

Pune Municipal Corporation, Pune.

Local Body Tax (LBT) Online Registration Process

Any organization/company having its VAT registration number within the limits of Pune Municipal Corporation should follow the process given below to register their business under Local Body Tax,

- Visit Pune Municipal Corporation's website, <http://www.punecorporation.org> and click on 'LBT Online Registration'. This will open a new page, <http://pmc.mahalbt.com/> which is home page for LBT system. Click on 'VAT HOLDERS (DEEMED)' option.
- On the new page displayed, enter your VAT registration number, mobile number, e-mail ID, PAN number and click on 'SMS OTP' (One Time Password) only once. You will get a 4 lettered One Time Password (OTP) e.g. FT9K within few seconds on your mobile and e-mail. Enter this One Time Password in the column next to 'SMS OTP' and click on 'Verify'. **Fill up the applicant's name which should appear on LBT registration certificate and click on 'Save' . There is no need of paying Rs. 100 /- as registration fees for VAT holders.**
- You should see your LBT registration number and registration certificate on the screen immediately. **Your VAT number is your user id and One Time Password (OTP) is your initial password. This initial password can be changed on first login.**
- In case you are not able to complete the above process online for any reason, please visit any of the PMC ward offices near you and ask the operator there to complete the procedure for you.
- Once you complete this registration process, you can perform all the transactions related to LBT online using the same user ID and password mentioned above.

Any organization/company having its VAT registration number outside the limits of Pune Municipal Corporation should follow the process given below to register their business under Local Body Tax,

- Visit Pune Municipal Corporation's website, <http://www.punecorporation.org> and click on 'LBT Online Registration'. This will open a new page, <http://pmc.mahalbt.com/> which is home page for LBT system. Click on 'VAT registered outside PMC' option.
- On the new page displayed, under 'Register New User' title fill up the **applicant's name which should appear on LBT registration certificate**, business name, e-mail ID, Mobile number and click on 'Save' .
- Applicant will receive her user ID and password on the entered e-mail ID and mobile number. Login to LBT website using this user ID and password. The initial password allocated should be changed on first login. **There is no need of paying Rs. 100 /- as registration fees for VAT holders.**
- Login again with the user ID and changed password and fill up the application form, attach the scanned copies of the necessary documents like, Applicant Photo, PAN card, Address Proof etc. and submit the form.

- Once you fill up the information on the form, within 4-5 days you can see your registration number and certificate online by login to our website with the user ID and password given to you.
- Once you complete this registration process, you can perform all the transactions related to LBT online using the same user ID and password mentioned above.

Any organization/company, which do not have VAT registration number should follow the process given below to register their business under Local Body Tax,

- Visit Pune Municipal Corporation's website, <http://www.punecorporation.org> and click on 'LBT Online Registration'. This will open a new page, <http://pmc.mahalbt.com/> which is home page for LBT system. Click on 'Register Here- Others' option.
- On the new page displayed, under 'Register New User' title fill up the **applicant's name which should appear on LBT registration certificate**, business name, e-mail ID, Mobile number and click on 'Save' .
- Applicant will receive her user ID and password on the entered e-mail ID and mobile number. Login to LBT website using this user ID and password. The initial password allocated should be changed on first login.
- Login again with the user ID and changed password and fill up the application form, attach the scanned copies of the necessary documents like, Applicant Photo, PAN card, Address Proof etc. and submit the form. This will generate a Challan of Rs.100.
- All the non VAT applicants have to pay the registration fees of Rs. 100/-. The registration fees can be paid in cash or DD at Local Body Tax offices in any of the PMC ward Offices/branches of the listed banks or by Online Payment method. When paying in Cash/DD, please bring the printout of the challan generated after the submission of the application form also the name on which DD should be drawn has been given at the bottom of the challan.
- Once you fill up the information on the form and pay the registration fees, within 4-5 days you can see your registration number and certificate online by login to our website with the user ID and password given to you.
- Once you complete this registration process, you can perform all the transactions related to LBT online using the same user ID and password mentioned above.

Any organization/company, who wants to register on a temporary basis, should follow the process given below to register their business under Local Body Tax,

- Visit Pune Municipal Corporation's website, <http://www.punecorporation.org> and click on 'LBT Online Registration'. This will open a new page, <http://pmc.mahalbt.com/> which is home page for LBT system. Click on 'Temporary Registration' option.
- On the new page displayed, under 'Registration For Temporary User' title fill up the **applicant's name which should appear on LBT registration certificate**, business name, e-mail ID, Mobile number, VAT registration number, if any and click on 'Save' .

- Applicant will receive her user ID and password on the entered e-mail ID and mobile number. Login to LBT website using this user ID and password. The initial password allocated should be changed on first login.
This will generate a Challan of Rs.100 in case you have not entered VAT registration number at the earlier step.
If VAT number is entered, then you can see the registration certificate immediately.
- All the non VAT applicants have to pay the registration fees of Rs. 100/-. The registration fees can be paid in cash or DD at Local Body Tax offices in any of the PMC ward Offices/branches of the listed banks or by Online Payment method. When paying in Cash/DD, please bring the printout of the challan generated after the submission of the application form also the name on which DD should be drawn has been given at the bottom of the challan.
- As a NON VAT applicant, you can see the registration certificate in your login once the challan is paid.
- Once you complete this registration process, you can perform all the transactions related to LBT online using the same user ID and password mentioned above.

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