

## Guidelines for Form - C Download

Prior to October 2014, the Form-C downloading was linked to the Annexure-C data uploaded by dealers while filing of e-Return through Form-24 Monthly/Quarterly return. They need not had to separately upload any excel sheet for Form-C downloading.

Dealers had a common complain that they need to provide Form-C to the selling dealer of other state (outside UP, ex-UP dealers) before filing of e-Return. This was a problem for those dealers mainly filing quarterly return.

**Department took a serious note on the issue** and after discussion the process was ultimately modified. In the new process implemented from October 2014, the dealer has to upload excel sheet (available from Comtax website) related to all ex-UP purchases. They can immediately generate Form-C from the data uploaded. The following restrictions have been implemented for downloading,

1. ***In once excel sheet they can write only 500 rows and not more.*** However if their purchases are more than 500 rows then they can upload another sheet of data. If, they have 3000 rows of data then they can upload six(6) sheets one by one for the same month.
2. Once uploading is complete, they can now generate all the data at one time. ***However, generation of data for a month can be done only once.***
3. ***They should not upload the same row multiple number of times.*** If they do so then the form-C generated would contain only single row of the repeated data. Afterwards they should not complain that I had uploaded 450 rows but the Form-C generated contains only 300 rows of data.

All CST dealers can avail this facility of downloading of Form - C. The detailed process is as underneath:-

### How to Download Form C

1. Go to the website (<http://comtax.up.nic.in>) and Go To the Dealer's Login Panel.



## E-FORMS APPLICATION

Commercial Taxes Department, Uttar Pradesh

### Registration for Forms Downloading

Registered Dealers of Uttar Pradesh Commercial Taxes Department having valid and active TIN No. (Tax Payer's Identification No.) ([Check Tin validity](#)) can register themselves for free Forms Downloading.

[Registration for Forms Downloading](#)

**e-Sancharan is compulsory for dealers with turnover greater than 50 Lacks from 01-06-2015.**

**Please Login Using  
Your User Id and  
Password**

### Forms Downloading

Options for forms downloading (various options for forms generation without logging in by the registered dealers of UP).

**e-Sancharan**

Form-38 (Import Declaration Form):

### DEALER'S LOGIN

User ID:

Password:

Utyk3

Please enter the shown Code

Captcha code is case sensitive.

**LOGIN**

[Forgot Password ?](#)

### IMPORTANT NOTICE

Form-G for Mother Dairy

Online issuance of Form-G for mother dairy has been started.

- Once you can login using login credentials you will see the Forms Download Page. Then Click On the [Form-C - Form of DECLARATION](#) Link.

Uttar Pradesh Commercial Tax Department

उ.प्र. वाणिज्य कर विभाग

Change Password Update Profile Logout

Commercial Taxes Department, Government of Uttar Pradesh

Forms Download - Dealer Menu

YOU HAVE BEEN REGISTERED IN E-SERVICES. YOUR E-SERVICE PASSWORD IS SAME AS FOR E-RETURN. FOR MORE DETAIL & LOGIN PLEASE VISIT [HTTP://164.190.181.41/COMTASDEALER/](http://164.190.181.41/COMTASDEALER/)

Select Form

- [e-Sancharan Form-21 - e-sancharan Transport memo](#)
- [e-Sancharan Form-38 - Form of declaration for import](#)
- [Form-31 - Certificate of tax deduction at source](#)
- [Form-38 - Form of declaration for import](#)
- [Form-C - Form of DECLARATION](#)
- [Form-E1 - Certificate under sub-section \(2\) of section 5](#)
- [Form-E2 - Certificate under sub-section \(2\) of section 5](#)
- [Form-F - Form of declaration to be issued by the transferee](#)
- [Form-G - Certificate of Deposit of Tax on Maximum Retail Price of Goods](#)
- [Form-H - Certificate of Export](#)

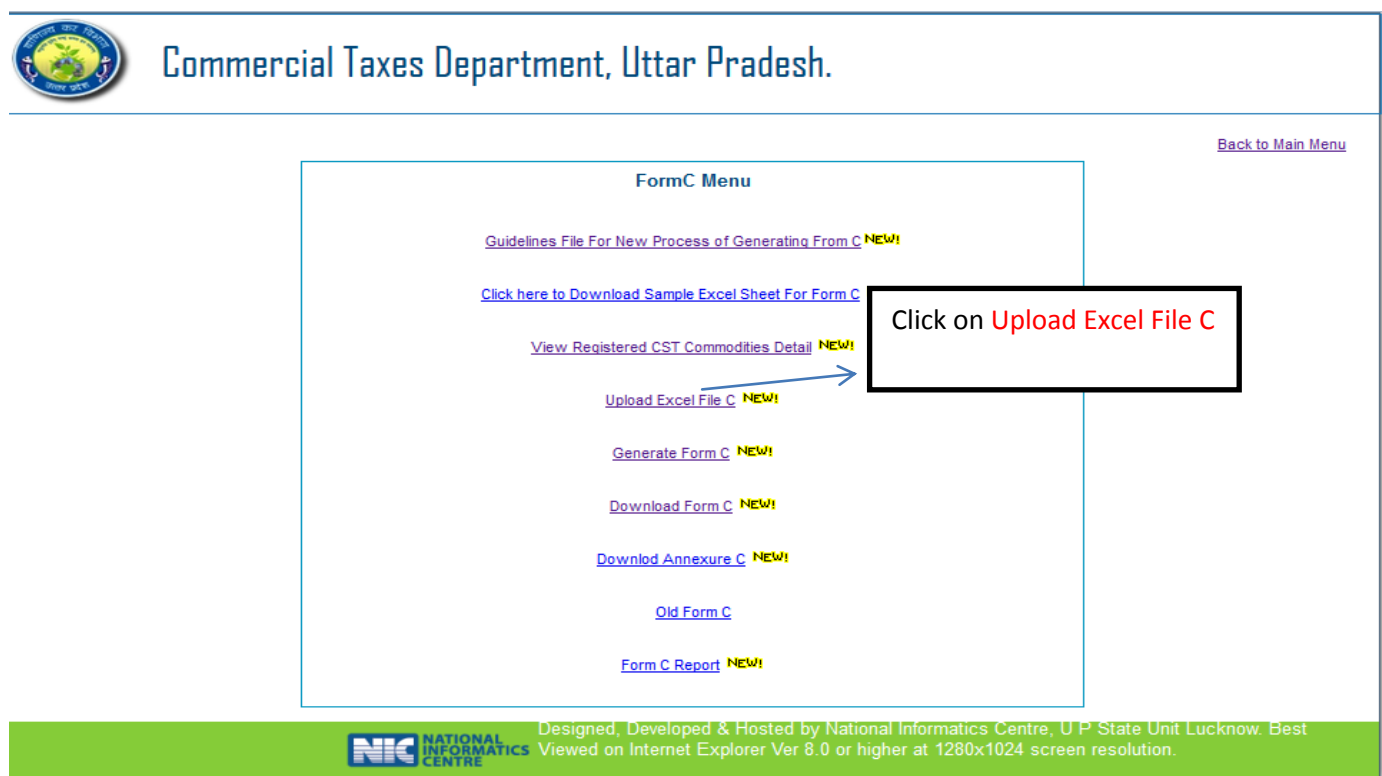
Dear Dealer,

**Click Here and Go to  
Next Page**

- Once click the [Form-C - Form of DECLARATION](#) Link a menu page appear with the following Options:

- [Guidelines File For New Process of Generating From C](#)
- [Click here to Download Sample Excel Sheet For Form C](#)
- [View Registered CST Commodities Detail](#)
- [Upload Excel File C](#)
- [Generate Form C](#)
- [Download Form C](#)
- [Download Annexure C](#)
- [Old Form C](#)
- [Form C Report](#)

4. For Uploading Excel File Click on the [Upload Excel File C](#) link.



The screenshot shows the website interface for the Commercial Taxes Department, Uttar Pradesh. At the top left is the department's logo. The header text reads "Commercial Taxes Department, Uttar Pradesh." On the right side of the header, there is a link for "Back to Main Menu". The main content area is titled "FormC Menu" and contains a list of links: "Guidelines File For New Process of Generating From C NEW!", "Click here to Download Sample Excel Sheet For Form C", "View Registered CST Commodities Detail NEW!", "Upload Excel File C NEW!", "Generate Form C NEW!", "Download Form C NEW!", "Download Annexure C NEW!", "Old Form C", and "Form C Report NEW!". A blue arrow points from the "Upload Excel File C" link to a black-bordered callout box containing the text "Click on Upload Excel File C". At the bottom of the page, there is a green footer with the NIC logo and text: "Designed, Developed & Hosted by National Informatics Centre, U P State Unit Lucknow. Best Viewed on Internet Explorer Ver 8.0 or higher at 1280x1024 screen resolution."

5. After Process Shows the [Upload Form C Excel](#) File Page. Here you can upload Multiple Excel File.



## Commercial Taxes Department, Uttar Pradesh.

[Click Here To Back](#)

### Upload Excel For Form C

TIN No./टिन	:	09700000001
Assessment Year/निर्धारण वर्ष	:	Select Assessment year
Return (Yearly/Quarterly/Monthly)/रिटर्न(वार्षिक/त्रिमासिक/मासिक):	:	<input checked="" type="radio"/> Monthly <input type="radio"/> Quarterly
		--Select-- --Select--

Select Excel File/एक्सेल फ़ाइल का चयन करें

Browse... No file selected.

Import Data

Click Browse button and select Excel File and Click Import Button



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6. After Upload Excel File show the **Add More File** Button.

- If want to add More File for same assessment year or Return Type. Click on **Add More File**.
- Otherwise Click on **Click Here To Back** for Next Process.



## Commercial Taxes Department, Uttar Pradesh.

[Click Here To Back](#)

### Upload Excel For Form C

TIN No./टिन	:	09700000001
Assessment Year/निर्धारण वर्ष	:	2014-2015
Return (Yearly/Quarterly/Monthly)/रिटर्न(वार्षिक/त्रिमासिक/मासिक):	:	<input checked="" type="radio"/> Monthly <input type="radio"/> Quarterly
		Mar --Select--

Add More File

For Add More Excel File Click on button

Total Valid Rows :21

S.No.	Dealer's TIN/डीलर का टिन	Assessment Year/निर्धारण वर्ष	Tax Period, Month & Quarter/कर का निर्धारण, महीना और त्रिमासिक	Seller TIN/विक्रेता का टिन	Seller Name & Address/विक्रेता का नाम और पता	Form-38 Number/फार्म 38 नंबर	Commodity Code/वस्तु का कोड	Commodity Name/वस्तु का नाम	Quantity/मात्रा	Unit/इकाई
1	09700000001	2014-2015	2, 3, 0	08532105258	Umang Boards Pvt Ltd - Jaipur Rajasthan	1502ES16944300043397	05000059	Insulating papers and boards, insulating	4010	KG

7. If Dealer wants to add more Excel File click on Add More option, then **File Upload** option is Active. Then upload new Form C Excel and click on **Import Data** Button.



## Commercial Taxes Department, Uttar Pradesh.

[Click Here To Back](#)

### Upload Excel For Form C

TIN No./टिन	:	09700000001
Assessment Year/निर्धारण वर्ष	:	Select Assessment year
Return (Yearly/Quarterly/Monthly)/रिटर्न (वार्षिक/त्रैमासिक/मासिक):	:	<input checked="" type="radio"/> Monthly <input type="radio"/> Quarterly
		--Select-- --Select--

Select Excel File/एक्सेल फ़ाइल का चयन करें

Browse...

No file selected.

Import Data



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8. If No File for Uploading then click on **Click Here To Back** Link.

9. After Processing Again show the Form-C menu Page.



## Commercial Taxes Department, Uttar Pradesh.

[Back to Main Menu](#)

### FormC Menu

[Guidelines File For New Process of Generating Form C](#) **NEW!**

[Click here to Download Sample Excel Sheet For Form C](#) **NEW!**

[View Registered CST Commodities Detail](#) **NEW!**

[Upload Excel File C](#) **NEW!**

[Generate Form C](#) **NEW!**

[Download Form C](#) **NEW!**

[Downlod Annexure C](#) **NEW!**

[Old Form C](#)

[Form C Report](#) **NEW!**

**For Generating Form- C click on Generate Form C Link**



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10. On clicking Generate Form C Go to the **Generate Form C** page further Process.



## Commercial Taxes Department, Uttar Pradesh.

[Click Here To Back](#)

### Generate Form C

TIN No./टिन	:	09700000001
Assessment Year/निर्धारण वर्ष	:	Select Assessment year
Return (Yearly/Quarterly/Monthly)/रिटर्न (वार्षिक/त्रैमासिक/मासिक):	:	<input checked="" type="radio"/> Monthly <input type="radio"/> Quarterly
		--Select-- --Select--
<a href="#">Generate Form C</a>		

Once You Can Generate form C For A Month,Year or Quater then You Can't Futher Generate Form C for Same Month,Year or Quater



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11. Select the Same option which is selected on the uploading of Excel File and Click on the **Generate Form C** Button. On clicking After the process Form C Generate Successfully Message Show.
12. After Show the message, Click on the **Click here to Back** Option and go to the Form-C menu Page.



## Commercial Taxes Department, Uttar Pradesh.

[Back to Main Menu](#)

### FormC Menu

[Guidelines File For New Process of Generating From C](#) **NEW!**

[Click here to Download Sample Excel Sheet For Form C](#) **NEW!**

[View Registered CST Commodities Detail](#) **NEW!**

[Upload Excel File C](#) **NEW!**

[Generate Form C](#) **NEW!**

[Download Form C](#) **NEW!**

[Downlod Annexure C](#) **NEW!**

[Old Form C](#)


[Form C Report](#) **NEW!**

**Click For Downloading  
Generated Form C**



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13. On clicking **Download Form C** Go to the Form C Print Page. Here you can download Generated Form C. Select the same month or year to download Form C.



## Commercial Taxes Department, Uttar Pradesh.


[Click Here To Back](#)

**Form-C Print**


Tax Return Filing Month & Year  
रिटर्न दाखिल करने का महीना और साल

**Submit**

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14. On Clicking submit Button Generated Form C show below.



## Commercial Taxes Department, Uttar Pradesh.

[Click Here To Back](#)

**Form-C Print**

Tax Return Filing Month & Year  
रिटर्न दाखिल करने का महीना और साल

**Submit**

Serial No.	Seller TIN/विक्रेता का टिन	Total No of Invoice/कुल इनवॉइस संख्या	Invoice Value/इनवॉइस मूल्य	Form No./फार्म संख्या
1	03581127941	1	8277.00	<a href="#">09111521028206</a>
2	03611044359	1	269006.00	<a href="#">09111529028207</a>
3	03791060556	2	614523.00	<a href="#">09111527028208</a>
4	03952073439	1	45288.00	<a href="#">09111525028209</a>
5	05006453338	1	145289.00	<a href="#">09111523028210</a>
6	06171703521	3	210879.00	<a href="#">09111521028211</a>
7	07290182042	1	74904.00	<a href="#">09111529028212</a>
8	07690117511	2	341414.00	<a href="#">09111527028213</a>
9	08532105258	3	930932.00	<a href="#">09111525028214</a>
10	08972150703	1	1742029.00	<a href="#">09111522028215</a>
11	19600219253	1	31872.00	<a href="#">09111520028216</a>
12	19742623207	1	59999.00	<a href="#">09111528028217</a>

15. On clicking Form No. Download Seller wise Form C.