ONLINE STATUTORY FORMS REQUEST

USER MANUAL

EXCISE AND TAXATION DEPARTMENT
CHANDIGARH ADMINISTRATION

 In order to have better monitoring of tax administration and to facilitate the dealers/taxpayers, henceforth, all the taxable persons registered with the Excise & Taxation Department, Union Territory, Chandigarh have been given the facility to receive the statutory declaration forms i.e. C, F , H forms at their doorstep through courier.

The whole process is divided in to following three steps:

1. Fill the statutory forms details in the excel sheet in a prescribed format provided by the department.
2. Convert the excel sheet to XML by using Excel to XML converter software.
3. Upload the XML file on the Chandigarh EFiling website.

Step 1: Excel sheet

In order to request for new Statutory forms, dealer has to give pre-requisite information to the department about the seller to whom statutory forms i.e. C, F, H are to be issued like seller tin , seller trade name, amount against single statutory form, quarter for which statutory form is to be issued.

Following is the Form_Request.xls excel sheet which is required to be filled by the dealer in order to request for new Statutory forms.

	A	B	C	D	E
		STATUTORY FORMS REQUEST SHEET			
4		DEALER TIN	04140031242		
5	SR. NO.	SELLER TIN	SELLER TRADE NAME	AMOUNT	REMARKS
6	1	07460128162	SATYAM PLASTICS	44064.00	APR-JUN 2011-12
7	2	07790241907	ANAND PLASTICS	121348.00	APR-JUN 2011-12
8	3	07790241907	ANAND PLASTICS	116855.00	JUL-SEP 2011-12
9	4	07790241907	ANAND PLASTICS	18154.00	JAN-MAR 2011-12
10	5	06602501546	ANUPAM PLASTIC INDUSTRIES	53616.00	JUL-SEP 2011-12
11	6	06602501546	ANUPAM PLASTIC INDUSTRIES	405847.00	OCT-DEC 2011-12
12	7	06602501546	ANUPAM PLASTIC INDUSTRIES	727602.00	JAN-MAR 2011-12
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24	PLACE:	CHANDIGARH			
25	DATE:	15-05-2012	(dd-mm-yyyy)		
26					

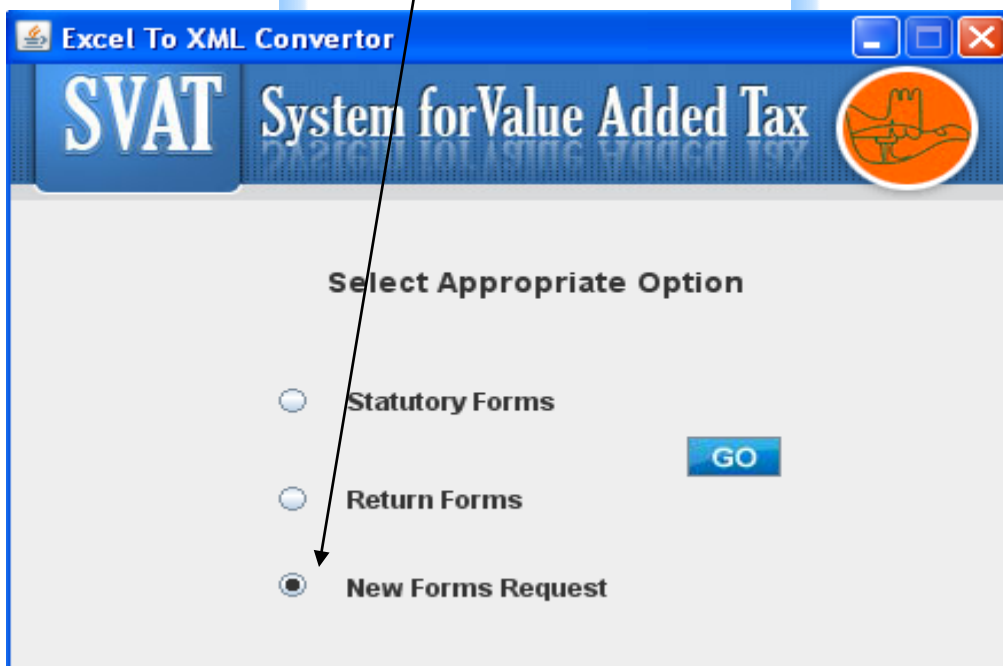Blank excel sheet can be downloaded from the website http://www.chandigarh.gov.in/how_evat.htm

Instructions for filling excel sheet

1. Enter 11 digit Registered Dealer Tin in the given white color box at the top of excel sheet.
2. In each row: enter Seller Tin Number , Seller Trade Name , Total amount against particular Statutory form and quarter in which the Statutory form is used.
3. All Columns have to be filled compulsory. If value of any column is blank then that row would not be considered.
4. Amount should be the sum of all bills against particular statutory form of a particular quarter.
5. Enter amount value followed by the .00 at the end.
6. Mention quarter associated with statutory forms in the REMARKS column.
7. Total number of rows entered in the excel sheet would be considered as total number of statutory forms requested by the dealer.
8. Use blank excel sheet provided by the department only and do not temper it.

Step 2:   Convert excel sheet to XML

After filling the information regarding statutory forms in the excel sheet, that excel sheet has to be converted into XML by using Excel to XML converter provided by the Excise & Taxation department. Excel to XML converter can be downloaded from the website http://www.chandigarh.gov.in/how_evat.htm

- Select **New Forms Request** option in the XML converter and Click **GO** button.

- Enter 11 Digit Dealer's TIN.
- Browse the Form_Request.xls excel sheet and click Convert Button.

- If excel sheet is free from any error then excel sheet would be converted to XML and following message would be displayed on the screen
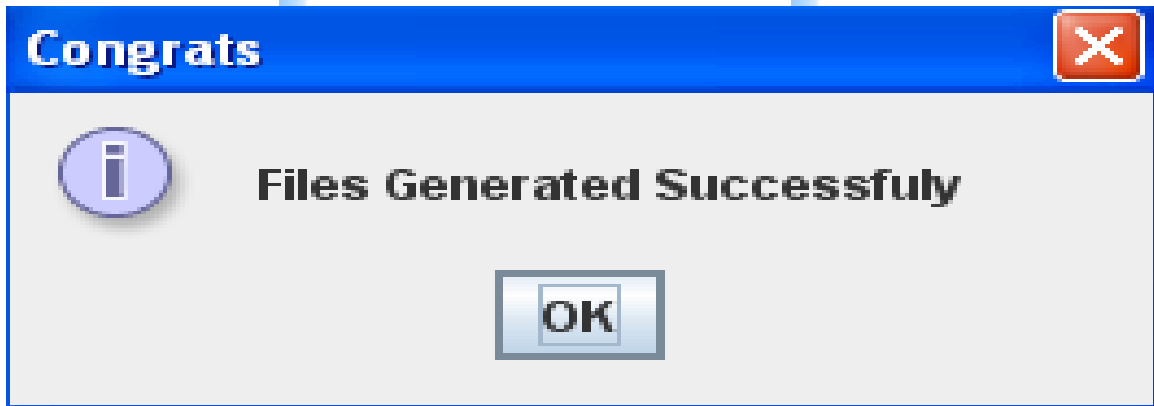
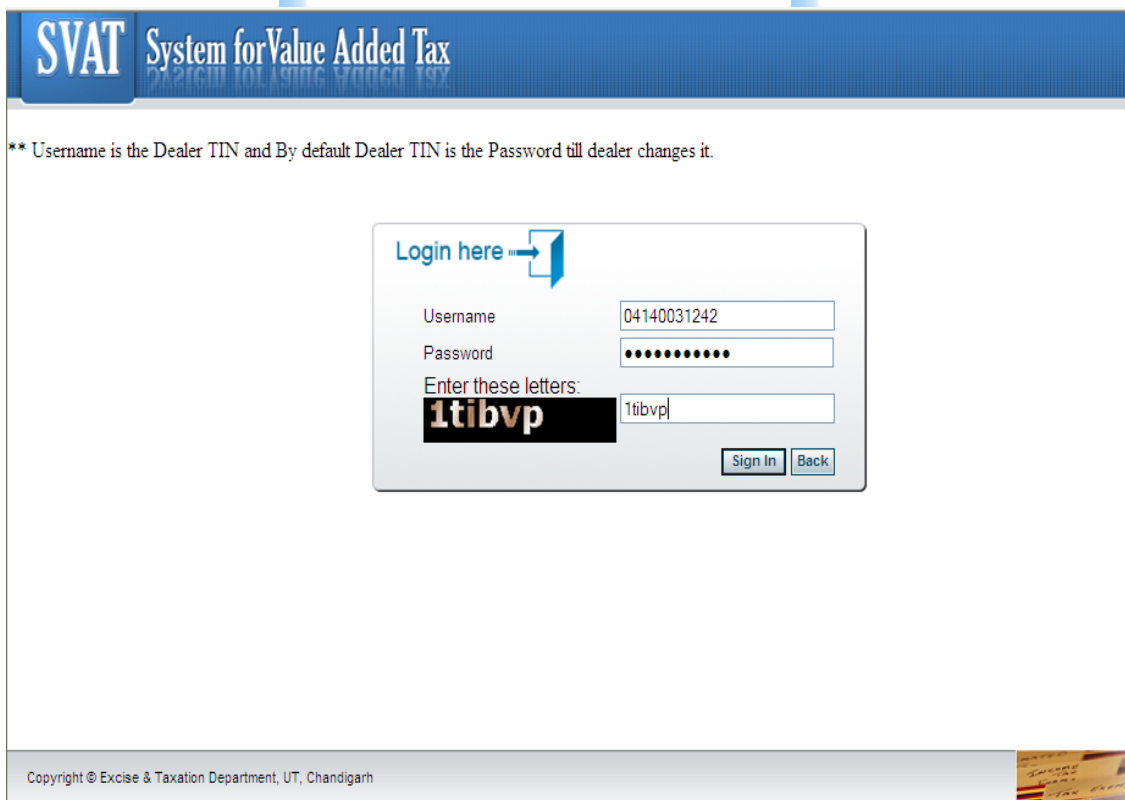- A folder named Form_Request would be created on the same location from where you picked up Form_Request.xls excel sheet.
- In Form_Request folder, there are two files FormRequest.xml and FormRequestRead.xml.
- You have to upload only FormRequest.xml file in EFiling Website.

Step 3: Upload FormRequest.xml file

After successful conversion of excel to XML, FormRequest.xml needs to be uploaded to the department's EFiling website.

✦ Login to EFiling website with your username and password.

➕ Click **_New Statutory Form Request_** link provided at the center of the main page.

- On very first attempt, following message would be displayed on the screen requesting you to change your statutory forms password given by the department immediately.
- Click on the link Change Statutory Forms Password to change the password.

You are requested to change your statutory forms password immediately

Change Statutory Forms Password

* Note : Enable JavaScript in browser for proper functioning of this site.

- Enter **O***ld password* that is same as given by the department.
- Set Statutory Form *New password.*
- Write same password again in the *Confirm Password* box.
- Enter characters displayed in the black box.
- Click submit button.

Fields marked with * are mandatory

Change Password

LoginID	04140031242
Old Password*	••••••••••
New Password*	•••••••••
Confirm Password*	•••••••••

Enter these letters:

1asgdp   1asgdp

submit

[Back to Main]

- On successful setting of new Statutory Forms Password, following page would be displayed on the screen.

NEW FORM REQUEST

Statutory Forms Password Changed Successfully

Dealer TIN   04140031242
Form Type   ....Select Form Type... ▾
Name of Authorised person   [   ]

Select the Form Request file   [   ] Browse...   (File Name should be FormRequest.xml)
Statutory Form Password   [   ]   To Change Statutory Forms Password

DO YOU WANT GET FORMS THROUGH POST ?   YES   ☐

Enter these letters:
376csn   [   ]

[Form Request]

- Select Form Type.
- Enter the Name of the Authorized Person.
- Browse the FormRequest.xml file.
- Enter Statutory Form Password.

- Click the box **"YES"**, if you want to get forms through post at your doorstep through courier.
- Enter Address details at which Statutory forms to be delivered.
- Mention valid Email Address and mobile number.
- Click **Form Request** button after entering characters displayed in the black box.

- All information entered by you regarding statutory forms in xml file would be displayed on the screen along with the address.

New Form Request Details

Dealer Tin   04140031242   Dealer Trade Name   SAMICO

ADDRESS AT WHICH FORMS TO BE DELIVERED	
Address	H No -3267 , Sector - 13/D Chandigarh
Email	abcdefg@gmail.com
Mobile	9876785467

I hereby certify that the address given by me for the delivery of the Statutory forms is correct and I confirm the same.

TOTAL NO. OF C Form REQUESTED = 7

Sr No.	Seller Tin	Seller Trade Name	Amount	Remarks
1	07460128162	SATYAM PLASTICS	44064.00	APR-JUN 2011-12
2	07790241907	ANAND PLASTICS	121348.00	APR-JUN 2011-12
3	07790241907	ANAND PLASTICS	116855.00	JUL-SEP 2011-12
4	07790241907	ANAND PLASTICS	18154.00	JAN-MAR 2011-12
5	06602501546	ANUPAM PLASTIC INDUSTRIES	53616.00	JUL-SEP 2011-12
6	06602501546	ANUPAM PLASTIC INDUSTRIES	405847.00	OCT-DEC 2011-12
7	06602501546	ANUPAM PLASTIC INDUSTRIES	727602.00	JAN-MAR 2011-12

I here by certify that the above information given by me is true and correct to the best of my knowledge. I am aware that the consequences of having given wrong information will be for my own sole responsibilty.

DO YOU WANT TO SAVE THE FOLLOWING FORM REQUEST DETAILS?

SAVE/ACCEPT

- Click *SAVE/ACCEPT* button after confirming the details entered by you.
- In case, information displayed on the screen is not up to mark, you can go back to change the information.

➕ After clicking SAVE button, following receipt would be generated displaying information regarding Receipt Number, Form Type, No. of Statutory form requested and postal address at which forms would be delivered. Take a print out of this receipt and keep it with you for future reference.

➕ In case , dealer do not opt for home delivery option then a particular time slot would be given to the dealer so that authorized person can come to the department on the said date to collect the statutory forms.

➕ After processing your online request for Statutory forms, department may issue the same number of requested forms or less, depending upon certain conditions.

➕ Information provided by the dealer regarding seller would be printed on the statutory forms and sealed envelope containing forms would be dispatched at the address provided by the dealer through courier.

➕ Following information would be printed on the cover of sealed envelope.

Authorized Person Name	Mr ABCD
Forms Delivery Address	H No -3267 , Sector - 13/D Chandigarh
Mobile	9876789876
Email Id	abcdefg@gmail.com
TIN	04140031242
Receipt Number	FUTIL450
Trade Name	SAMICO
Form Type	C Form
Series Number	01CC
Serial Number From	1290025
Serial Number To	1290028
No. of Forms	4
Balance Amount	Rs. 123 .00
Date of Issue	15-MAY-2012
	Signature Forms Controller