

[Basic Instructions for obtaining CST related Declaration Forms/ Certificates and Way Bill on e-Application](#)

1. All newly selected dealers have been communicated of the selection to their respective e-mail addresses. Their names and RC Nos. have been displayed in the website www.wbcomtax.gov.in under the link “Dealers selected for e-application for issue of CST related Forms & Way Bills”. For currently selected dealers, the relevant list is **List-III**.
2. A newly elected dealer has to deposit Rs.500/- only in a Bank on VAT challan on or after 01/01/2010, before filing the application for the first time. It should be clearly mentioned in the said challan that the payment is towards the “**Fee for obtaining the Forms**”. It is not necessary to write any time period on the said challan. The fee of Rs. 500/- is an annual fee and is payable once in an English Calendar year. You may apply online as many times as permissible and need not pay any further amount in that English Calendar year.
3. One copy of challan will have to be submitted at one of the counters of Central Return Receiving Unit at the Ground Floor at Beliaghata Commercial Tax Complex, on proper receipt.
4. All “electronic services” are single sign-on services. Therefore, for online application for Forms and/ or Way Bills, each selected dealer will use the same user-id and the password which are used by him for filing online Returns.
5. You will have to access this facility through the link “Login for e-Application for CST Forms” or “Login for e-Application for issue of Waybills” as the case may be.
6. When you log in, the system displays the address of your principal place of business. Please see the address carefully and proceed further if the address is correct. If, however, the address is NOT CORRECT, then you may contact HELP DESK (Main Building 3rd Floor) 14, Beliaghata Main Road, Kolkata – 700015, with copy of R.C. and a letter addressed to the Commissioner, Commercial Taxes, W.B. to that effect for getting the address corrected. This is important since the Forms and Way Bills would be delivered only at your principal place of business.
7. E-Application for CST related Forms could be submitted for all periods [starting with 01/04/2004](#).
8. Requisition for CST related Forms should be submitted in [chronological order](#) of quarter/ month. For example, if a dealer submits requisition for the quarter ending 200909, then he should not submit requisition for the quarter ending 200906 thereafter.

9. [More than one online application for issue of CST related Forms is not usually allowed for the same quarter](#) (or month as the case may be). All requisition for a quarter should be made at one time. Application for Form 'F' should be made month-wise, while applications for other types of CST related Forms should be made quarter-wise.
10. The figures in the value field and TIN No. of dealers of other States cannot be changed after submission. Due care may be taken in this respect before submission of application or requisition in Form 2B.
11. Utilisation form (Form 2A) in respect of CST related Forms obtained earlier on e-application must be submitted before submission of further requisition in Form 2B.
12. The dealer has to submit full utilisation in Form 2A for that particular 'Form Type' of CST Forms before filing fresh requisition. Similarly
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13. No utilisation statement need be submitted electronically in respect of forms received manually.
14. The procedure for online application for issue of Way Bill is almost similar to the one relating to the issue of CST related Forms except few variations.
15. Please remember that If you are submitting the online application for first time, the Acknowledgement Number is not required; otherwise the Acknowledgement Number is must.
16. Please also remember that if an acknowledgement slip is displayed after submission of required data, your online application for CST related Declaration Forms/ Certificates or Way Bill is successful.
17. The "User Manual for e-Application for CST Forms" or "User Manual for e-Application for Way Bill", as the case may be, should be consulted wherever necessary.
18. If you still face any problem, you may contact the Help-Desk of the Directorate (Room No. 310 in the 3rd. floor of the main building at Beliaghata, Kolkata or call 2251-1493,1494 or 1495).