



UPDATION OF DEALERS' PROFILE

In order to facilitate better services and convenience to the dealers and taxpayers, the Excise and Taxation Department, Government of Punjab is upgrading its existing Information Technology system with the next generation technologies. The department is trying to address the issues faced by the dealers to the maximum possible extent. One of the major issues identified during discussions with representatives of trade and industry relates to the correctness and completeness of dealer data in Master Dealer File (MDF). To eradicate this problem, the department is giving an opportunity to all the dealers to update their information themselves, ONLINE, using a easy web-interface.

This facility is being EXTENDED UPTO 15th Jan 2012. All the dealers are expected to either validate the existing information in the MDF or correct and update it. Failure to do so will imply that the existing data is correct in all respect. It is, however, advised that dealers validate it for their own benefit.

WHEN Till 15th JANUARY 2012

STEPS FOR EASY UPDATION

1. Dealers need to access www.pextax.com
2. Click on “**e-Updation/ Validation of Dealer Profile**” link and log-in using existing **e>Returns/ e-Filing username and password**. System will display the existing data of dealer as stored in the system in editable mode.
3. Dealer should check the displayed data. If the information is incorrect or outdated, it can be corrected, updated and completed by the dealer himself.
4. After updating/ validating all the data, tick on “**Entry Complete**” check box and then press the “**Save All**” button present at the bottom of the page, to submit the data. Please note, the data once submitted cannot be modified again.
5. System will generate an acknowledgment number. Dealers shall note the number for future references.
6. **After online submission of the data, dealers HAVE TO PHYSICALLY SUBMIT THE REQUIRED SUPPORTING DOCUMENTS along with the acknowledgment number to the concerned district’s AETC within 7 days of online submission.**
7. **If required, AETC will communicate a date on which the dealer has to appear before him for further clarification or documents.**

HOW

Please note:

- A. **The case would not be considered complete and not forwarded to department officers till the time steps 6 & 7 are ALSO completed.**
- B. **Completion of steps 1 to 7 would be considered as a submission of amendment application (VAT-5). Actual amendment would be completed only after validation of documents by department officers.**

Online Help: An online help link is available at the top of the page for ready access to the dealers. Even if the data is correct and complete, please check the data and submit it after validation. This shall mean that the information contained in the MDF has been seen and certified as true.

SURETY Dealers whose sureties have expired are advised to renew them. Those who have not submitted or enhanced the value of their sureties from Rs. 15000/- to Rs. 50000/- are advised to do so now.

WHO All the dealers registered with the Excise and Taxation Department have to MANDATORILY check, update and submit the information.

WHY This exercise is being undertaken to:

1. address the issues/ complaints received from the dealers
2. facilitate better and convenient services to the taxpayers of the State of Punjab

HELP-LINE For any further assistance dealers may contact **Assistant Excise and Taxation Commissioner (AETC) of the concerned district** or the **helpline at 0175-2225192, 2300419, 9915010016, 9417225276.**