

Government of West Bengal
Directorate of Commercial Taxes
14, Beliaghata Road, Kolkata-700015

Trade Circular No. 7 of 2014 dated 16/04/2014

Sub: **Electronic Enrolment of Transporters in West Bengal under WBVAT Act, 2003**

According to section 25 of the West Bengal Value Added Tax Act, 2003, every transporter, carrier or transporting agent, including those who are already in possession of a certificate of enrolment, operating his transporting business in West Bengal, shall mandatorily apply and obtain from Commissioner, a Certificate of Enrolment or a fresh Certificate of Enrolment, in Form 11, as the case may be. According to rule 17 of the West Bengal Value Added Tax Rules, 2005, the transporter, carrier or transporting agent shall apply in Form 10 for enrolment electronically.

A web-link for such application has been provided under the link '**e-Enrolment of Transporters**' under '**e-Services**' in Directorate's website www.wbcomtax.gov.in. Through this link, any eligible transporter, carrier or transporting agent can (a) apply for electronic enrolment, (b) reprint the acknowledgement slip against successful submission of application, (c) view the status of any submitted application, (d) generate user id & password necessary for downloading Certificate of Enrolment and (e) download & print the Certificate of Enrolment in Form 11. A **user manual** has also been provided alongside for ready reference.

Brief process of the enrolment is as under:-

1. Applicant shall make electronic application in **Form 10** through the given link and submit the application by first selecting the appropriate Charge Office under whose jurisdiction the place of business falls and then filling up some vital information regarding the transport business including valid PAN.
2. On successful submission of the application, a system-generated **Acknowledgement Slip** will be displayed which will contain the address of the selected Charge.
3. The print copy of the Acknowledgement Slip should be submitted along with necessary documents as instructed thereon at the respective Charge along with payment document of **enrolment fee of Rs.100/-**, paid through challan under VAT Act.
4. The Acknowledgement Slip Number shall have to be **received electronically** at the Charge Office through an internal application in IMPACT.
5. The disposing Officer shall then dispose the application, both in file as well as electronically, after necessary scrutiny and verification of the related documents, by way of accepting or rejecting it. He/she may also adjourn the disposal for specific reasons.
6. When the application is accepted, it will be automatically communicated to the applicant via e-mail and/or sms. When the application is rejected/ adjourned, similar communication will be made giving reasons for such action.
7. Once the applicant is confirmed that the application is accepted, he shall generate user id & password and then shall sign in to download the **Certificate of Enrolment in Form 11** electronically and get it printed.

By introduction of such process, the existing manual process is henceforth done away with. Already enrolled transporters, carriers, transporting agents who are in possession of manual Certificate in Form 11, shall have to apply afresh for New Enrolment Number electronically. The changes shall take effect immediately.

sd/-

(Binod Kumar)

Commissioner, Commercial Taxes

West Bengal

Memo. No. 306 /CT/PRO
3C/PRO/2012

Date: 16.04.2014

Copy forwarded to Addl. CCT/ ISD for information and for uploading it in the official website of the Directorate for information of all concerned.

Sd/-

K.C.Chowdhury
Addl.CCT/WB