

PUBLIC NOTICE

EXCISE AND TAXATION DEPARTMENT, HARYANA

REVISED PROCESS FOR REGISTRATION OF APPLICANTS

- 1. Applicant will fill the form online. Now, all Documents including photographs are non-mandatory in the system. The applicant will submit the hard copies of the documents alongwith one recent passport size coloured photograph to the AETO of the concerned district along with identity proof, which contains photograph of the applicant.**
- 2. AETO will receive the hard copy of the documents and the photograph. AETO will approve the application in system based on hard copy submitted by applicant.**
- 3. On Approval, System will generate confirmation receipt, AETO will print two copies of the confirmation receipt, one will be handed over to the applicant and second copy will be kept in records along with the documents submitted. The photo of the applicant should be affixed on the second copy of the confirmation receipt by the AETO.**

Note: AETO will neither upload nor download any document.

**Collector-cum-AETC (HQ)
for Excise and Taxation Commissioner,
Haryana, Panchkula.**