

Basic Instructions for obtaining CST related Declaration Forms/ Certificates.

1. Rs.500/- only is to be deposited on CST challan in Bank initially before filing the application for the first time. The dealer should clearly mention 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.
2. One copy of challan will have to be submitted in the office of Assistant Commissioner, Commercial Taxes, Central Form Issue Section, 10, Madan Street , Kolkata-72, on proper receipt.
3. The dealer will access this facility through the link **“Login for e-Application for CST Forms”** by using the User-Id and Password used by him in filing e>Returns.
4. E-Application can be submitted for all periods **starting with 01/04/2004**.
5. Requisition should be submitted in **chronological order** of quarter/ month. For example if a dealer submits requisition for the quarter 200803, then he should not submit requisition for the quarter 200712.
6. **More than one e-Application is not allowed for the same quarter** (or month). All requisition for a quarter should be made at one time. For example if a dealer submits requisition for the quarter 200803, then he cannot submit requisition for the quarter 200803 once again.
7. The dealer is to submit utilisation form (Form 2A) in respect of Forms obtained earlier on e-application, before submission of further requisition in Form 2B.
8. The dealer has to submit at least 90% utilisation in Form 2A for that particular ‘Form Type’ before filing fresh requisition.
9. No utilisation statement need be submitted electronically in respect of forms received manually.
10. The **“User Manual for e-Application for CST Forms”** may be consulted wherever necessary.