



Chhattisgarh State Excise Department

User Manual

For

Company

Registration Portal

Introduction

This user manual explains how to submit a new Company Registration application using the online system. The process is divided into **5 simple steps**, and each step must be completed before going to the next step.

The system also ensures that no step can be skipped, and all required information is validated.

Overview of Registration Steps

1. **Company Details**
2. **Bottling / Manufacturing Units**
3. **Directors**
4. **Authorised Person**
5. **Document Upload**

Each step has a **Next** button, and a **Previous** button to go back and edit information.

STEP 1 — Company Details

✓ What to Enter

- Company Name
- Company Address
- Mobile Number (OTP verification required)
- Email ID
- Company PAN
- GST Number
- PAN Number
- Whether company already has Excise Registration
- Etc

Company Details

Chhattisgarh State Excise Department

1. Company 2. Units 3. Directors 4. Authorised 5. Documents

Step 1 — Company Details

Company Registration

Already Registered Company? Yes No

Financial Year * 2025-2026 License Mode * New License Type * --Select-- Company PAN No * Category * Company

Company Name * FSSAI Number * GST Number *

CIN No * Tin Number * Date of Incorporation *

Pincode * Company Manufacturing Address * Country * India State * Chhattisgarh

District * --Select-- Company Registered Office Address * Company Corporate Office Address *

Email * Mobile No *

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✓ Special Rule

If "Already Registered = Yes":

- You must enter Excise Company Registration Number (mandatory)
- You must also provide Demand Draft (DD) Details

✓ OTP Verification

1. Enter your mobile number
2. Click Send OTP
3. Enter the OTP you received
4. Click Verify OTP

You can move to Step 2 only after OTP is successfully verified.

→ Move to Next Step

Click **NEXT** to continue.

STEP 2 — Bottling / Manufacturing Units

✓ What to Enter

You can add one or more units. Each unit requires:

- Unit Name
- Unit Address
- State (Chhattisgarh / Other)
- Upload Address Proof (PDF only – DSC signed)

✓ Grid Features

- Add multiple units
- Edit unit details
- Delete unit if added by mistake
- Each uploaded document must be PDF only
- Maximum upload size is mentioned on screen

The screenshot displays the Chhattisgarh State Excise Department's web portal. At the top, there is a navigation bar with the department's logo and name. Below this, a progress indicator shows five steps: 1. Company, 2. Units (highlighted in blue), 3. Directors, 4. Authorised, and 5. Documents. The main content area is titled 'Step 2 — Bottling / Manufacturing Units' and contains a form titled 'Bottling/Manufacturing Unit Details'. The form has four input fields: 'Unit Name', 'Unit Address', 'Unit State' (a dropdown menu currently showing 'Chhattisgarh'), and 'Upload PDF(Address Proof)'. The 'Upload PDF' field includes a 'Choose File' button, a 'No...sen' button, and a green 'Add Unit+' button. A small note below the upload field states '* Upload PDF only (Max 1 MB)'. At the bottom of the form, there are 'Previous' and 'Next →' buttons. A disclaimer at the very bottom of the page reads: 'DISCLAIMER: Content on this website is published and managed by Excise Department. Copyright ©2024. All rights reserved | Design and hosted by National Informatics Centre, Chhattisgarh'.

→ Move to Next Step

Click NEXT

STEP 3 — Directors

✓ What to Enter

For each director:

- Total Number of Director
- Full Name
- Mobile Number
- Email ID
- PAN Number
- DIN Number (Mandatory only if Company Category = “Company”)
- Residential Address

✓ Rules

- DIN number must be exactly **8 digits**
- You can add multiple Directors equal to total number of Directors Textbox
- Each entry is shown in the grid
- You can edit or delete existing entries

The screenshot displays the Chhattisgarh State Excise Department web portal. At the top, there is a navigation bar with five steps: 1. Company, 2. Units, 3. Directors (highlighted in blue), 4. Authorised, and 5. Documents. Below the navigation bar, the page title is "Step 3 — Director Details". The main content area contains a form titled "All Director Details". The form has several input fields: "Number of Directors in Company" (a single text box), "DIN Number", "Name", "Father's Name", "DOB", and "Mobile" (each with its own text box). Below these, there are "Email" and "Address" fields. To the right of the "Address" field, there is an "Upload Photo (Passport Size)" section with a "Choose File" button and a "No file chosen" status. Below this, there is a small red text note: "*Only JPG or JPEG, Photo Size:30KB - 200KB". At the bottom right of the form is a green "Add Director +" button. Below the form, there are two buttons: "Previous" and "Next ->". At the very bottom of the page, there is a small disclaimer: "DISCLAIMER: Content on this website is published and managed by Excise Department. Copyright © 2020. All rights reserved | Design and hosted by National Informatics Centre, Chhattisgarh".

→ Move to Next Step

Click **NEXT**

STEP 4 — Authorised Person

✓ What to Enter

- Name of Authorized Person
- Mobile Number
- Email ID
- PAN Number
- Address
- Upload Authorization Letter (PDF – DSC signed)

✓ Grid Options

- Add Multiple Authorized Persons
- Edit or delete existing entries

The screenshot displays the 'Chhattisgarh State Excise Department' website interface. At the top, a navigation bar includes a logo and the department name. Below this, a progress indicator shows five steps: 1. Company, 2. Units, 3. Directors, 4. Authorised (highlighted in blue), and 5. Documents. The main content area is titled 'Step 4 — Authorised Person' and contains a form titled 'Authorised Person Details'. The form includes the following fields: 'Number of Authorised Person in Company' (text input), 'Designation' (dropdown menu with 'CEO' selected), 'Name' (text input), 'Father's Name' (text input), 'DOB' (text input), 'Mobile' (text input), 'Email' (text input), 'Address' (text input), 'ID Proof Document' (dropdown menu with 'Voter ID' selected), 'ID Proof Document Number' (text input), and an 'Upload PDF (ID Proof)' section with 'Choose File' and 'No ...sent' options. A green 'Add Authorised Person +' button is located at the bottom right of the form. Below the form are 'Previous' and 'Next →' navigation buttons. At the bottom of the page, a small disclaimer reads: 'DISCLAIMER: Content on this website is published and managed by Excise Department. Copyright ©2024. All rights reserved | Design and hosted by National Informatics Centre, Chhattisgarh'.

→ Move to Next Step

Click NEXT

STEP 5 — Document Upload

✓ Documents Required

The system shows a list of mandatory documents based on:

- Company type
- Licence type
- Registration type

For each document:

- Upload must be **PDF Only (DSC Signed)**
- Maximum file size: As mentioned in each row
- Number of pages is automatically detected
- You can delete and re-upload any document

✓ Important Notes

- Upload all required documents
- Incomplete documents will stop final submission

Chhattisgarh State Excise Department

1. Company 2. Units 3. Directors 4. Authorised 5. Documents

Step 5 — Document Upload

Upload Required Documents

Document Name	File Size	No Of Pages in PDF	File
Articles of Memorandum of the manufacturing/supplier company.	(PDF Only & Max Size 10 MB)	0	Choose File No f..osen Upload
Complete information including names and addresses of the members of the Board of Directors of the manufacturing/supplier company.	(PDF Only & Max Size 1 MB)	0	Choose File No f..osen Upload
PAN card of the manufacturing/supplier company.	(PDF Only & Max Size 1 MB)	0	Choose File No f..osen Upload
GST Certificate of the manufacturing/supplier company.	(PDF Only & Max Size 1 MB)	0	Choose File No f..osen Upload
Copy of valid license of the manufacture/supplier company for operating bottling unit in the respective states.	(PDF Only & Max Size 1 MB)	0	Choose File No f..osen Upload
In case the manufacturing/supplier units do not have their own bottling unit in the concerned state, a copy of the contract with other bottling unit and the valid license taken for filling liquor.	(PDF Only & Max Size 1 MB)	0	Choose File No f..osen Upload
Certified registration order/registered label of the manufacture/supplier units for the brand/label prevalent in all the concerned states.	(PDF Only & Max Size 1 MB)	0	Choose File No f..osen Upload

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Chhattisgarh State Excise Department

In case the manufacturing/supplier units do not have their own bottling unit in the concerned state, a copy of the contract with other bottling unit and the valid license taken for filling liquor.	(PDF Only & Max Size 1 MB)	0	Choose File	No f..osen
Certified registration order/registered label of the manufacturer/supplier units for the brand/label prevalent in all the concerned states.	(PDF Only & Max Size 1 MB)	0	Choose File	No f..osen
Copy of FSSAI license (including manufacturing/supplier units).	(PDF Only & Max Size 1 MB)	0	Choose File	No f..osen
Document related to TIN Number of the manufacturer/supplier.	(PDF Only & Max Size 1 MB)	0	Choose File	No f..osen
Document related to CIN Number / Company Registration of the manufacturer/supplier.	(PDF Only & Max Size 1 MB)	0	Choose File	No f..osen
Document related to proof of the Company's Registered Office address.	(PDF Only & Max Size 1 MB)	0	Choose File	No f..osen
Document related to proof of the Company's Corporate Office address.	(PDF Only & Max Size 1 MB)	0	Choose File	No f..osen

Submit Application

[Previous](#)

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FINAL SUBMISSION

Before final submission:

- Review all steps
- Ensure all entries and uploads are complete

It will shows Preview Page

Preview Application

Chhattisgarh State Excise Department

Company Registration

Already Registered Company? Yes No

Financial Year * 2025-2026 License Mode * New License Type * Supplier PAN No * ATWPN5385K

Company Name * Son brothers FSSAI Number* 12347418000054 GST Number* 22231456461741

CIN No * Cin1231 Mobile No * 8871800068 Email * hello@gmail.com

Tin Number TinAbcd Date of Incorporation * 20-11-1992 Pincode * 492001 Company Address * Raipur

Country* India State* Chhattisgarh District* BASTAR

Registered Office Address * Bhlai Corporate Office Address * Durg

Bottling/Manufacturing Unit Details

Unit Name	Unit Address	Unit State	Action
Botting Bhlai	bhlai sector 2	Chhattisgarh	+

Chhattisgarh State Excise Department

Director Details

DIN	Name	Father's Name	DOB	Mobile	Email	Address	Action
88778877	praveen	father test	01-01-1992 00:00:00	887180068	hello@gmail.com	raipur cg	+

Authorised Person Details

Name	Father's Name	DOB	Mobile	Email	Address	IdProofDoc	IdProofDocNumber	Action
praveen	test	01-03-1992 00:00:00	8887180068	hello@gmail.com	raipur cg	Voter ID	TST32234	+

Challan Details

Upload Required Documents

Document Name	File
Articles of Memorandum of the manufacturing/supplier company.	+
Complete information including names and addresses of the members of the Board of Directors of the manufacturing/supplier company.	+
PAN card of the manufacturing/supplier company.	+
GST Certificate of the manufacturing/supplier company.	+
Copy of valid license of the manufacturer/supplier company for operating bottling unit in the respective states.	+

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Chhattisgarh State Excise Department

Articles of Memorandum of the manufacturing/supplier company. [+](#)

Complete information including names and addresses of the members of the Board of Directors of the manufacturing/supplier company. [+](#)

PAN card of the manufacturing/supplier company. [+](#)

GST Certificate of the manufacturing/supplier company. [+](#)

Copy of valid license of the manufacturer/supplier company for operating bottling unit in the respective states. [+](#)

In case the manufacturing/supplier units do not have their own bottling unit in the concerned state, a copy of the contract with other bottling unit and the valid license taken for filling liquor. [+](#)

Certified registration order/registered label of the manufacturer/supplier units for the brand/label prevalent in all the concerned states. [+](#)

Copy of FSSAI license (including manufacturing/supplier units). [+](#)

Document related to TIN Number of the manufacturer/supplier. [+](#)

Document related to CIN Number / Company Registration of the manufacturer/supplier. [+](#)

Document related to proof of the Company's Registered Office address. [+](#)

Document related to proof of the Company's Corporate Office address. [+](#)

mvs9TJ [↻](#)

I hereby agree that the details submitted for company registration on the Excise Department portal are true, correct, and complete to the best of my knowledge.

Final Submit Application

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Click **Final Submit Application**

The system will:

- ✓ Save all company data
- ✓ Save all units, directors, authorised persons
- ✓ Save all documents
- ✓ Lock the application (no further editing)
- ✓ Send SMS and Email confirmation

Additional Note for New Companies

If your company is not yet registered with the Excise Department and you have paid the challan through your company login, the paid challan will automatically appear on your Company Dashboard.

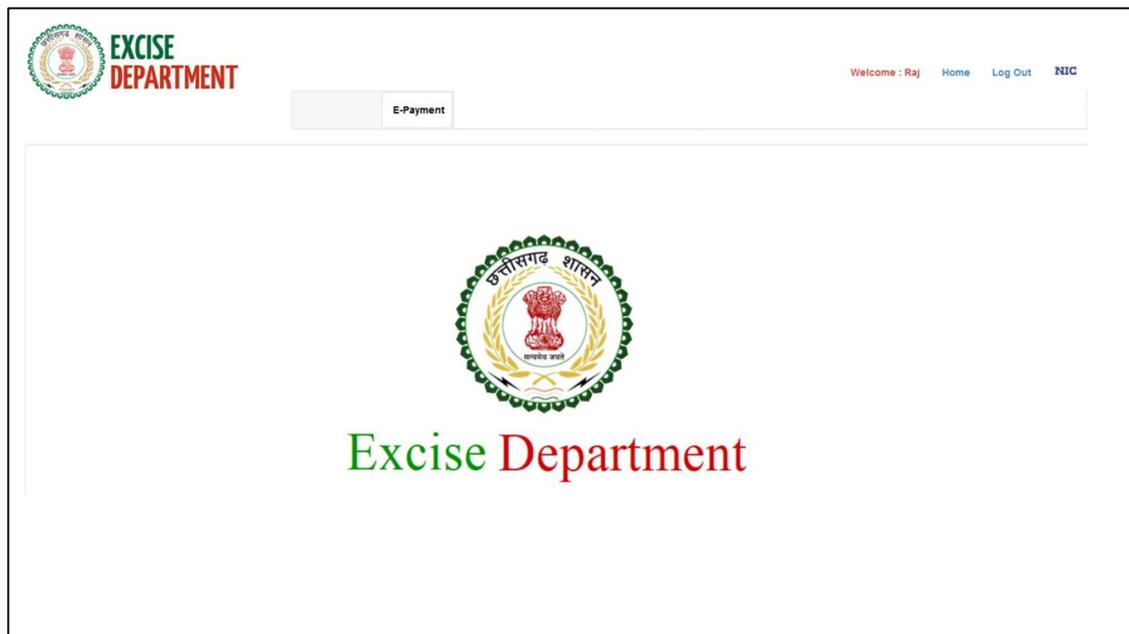
Please ensure that the challan payment is completed before submitting the application. After payment, log in to your Company Dashboard and then proceed to submit the application.

Login eServices using Login Id & password



The screenshot shows the login interface for the Excise Department's eServices. On the left, there is a login form with fields for 'User Id' and 'Password'. Below the password field is a CAPTCHA image showing the characters 'GABVCG?'. There are 'Forgot Password' and 'LOGIN' buttons. A 'Single Window Login' button is also present. The main content area features a 'Single Window Login' button and a list of services under this login type: "FL-3 / FL-3(A) / FL-3(C) / FL-4 / FL-4(A) / FL-9 / FL-9(A) / D-1 / CS-1 / CS-1B / B-1 / W-3 / FL10 / CS1-C / FL-6 / FL-7 / FL-8 / ND-1 / ND-2 / RS-1 / RS 2-A / Retail Shops". A 'Dashboard' button is located at the bottom right of the main content area. The top navigation bar includes links for Home, User Manual, Citizen Charter, Contact Us, and Log In.

The company logs into the portal using the provided user credentials.

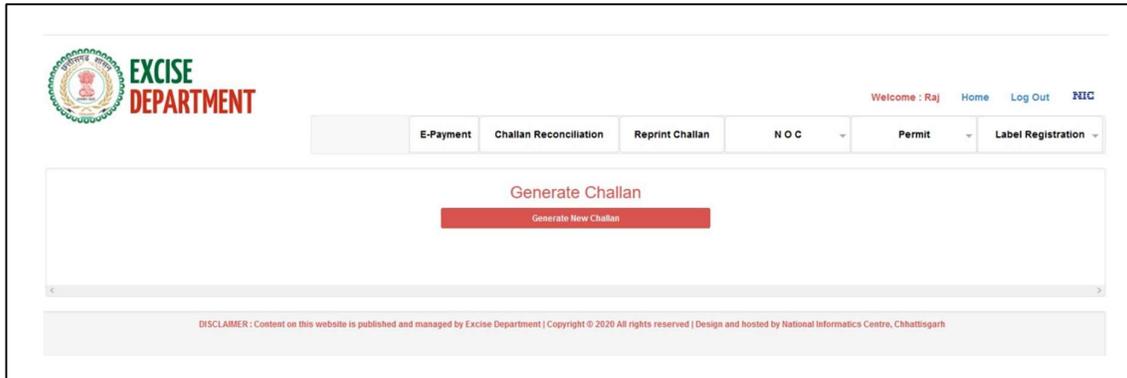


The screenshot shows the dashboard after a successful login. The top navigation bar displays 'Welcome : Raj', 'Home', 'Log Out', and 'NIC'. A button labeled 'E-Payment' is visible. The central part of the dashboard features the Excise Department logo, which includes the text 'उत्तोलसगढ शारान' and 'सम्पद वरुण'. Below the logo, the text 'Excise Department' is displayed in a large, stylized font.

Challan Generation for New Companies

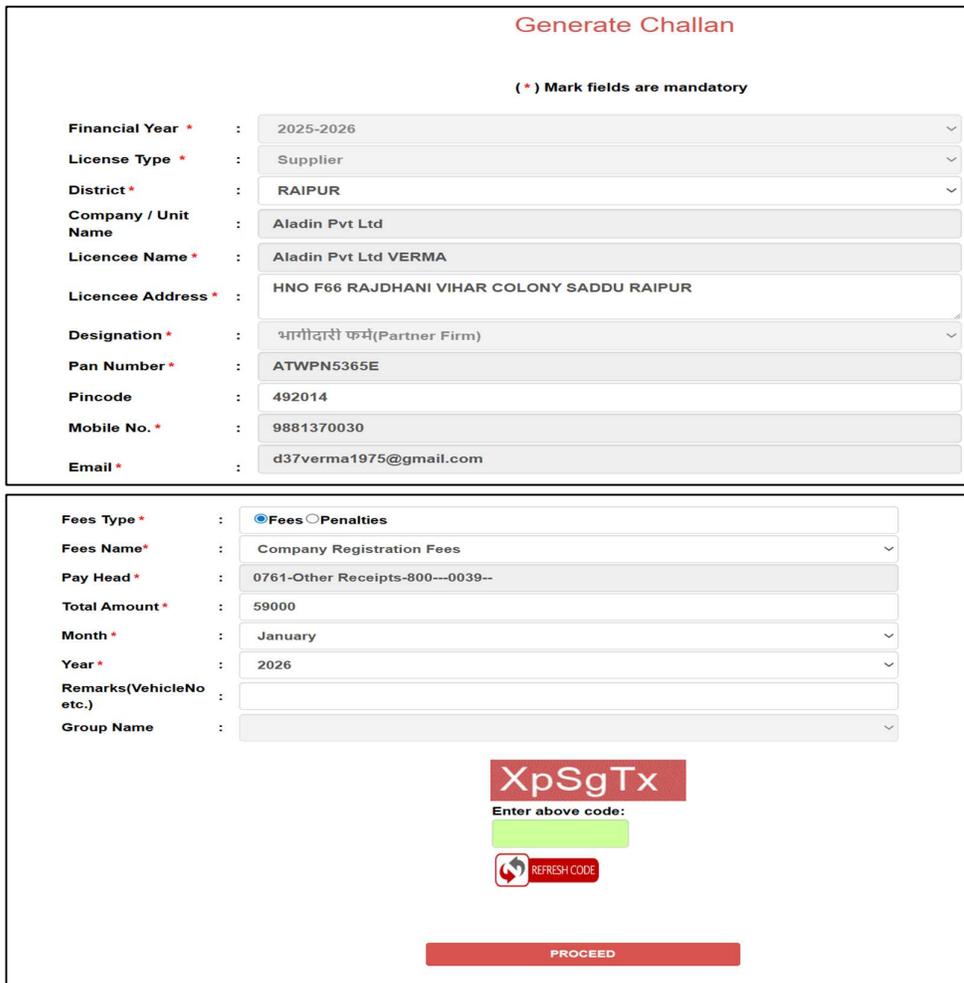
After login, the company generates the required challan for company registration.

Challan → Epayment



The screenshot shows the Excise Department website interface. At the top left is the Excise Department logo. To the right, there is a user greeting: "Welcome : Raj" and links for "Home", "Log Out", and "NIC". Below this is a navigation menu with buttons for "E-Payment", "Challan Reconciliation", "Reprint Challan", "N O C", "Permit", and "Label Registration". The main content area features a large red button labeled "Generate Challan" with a smaller "Generate New Challan" button below it. At the bottom, there is a disclaimer: "DISCLAIMER: Content on this website is published and managed by Excise Department | Copyright © 2020 All rights reserved | Design and hosted by National Informatics Centre, Chhattisgarh".

View Company Registration Fee & Save the Challan



The screenshot shows the "Generate Challan" form with the following fields and values:

- Financial Year ***: 2025-2026
- License Type ***: Supplier
- District ***: RAIPUR
- Company / Unit Name**: Aladin Pvt Ltd
- Licencee Name ***: Aladin Pvt Ltd VERMA
- Licencee Address ***: HNO F66 RAJDHANI VIHAR COLONY SADDU RAIPUR
- Designation ***: भागीदारी फर्म(Partner Firm)
- Pan Number ***: ATWPN5365E
- Pincode**: 492014
- Mobile No. ***: 9881370030
- Email ***: d37verma1975@gmail.com

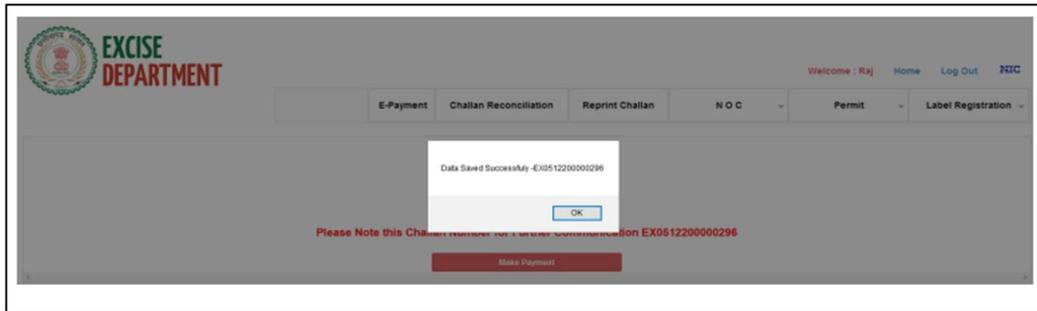
Below the company details, there are fields for fees and penalties:

- Fees Type ***: Fees Penalties
- Fees Name ***: Company Registration Fees
- Pay Head ***: 0761-Other Receipts-800--0039--
- Total Amount ***: 59000
- Month ***: January
- Year ***: 2026
- Remarks(VehicleNo etc.)**: (Empty field)
- Group Name**: (Empty field)

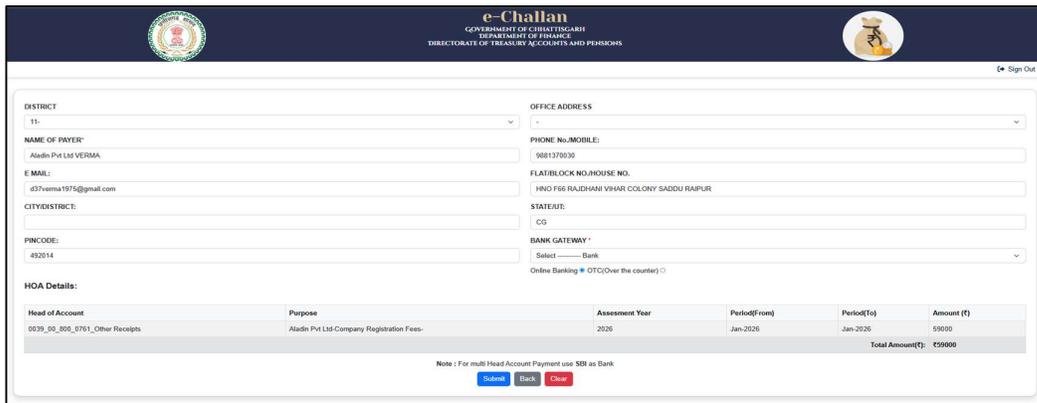
At the bottom of the form, there is a security code section:

- XpSgTx**: A security code displayed in a red box.
- Enter above code:**: A green input field for the security code.
- REFRESH CODE**: A button with a refresh icon to regenerate the security code.
- PROCEED**: A large red button at the very bottom to submit the form.

Click Save and challan no generated Make Payment

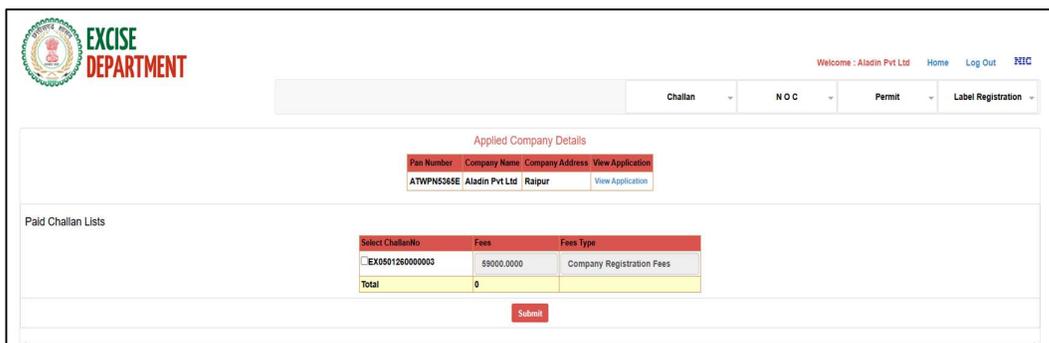


You will be redirected to eChallan website



Upon successful payment, the new company submits the registration application using Challan for further processing by the Excise Department.

Company Login → Company → Dashboard



Commissioner Login

Commissioner Login → Company → Company Registration

Application Details

Financial Year : 2025-2026 License Type : Supplier
Registration Type : New
 Pending Approved Rejected

Application No	Pan Number	Company Name	Company Registered Address	Mobile	Email	View Application	View Certificate
CG/EXC/CR/2025-26/00001	ATWPN5365E	Aladin Pvt Ltd	KH.NO. 349-350, Shankar Nagar , BTI GRRROUND, Raipur	8871800068	hello@gmail.com	View Application	View Certificate

After logging in, the Commissioner can view the list of company registration applications.

Application Details

Financial Year : 2025-2026 License Type : Supplier
Registration Type : New
 Pending Approved Rejected

Application No	Pan Number	Company Name	Company Registered Address	Mobile	Email	View Application	View Status
APP/CG/EXC/2025-2026/0010009	ATWPN5385K	Son brothers	Raipur	8871800068	hello@gmail.com	View Application	Accept Reject Objection

For each application, the Commissioner may take any of the following actions:

Accept – Approve the company registration after successful verification of details and documents.

Application No	Pan Number	Company Name	Company Registered Address	Mobile	Email	View Application	View Status
APP/CG/EXC/2025-2026/0010009	ATWPN5385K	Son brothers	Raipur	8871800068	hello@gmail.com	View Application	Accept Reject Objection

Company Name :- ATWPN5385K-Son brothers

Registration Number*

Upload Order Copy (In Pdf Only) No file chosen

Remark

Reject the application in case of discrepancies, non-compliance, or invalid submissions.

Application No	Pan Number	Company Name	Company Registered Address	Mobile	Email	View Application	View Status
APP/CG/EXC/2025-2026/0010009	ATWPN5385K	Son brothers	Raipur	8871800068	hello@gmail.com	View Application	Accept Reject Objection

Company Name :- ATWPN5385K-Son brothers

Upload Order Copy (In Pdf Only) No file chosen

Rejection Reason

Document Required to seek additional information or documents, enabling the applicant to re-submit the application.

Application No	Pan Number	Company Name	Company Registered Address	Mobile	Email	View Application	View Status
APP/CG/EXC/2025-2026/0010009	ATWPN5385K	Son brothers	Raipur	8871800068	hello@gmail.com	View Application	Accept Reject Objection

Company Name :- ATWPN5385K-Son brothers

Upload Order Copy (In Pdf Only) No file chosen

Remark