TITLE: **ITS - EX01 –EXCISE REGISTRATION**

Purpose: To define the methods and responsibilities for taxpayer registration process for Excise.

Scope: This procedure applies to taxpayers who want to register in Excise.

Responsibilities:

The **Taxpayer** is responsible for providing all information required for registration as required by IRD regulation for Excise. Taxpayer can use e-filling or fill up prescribed forms and submit to Inland Revenue Offices (IRO) or Organizations like (FNCCI) approved by IRD.

Tax Officers are responsible for ensuring the correctness and adequacy of the information provided by the taxpayer and register taxpayer as demanded by taxpayer.

Definitions:

Registration Form: Form prescribed by Inland Revenue Department (IRD) for registration purpose.

Registration: Taxpayer is considered registered in Excise once taxpayer fulfills all requirement of registration and is approved by Tax Officer.

Use Case:
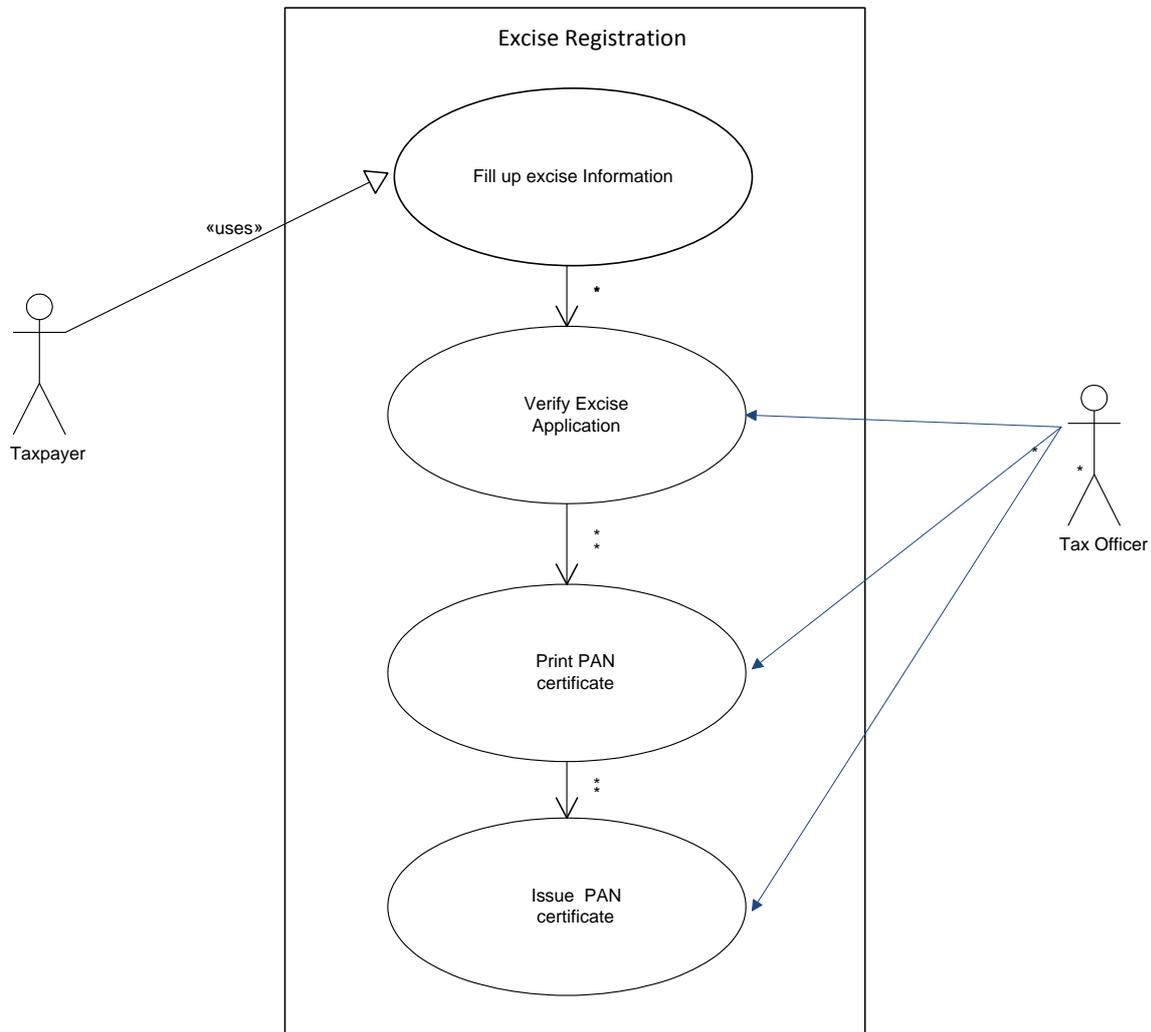
PROCEDURE:

1.0 Application for registration

This Part is to be done by applicant (Taxpayer).

1.1 To apply for registration PAN, person or company must use IRD website (www.ird.gov.np) and select Taxpayer Portal.
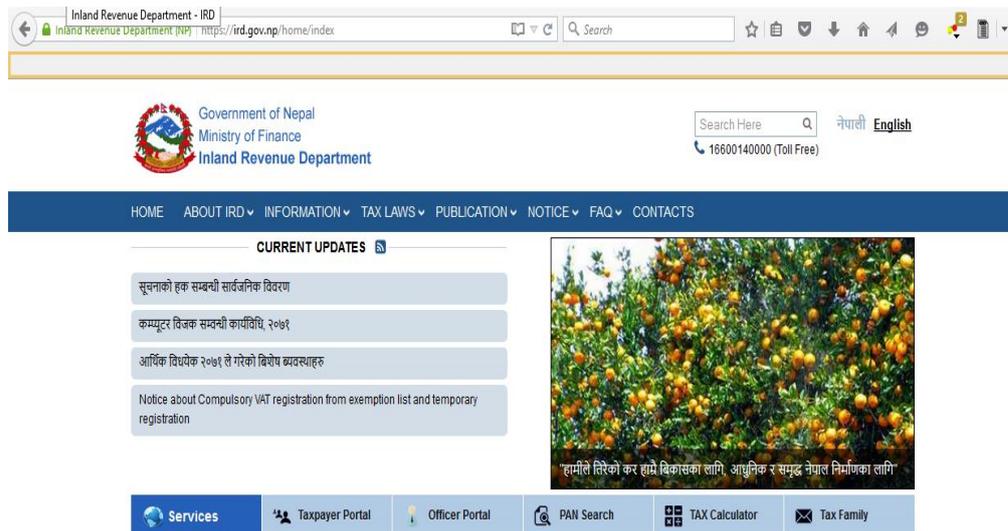
1.2 Click on Taxpayer Portal link, following screen will appear.
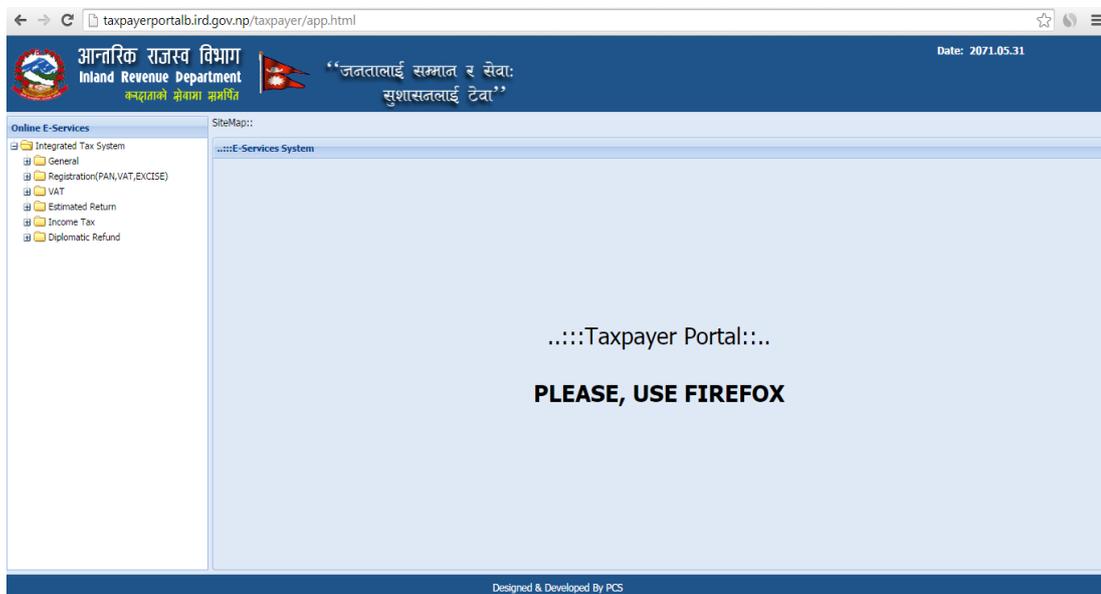
1.3 It ne necessary to obtain a submission number for each application. Click on '+' sign beside 'Registration for (PAN, VAT, and EXCISE). Following menu will be displayed.
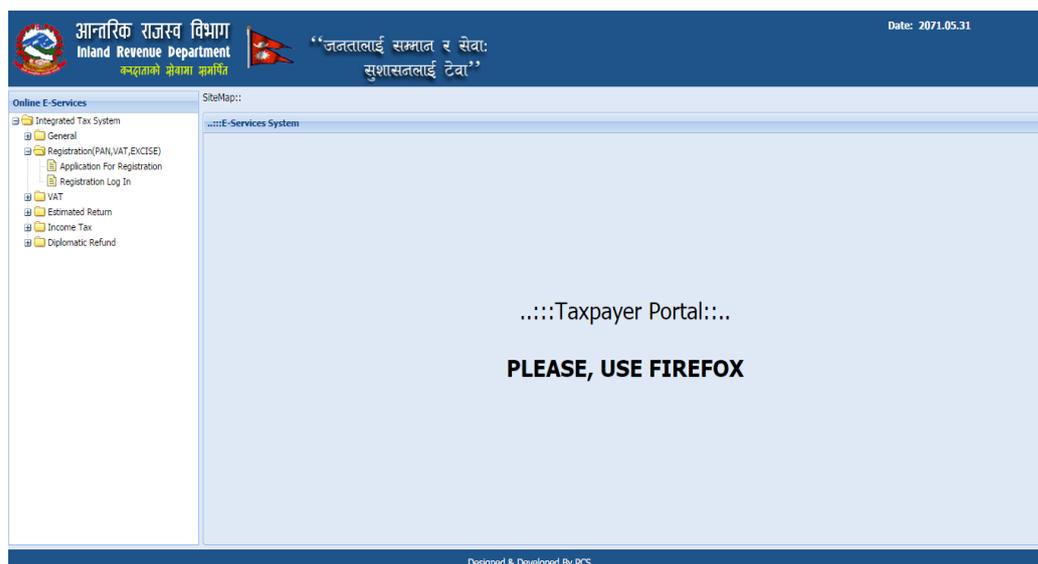
1.4 Click on Application for Registration. Following screen will be displayed

1.5 It is necessary to obtain a submission number for each application. This submission number serves as identification number for application. Fill in following information in screen displayed above.

1. Username – Username is case sensitive. This username will be used to open application document again if application is partially filled previously. Hence applicant must note the username.

2. Password – Password is case sensitive and must be six character or more. Password will be required to open previously saved document later. Hence applicant must note the password.

3. Re-Password – Re-enter password again just to confirm previously typed password.

4. Contact No – Type in Contact number.

5. Email-id – Type in Email Id

1.6   In Registration For block, choose Excise only for excise registration

1.7   Choose the verifying office.

1.8   Select where application is to be registered. Select from radio button IRO/LTO, TSO for applying in IRD authorized organization for verification. Select IRO name where PAN will be registered.Press "OK" button at bottom right corner, the following screen appears

1.9   Here enter the PAN and click "**continue**" button, following page will be displayed

The business information will automatically be loaded for the pan that exists. The business information cannot be modified. Click "**Next**" button and the following screen appear.

1.10   For Excise Registration, we have to select Business name, permit, permit activity and their permit date.

select Business name, permit, permit activity and their permit date (From Date: - The date from which the permit will be activated/valid. To date (Fiscal year):- Permit up to fiscal year wise the date till which the permit remains valid and can be only for 3 fiscal years at a time). After clicking the "**Add**" button, following page will be displayed
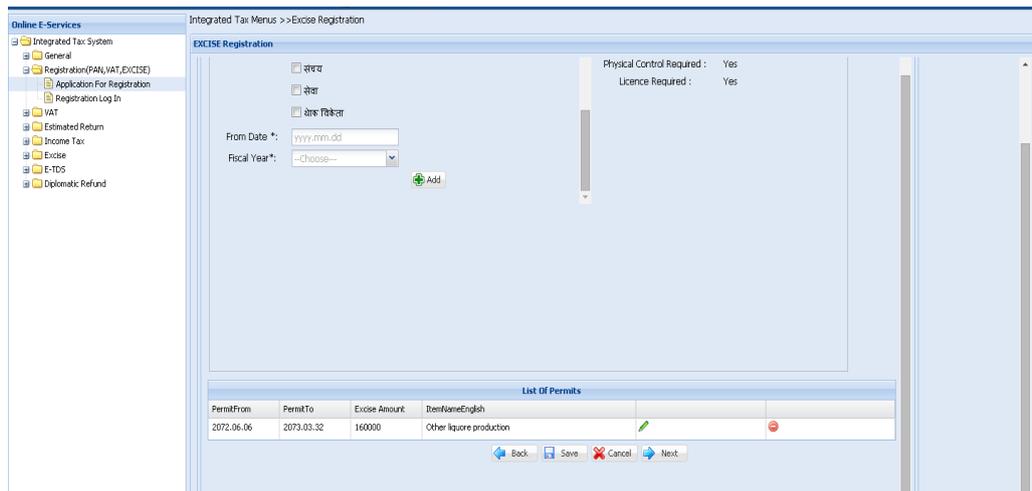
On Clicking "**Add**" button, list of permit s shows on the screen.

1.11   User can also add more than one permit. Once a permit is added the user can delete the permit or update the permit. After that, to save data, click "Save" Button, following page will be displayed
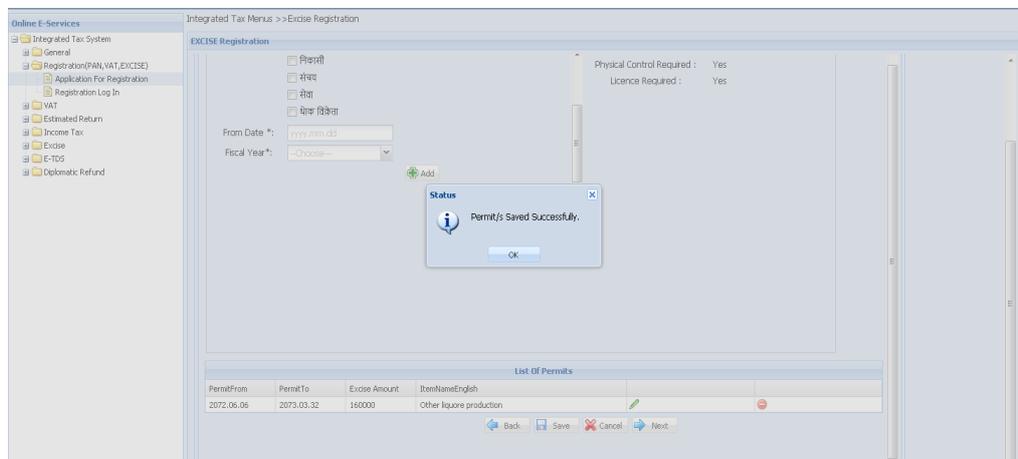
After clicking "Save" button, following page will be displayed
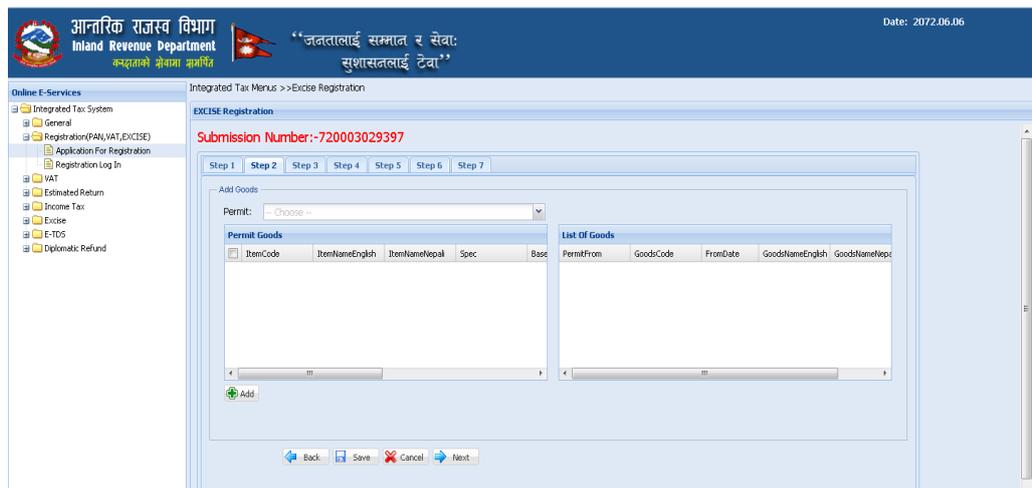
1.12   Here we have to select permit and their permit goods, following screen
        will be displayed
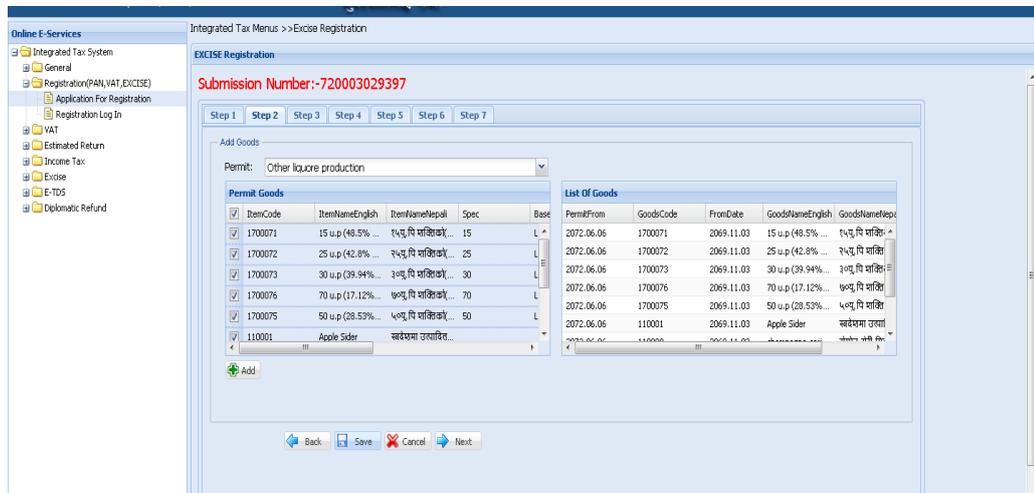
Clicking on "Save" Button, a "Success Message" will be displayed as
shown below.
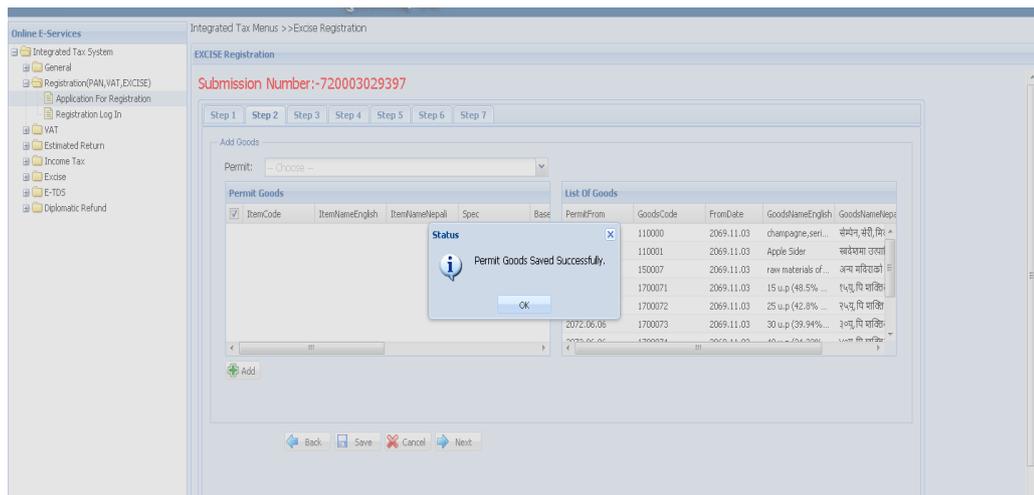
1.13   To setup workplace and godown address, following screen will be
        displayed

To fill the information about workplace we fill up the following information

Permit: Select name of the permit

Place name: Name of the place where the workplace is located

Purpose: For what reason the workplace is used.

Address type: The address of workplace, it is permanent or temporary.

District: The name of the district defined by the Nepal government.

M.M. / S.M.M. / M.N. / V.D.C.: Click on the checkbox for the type of municipality the workplace is situated.

Tole: The local name of the area where the workplace is present

House no. /block no.: The number given by the M.M. / S.M.M. / M.N. / V.D.C to the particular house/block.

Ward no.: The number given by the M.M. / S.M.M. / M.N. / V.D.C to the particular ward.

Email: The email of the contact person for the particular workplace. If not present   User has to give the phone number given at time of registration.

Fax No.: The fax number to contact person for the particular workplace. If not present   User has to give the phone number given at time of registration.

Telephone No: The telephone number to contact person for the particular workplace.

Four points:

- **North**
- **East**
- **West**
- **South**

After filling the information about workplace, click "Add work Place" Button, following page will be displayed

1.14   To add godown for the particular workplace user has to click on the " " symbolic link to add new godown. The user can also **add new workplace** if he/she needs to add another one. To fill the information about Godown we fill up the information as shown given following screen.

To fill the information about godown we fill up the following information

Godown Purpose: For what reason the godown is used.

Floor Area: Area of the place where the godown is located

Address type: The address of godown, it is permanent or temporary.

District: The name of the district defined by the Nepal government.

M.M. / S.M.M. / C.M. / V.D.C.: Click on the checkbox for the type of municipality the godown is situated.

Tole: The local name of the area where the godown is present.

House no. /block no.: The number given by the M.M. / S.M.M. / C.M. / V.D.C to the particular house/block.

Ward no.: The number given by the M.M. / S.M.M. / C.M. / V.D.C to the particular ward.

Email: The email of the contact person for the particular godown. If not present   User has to give the phone number given at time of registration.

Fax No.: The fax number to contact person for the particular godown.

Telephone No: The telephone number to contact person for the particular godown.

Four points:

- **North**

- **East**

- **West**

- **South**

Here list of workplace and their respective godowns is shown. If any workplace or godown is missing the user can add new one. The user can even edit or delete the workplace or godown already input by the user.
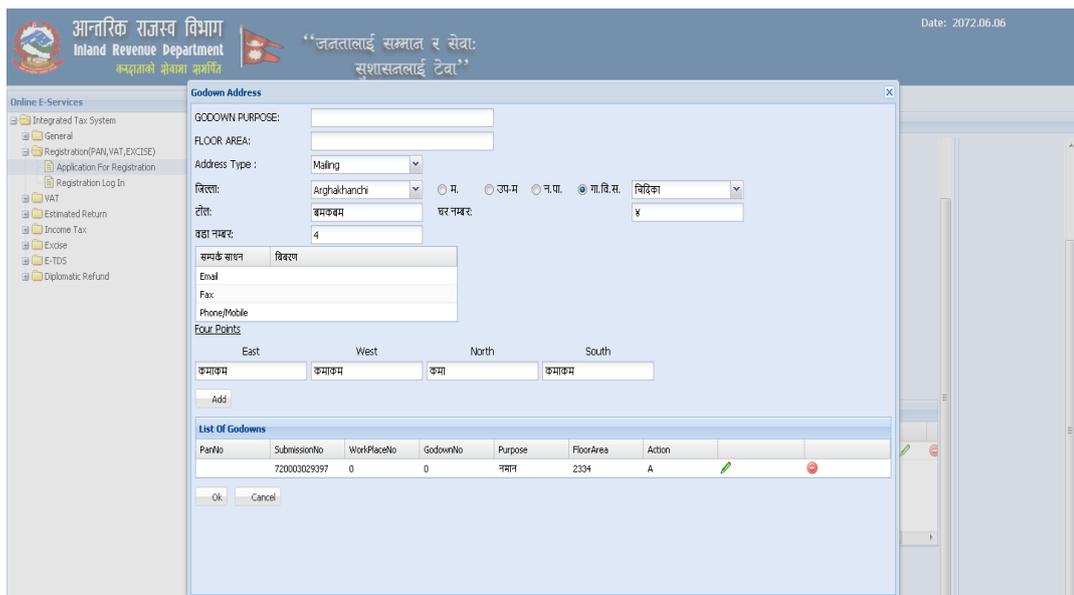
Clicking on "Ok" Button, a "Success Message" will be displayed as shown below
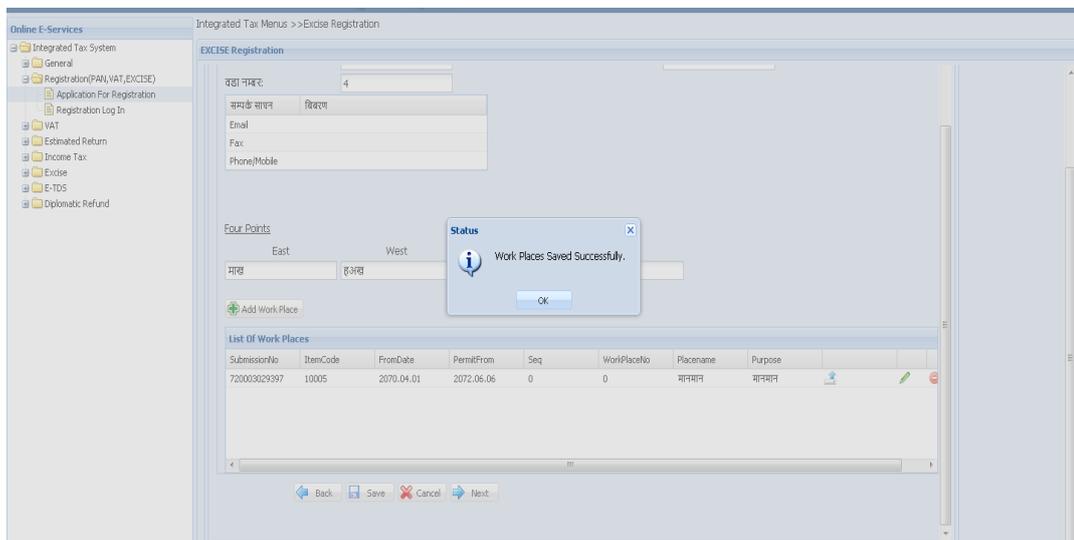
1.15   After setting up the workplace and godown the user has to setup their workplace production stages.User chooses the permit category the list of all workplace Stages is displayed below
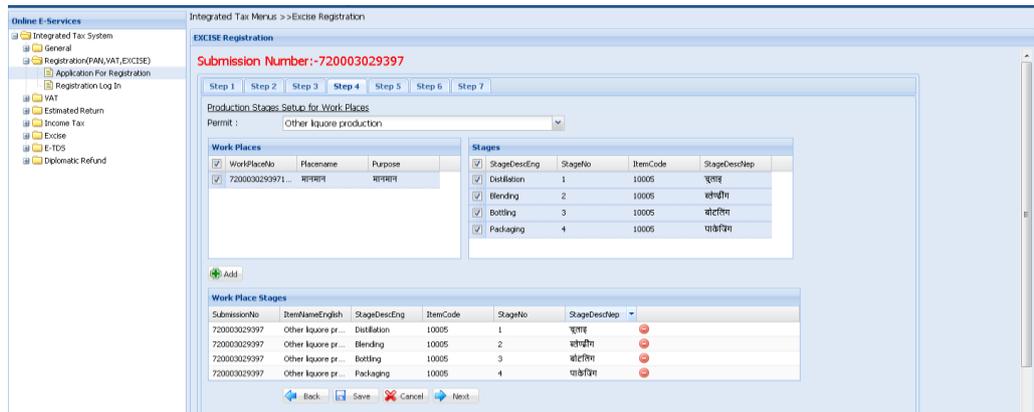
Clicking on "Save" Button, a "Success Message" will be displayed as shown below
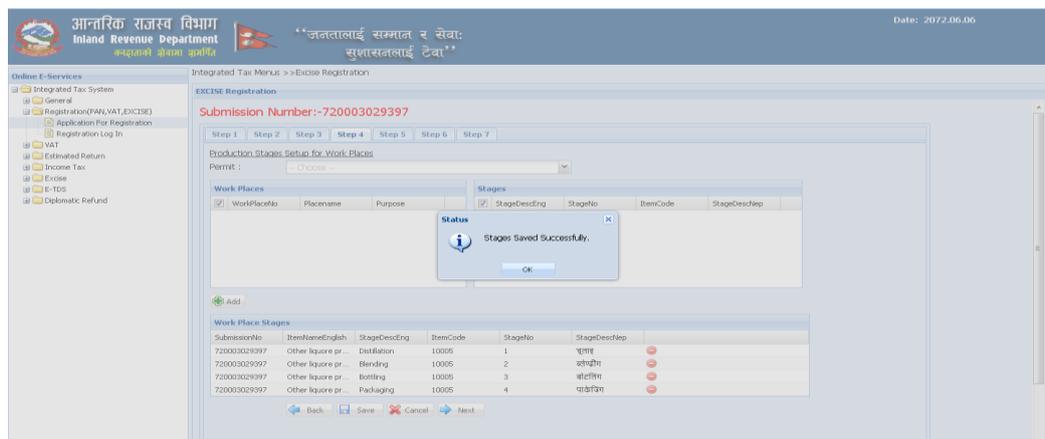
Clicking on "Ok" Button, Following screen will be displayed as shown below
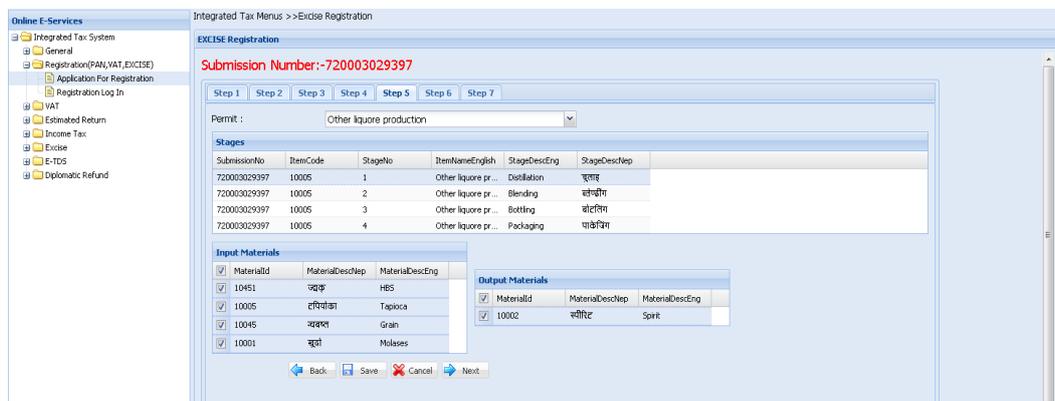
1.16   After the workplace stage is setup the user needs to now setup the material production stage. Similar to previous stage user selects the permit. There is two parts in this stage INPUT & OUTPUT. It signifies the input material and what output that input material will give. After that clicking on "Save" Button, a "Success Message" will be displayed as shown below
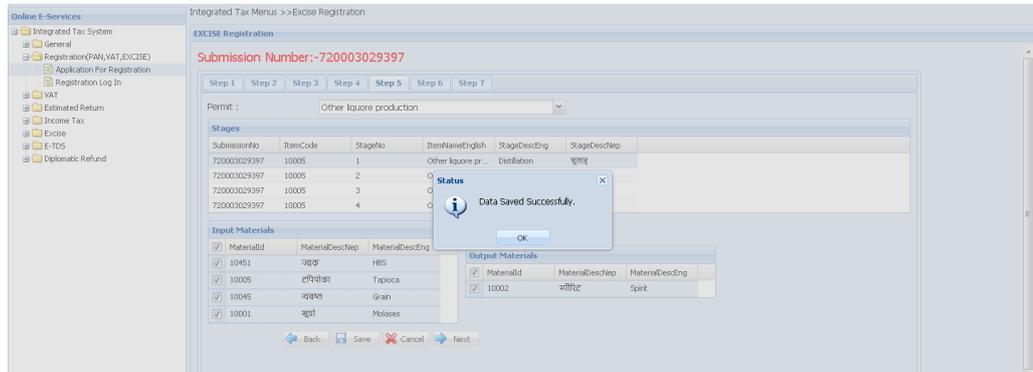
1.17   After entering all the information regarding the Excise, the payment should be entered.
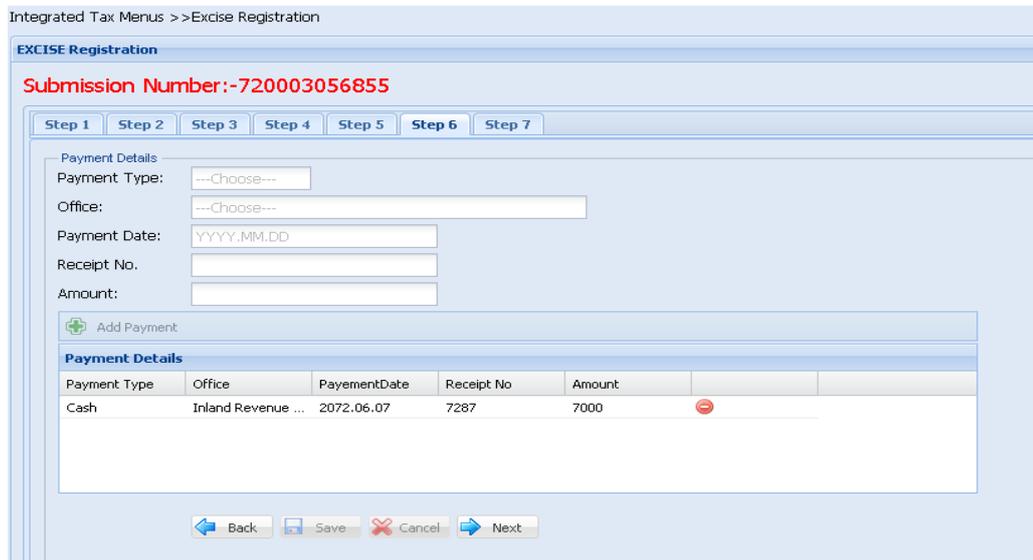
To fill the information about payment details, we fill up the following information

Payment Type: Select the payment like bank, cash etc.

Banks Name: The name of the bank defined by the system.

Branch Name: The name of the branch defined by the IRD.

Payment Date: Enter the date of payment.

Voucher No.: Enter the voucher number.

Amount: Enter the amount for the particular permit. It should be equals to permit rate but not less.

After filling the information about payment details, click "Add payment button". It shows the list of payment details >>>save button

After that clicking on "Save" Button, a "Success Message" will be displayed as shown below
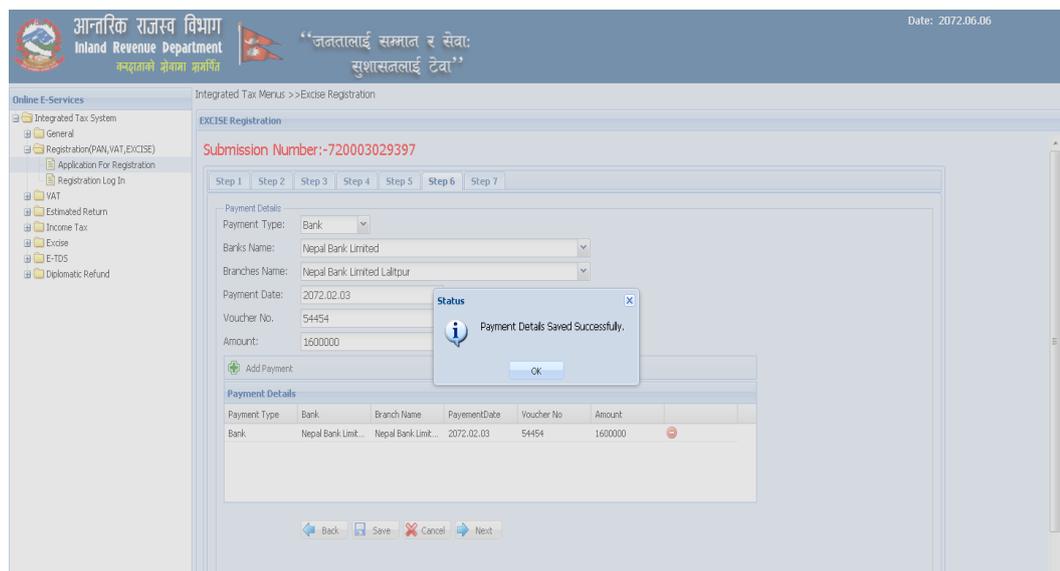
1.18   After Entering all the required information, you can either save or submit information.
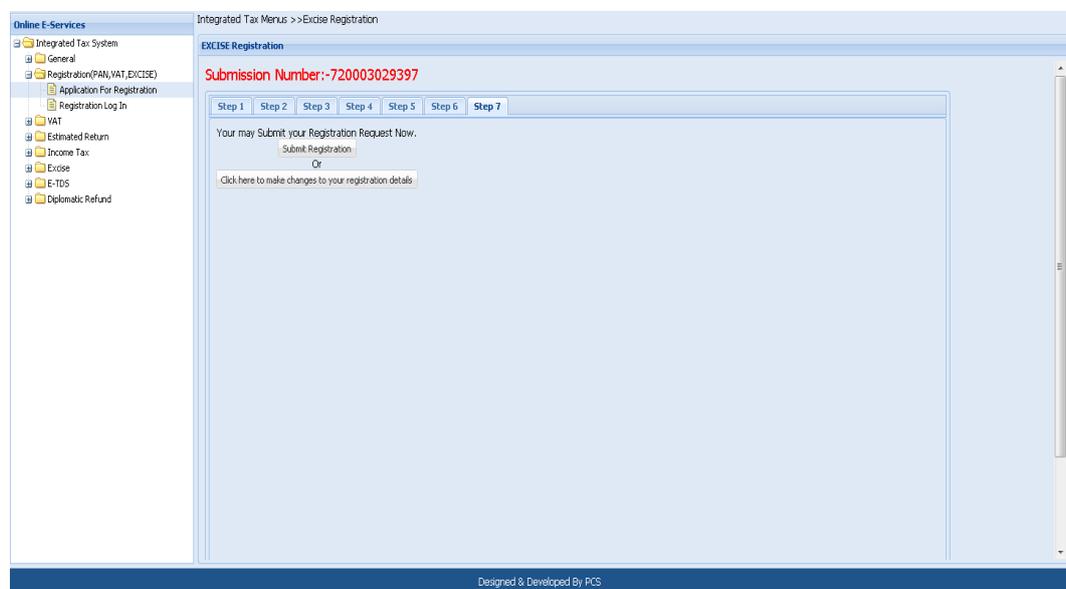
User can submit the form or review/check the entire registration process once again before submitting. Saving the Information allows the information to be changed later but after submitting, the information is not allowed to change.
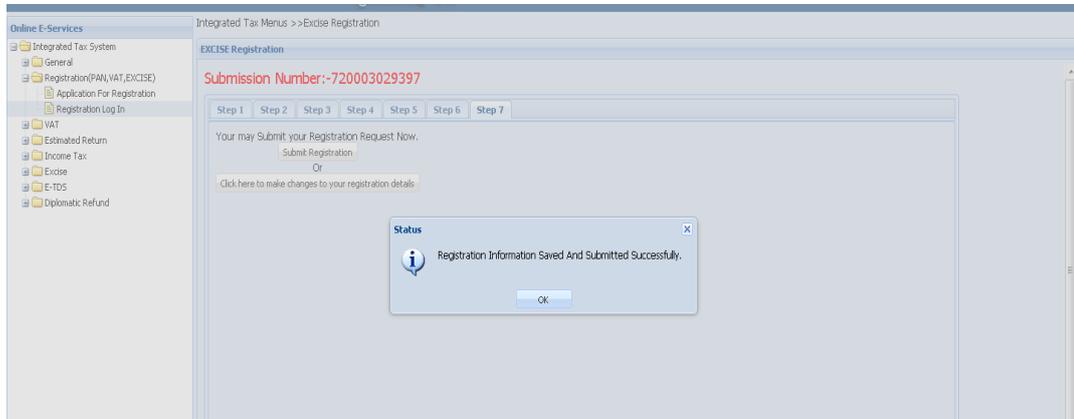
After the submission of Information, the information is to be approved.

2.0   Verification of Application

2.1   All application submitted by Taxpayer will be displayed in Submitted List.

Effectiveness Criteria:

Average time it takes to register Excise.

References:

None:

Revision History:

Revision	Date (DD/MM/YY)	Description of Changes	Requested By