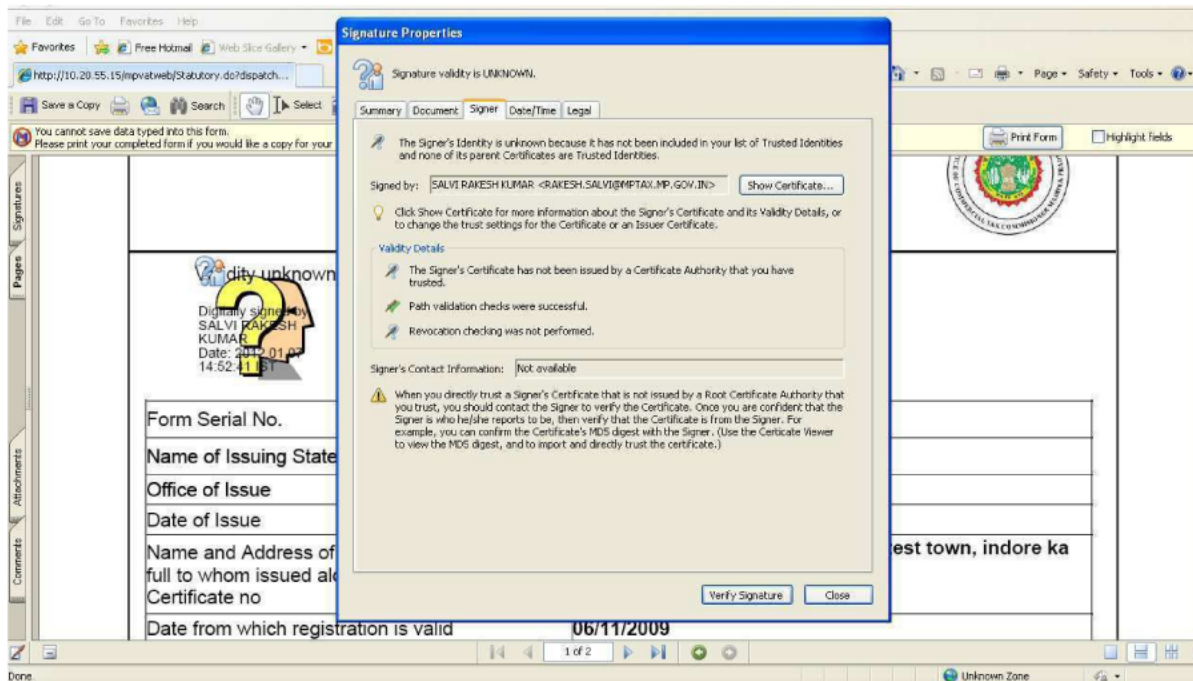
**FORM "C"**  
FORM OF DECLARATION [See rule 12(1)]

Identity unknown  
Digitally signed by  
SALVI RAKESH  
KUMAR  
Date: 2012.01.07  
14:52:41  
Signature Validation Status  
Signature validity is UNKNOWN.  
- The Document has not been modified since this signature was applied.  
- The Signer's Identity is unknown because it has not been included in your list of Trusted Identities and none of its parent Certificates are Trusted Identities.  
Legal Notice... Signature Properties... Close

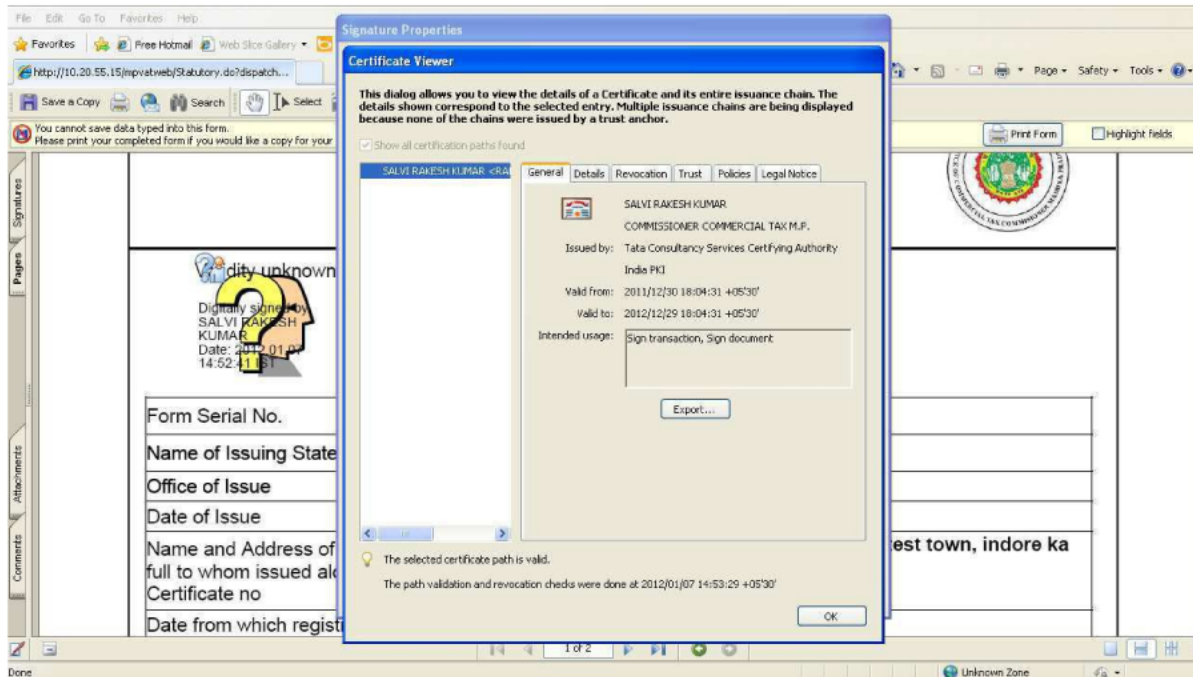
Form Serial No.	M00003374
Name of Issuing State	Madhya Pradesh
Office of Issue	Indore Circle-1
Date of Issue	07/01/2012
Name and Address of the purchasing dealer in full to whom issued along with the Registration Certificate no	Invalid - 1, test street complex, A, test town, indore ka sheher, M.P.-23359001754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



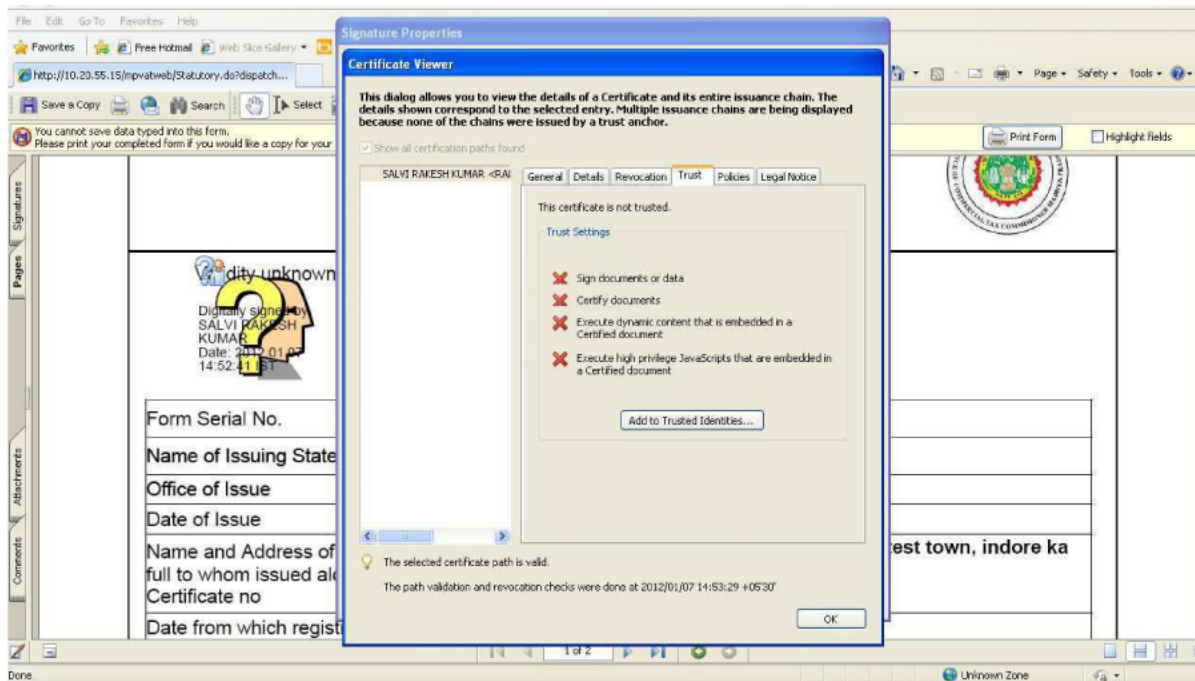
## 5. Click on **Signer**



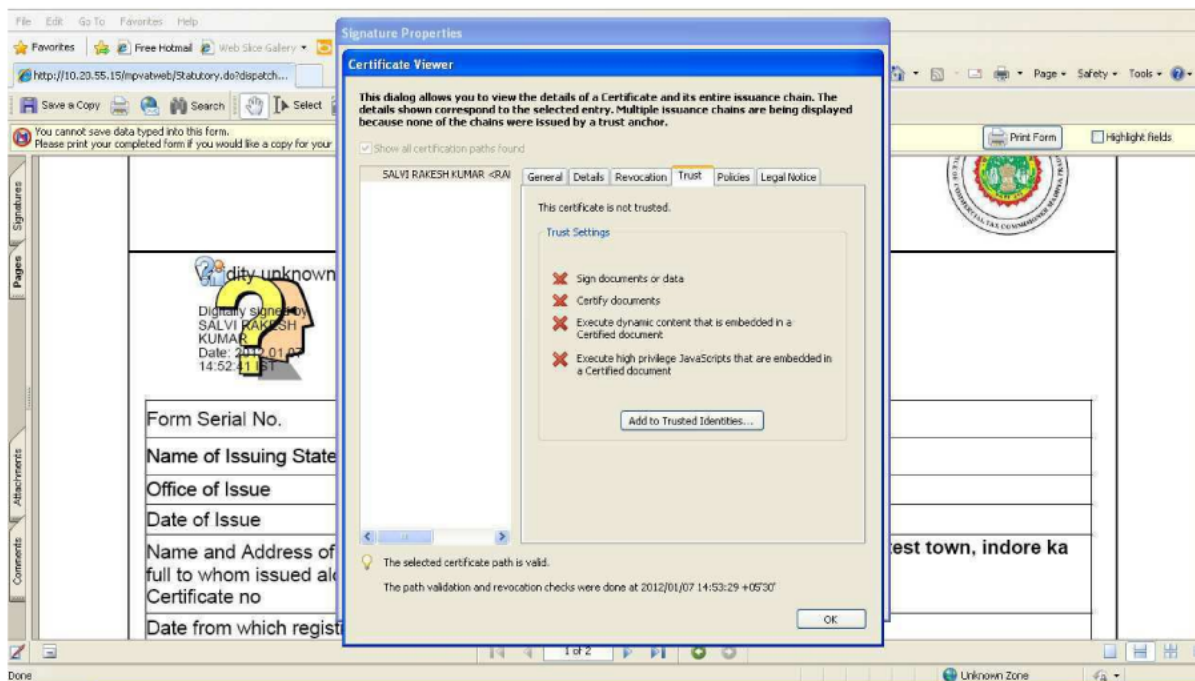
## 6. Click on **Show Certificate**.



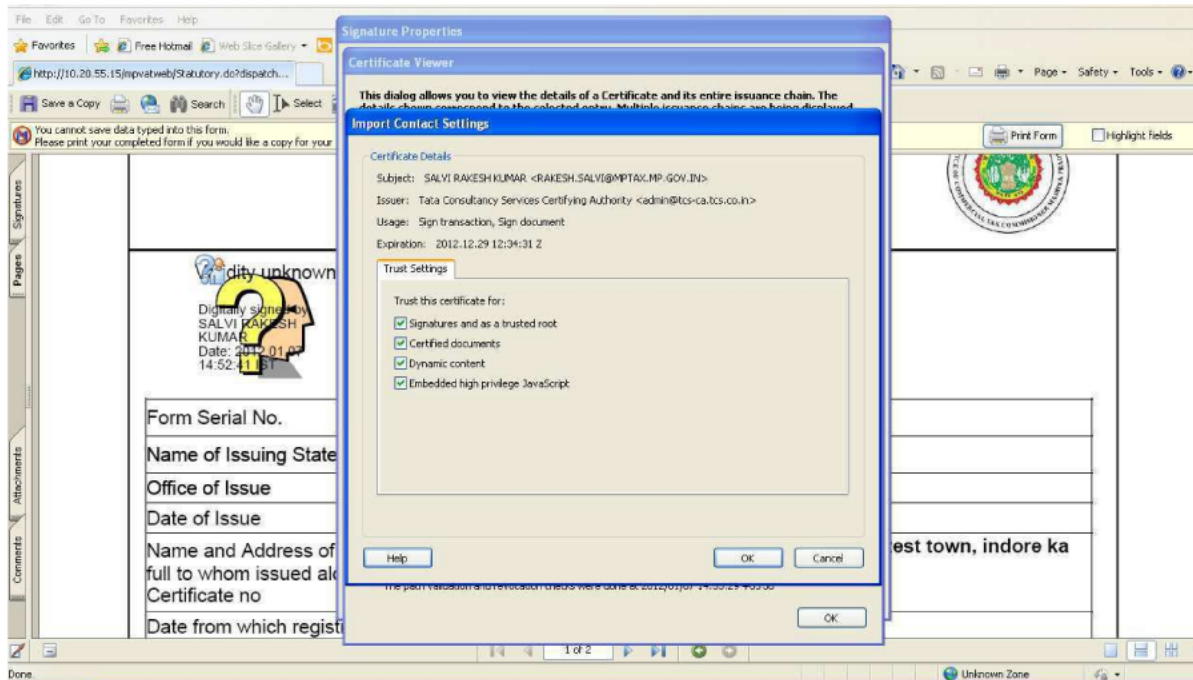
## 7. Click on **Trust**.



## 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/privatweb/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.

Print Form Highlight fields

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



**Signature valid**  
Digitally signed by  
SALVI RAKESH  
KUMAR  
Date: 2012.07.01 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

1 of 2

Unknown Zone