# User Guidelines for Monthly Returns Filing for Miners, Traders, End Users, Exporters and Stockiest

**MTS**

**INDIAN BUREAU OF MINES**

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<td>6</td>
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<td>8</td>
</tr>
</tbody>
</table>
Returns Filing

The holder of a mining lease, or any person or company engaged in trading or storage or end-use or export of minerals mined in the country, shall cause himself to be registered online in MTS System First.

Once the Registration is done successfully and its Form K is accepted in Mitra Portal at least once for each mines/business activity the person or company is engaged with; The holder of a mining lease shall submit online returns in respect of each mine in MTS Portal to be seen by Authorized Officers of Indian Bureau of Mines.

Monthly Returns

For Lease holder / Lessee Using Monthly Return below format will be used to login into the MITRA site and File your Monthly Returns

Monthly return which shall be submitted before the tenth day of every month in respect of the preceding month.

Online filing of Monthly Returns (F1, F2 and F3)

Login Format (F1/F2/F3)

User Name: IBM ID/Minecode
Default Password: Wipro@12345

Example
User Id: 9999/38MSH26033
Default Password - Wipro@12345

Here 9999 is the Middle part of your Registration Number and 38MSH26033 is your Mine Code for which return is being filed.

Steps to login
Step – 1
Open https://mitra.ibm.gov.in
**Step – 2**

**Click on LOGIN Option**

On Select of External option login screen will appear

On Login Screen enter the CAPTCHA in given text box. If it is not clear like “O” and “0” (i.e. Alphabet “O” and numerical “0”) click on below refresh button
Step – 3
Reset Password using default password (Wipro@12345) on First Logon.

Step – 4
Login with newly reset password using same IBM ID.

Step – 5
You will be redirected to your Returns Dashboard, where you need to select the month and click on **FILE**

![Dashboard screenshot]

Online filing of Monthly Returns (L)
In Order

Login Format (L)

Business activities and code

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stockiest</td>
<td>1</td>
</tr>
<tr>
<td>Trading</td>
<td>2</td>
</tr>
<tr>
<td>End User</td>
<td>3</td>
</tr>
<tr>
<td>Exporter</td>
<td>4</td>
</tr>
</tbody>
</table>
User Name: IBM ID/Business Activity Code(S)/District Census Code

Default Password: Wipro@12345

**Example 1**
User Id: 15570/1234/315

Default Password - **Wipro@12345**

Here 15570 is your Registration Number and selected all 4 business activities mentioned in above section at the time of registration in Form K. Here 315 is the district census code where these operations/activities are being performed.

**Example 2**
User Id: 15570/24/315

Default Password - **Wipro@12345**

Here 15570 is your Registration Number and 2 business activities mentioned in above section (Trading-2 and Exporting-4) at the time of registration in Form K.

Here 315 is the district census code where these operations/activities are being performed.

**Steps to Login**

*Step – 1*

Open [https://mitra.ibm.gov.in](https://mitra.ibm.gov.in)
**Step – 2**

**Click on LOGIN Option**

On Selection of External option login screen will appear

On Login Screen enter the CAPTCHA in given text box. If it is not clear like “O” and “0” (i.e. Alphabet “O” and numerical “0”) click on below refresh button. In General, CAPTCHA will have number 0 only.
Step – 3
Reset Password using default password (Wipro@12345) on First Logon.

Step – 4
Login with newly reset password using same IBM ID/Activity(s)/District Census Code.

Step – 5
You will be redirected to your Returns Dashboard, where you need to select the month and click on FILE

Reference

How to Check your District Code?

Step – 1-
Open below URL

https://lgdirectory.gov.in

Step – 2 – you will be directed to the below page
Step – 3

Scroll down on the same screen you will see the below table containing Names of the 36 states

<table>
<thead>
<tr>
<th>S.No.</th>
<th>State/UT Name</th>
<th>No. of Districts</th>
<th>No. of District Panchayat</th>
<th>No. of Sub-districts</th>
<th>No. of Blocks</th>
<th>No. of Intermediary Panchayats</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ANDAMAN AND NICOBAR ISLANDS</td>
<td>3</td>
<td>3</td>
<td>9</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>ANDHRA PRADESH</td>
<td>13</td>
<td>13</td>
<td>670</td>
<td>668</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>ARUNACHAL PRADESH</td>
<td>22</td>
<td>22</td>
<td>199</td>
<td>114</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>ASSAM</td>
<td>33</td>
<td>26</td>
<td>166</td>
<td>229</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>BIHAR</td>
<td>38</td>
<td>38</td>
<td>534</td>
<td>534</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>CHANDIGARH</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>
Step – 4
Please see the table and check the row with your state name and Click on No of Districts show as shown in the below table - Rounded in Red Color

<table>
<thead>
<tr>
<th>S.No.</th>
<th>State/UT Name</th>
<th>No. of Districts</th>
<th>No. of District Panchayat</th>
<th>No. of Sub-districts</th>
<th>No. of Blocks</th>
<th>No. of Intermedi Panchaya</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ANDAMAN AND NICOBAR ISLANDS</td>
<td>3</td>
<td>3</td>
<td>9</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>ANDHRA PRADESH</td>
<td>13</td>
<td>13</td>
<td>670</td>
<td>668</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>ARUNACHAL PRADESH</td>
<td>22</td>
<td>22</td>
<td>199</td>
<td>114</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>ASSAM</td>
<td>33</td>
<td>26</td>
<td>166</td>
<td>229</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>BIHAR</td>
<td>38</td>
<td>38</td>
<td>534</td>
<td>534</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>CHANDIGARH</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Step – 5
Once you click on NO 13 for Andra Pradesh – 13,
The below District table will show all 13 District names of Andra Pradesh. The code should be taken based on applicable name given in that table.
Detail Walkthrough of Return Filing process

Form F1

As per MCDR

FORM F1
[See rule 45(5) (b) (i)]

For the month of ________20

MONTHLY RETURN
[To be used for minerals other than Copper, Gold, Lead, Pyrites, Tin, Tungsten, Zinc and precious and semiprecious stones]

“Form F1” Monthly Return Filing for Lessee/Miners
Please see the below screen

System will prompt for password change as shown below

Enter the existing credentials with old password and enter the new password and click on “Reset” as shown below
User can now log in using new credentials (existing user id and newly generated password)
Manage User Profile

Click on Manage User Profile, below screen will appear

Fill all the desired details and click on Save. Data updated successfully.
File Return for specific month

Below screen appears

Form F1
Part I comprises of
- Details of Mine – Auto populate from Registration Module
- Name and Address of Lessee - Auto populate from Registration Module
- Details of Rent Royalty – Filled by Lessee
- Details on workings - Filled by Lessee
- Average Daily Employment n-Filled by Lessee

Part II comprises of
- Production and Stocks (ROM) - Filled by Lessee
- Grade wise Production - Filled by Lessee
- Pulverization - Filled by Lessee
- Details of deduction - Filled by Lessee
- Sales – Dispatches - Filled by Lessee
- Variation in Production and Ex-Mine Price- Filled by Lessee

Click on Rent Royalty tab and enter the details for Rents Royalty. Below screen will appear

Click on “Details of Working” tab and enter the details like number of days Mine Worked. Below screen will appear
Click on “Avg. Daily Employment” tab and enter the details like Direct and Contract Manpower and Total Salary for above and Below Ground and Open Cast workings. Below screen will appear.

Click on “Save & Next”. It will take to the “Average Daily Employment” screen.
Click on “Save & Next” then it will take you to “Production and Stocks” tab and enter Opening, Production, and Closing stock for Open Cast or Under Ground and Dump Workings. Below screen will appear:

Closing Stock = Opening Stock + Production. It will get auto calculated.

Click on “Save & Next” button then it will take you to “Grade wise Production” tab and Enter:

- Opening stock at Mines Head
- Production
- Dispatches from Mines Head
- Closing Stock at Mines Head
- Ex- Mine Price

Below Screen will appear
Click on “Save & Next” button then it will take you to “Pulverization” tab and Select from the radio button whether the mineral being pulverized in own factory? If, yes then Enter

- Total quantity of mineral pulverized
- Total quantity of pulverized mineral produced (for each mesh size)
- Total quantity of pulverized mineral sold during the month

Add the record

- Enter Average cost of Pulverization

Below screen will appear
Click on “Save & Next”. It takes to Details of Deductions

Now, click on “Save & Next” button and it will take you to Sales- Dispatches tab and enter the details for Domestic

- Select Grade
- Nature of Dispatch (Indicate whether Domestic Sale/Domestic Transfer/Captive Cons./Export)
- Registration number allotted by IBM to the buyer
- Consignee Name
- Quantity
- Sale Value

For Export
- Select Country
- Enter quantity
- Enter FOB Value

Below screen will appear

Click on “Save & Next” button then it will take you to “Variation in Production and Ex-Mine Price” and enter

- Reasons for increase/decrease in production/nil production
- Reasons for increase/decrease in grade wise Ex-Mine Price
- Enter the certify data required like Date, Place, Signature, Name in full, and Designation
Form need to be submitted by selecting either with or without digital signature
Click on Submit. Above screen will appear
Pop message for Form – F1 Submitted Successfully

Form F2

“Form F2” Monthly Return Filing for Lessee/Miners as Per MCDR 2017

FORM F2
[See rule 45(5) (b) (ii)]

For the month of ________ 20

MONTHLY RETURN
[To be used for minerals Copper, Gold, Lead, Pyrites, Tin, Tungsten and Zinc]
System prompts to change the password. Enter the details and click on “Reset”
Users can now log in using the new user credentials

Below Screen will appear after log in is clicked

Select Month for which Return is to be filed and click on “File”. Below screen will appear
It comprises of Part I and Part II

- Details of Mine and Name and Address will get auto populated from Registration Module
- Click on Rent- Royalty tab and enter the details as shown in the screen below

Click on “Save & Next”. It will take to the “Details of Working” screen.

Enter number of days’ mine worked with reasons
Click on “Save & Next”. Average Daily employment screen will appear

Enter Direct and Contract manpower details and their total salary and click “Save & Next”

It will take to Production and Stocks (ROM) screen. Enter Opening Stock, Production, and Closing stock along with metal content/grades. Below screen will appear.
Click on “Save & Next”. Ex- Mine Price screen will appear. Enter Ex- Mine Price of the ore produced.

Click on “Save & Next”. Recoveries at Concentrator Mill Plant will appear.

Enter the details. Click on “Leaching Method” if applicable and enter the values and click on “Save & Next”.
It takes to the next screen Recoveries at Smelter Mill Plant. Enter the details

- Opening stock of the concentrates at the smelter
- Concentrates received from the smelter
- Concentrates received from any other sources
- Concentrates sold
- Concentrates treated
- Closing stock of the concentrate at the smelter
- Enter Metals recovered

Click “Save & Next”. Sales during the month screen will appear and enter the details as desired
Click on “Save & Next”. It will take to Details of Deductions screen

Enter the details and click on “Save & Next”. It takes to Sales-Dispatches Screen
Enter the details and click on “Save & Next”

It takes to Variation in Production and Ex- Mine Price. Enter the details and click on “Submit”
Form need to be submitted by selecting either with or without digital signature
Click on Submit. Above screen will appear
Pop message for Form – F2 Submitted Successfully
Form F3
“Form F3” Monthly Return Filing for Lessee/Miners As Per MCDR 2017

[See rule 45(5) (b) (iii)]

For the month of ________20

MONTHLY RETURN
[To be used for precious and semi-precious stones]

To

System prompts to change the password. Enter the details and click on “Reset”
Users can now log in using the new user credentials

Below Screen will appear after log in is clicked
Select Month for which Return is to be filed and click on “File”. Below screen will appear
Details of Mine and Name and Address of Lessee will get auto populated from Registrations Module 

Click Next Then Rent-Royalty screen will appear

Enter the details and then click “Save & Next”. Details on working screen will appear. Fill the number of days’ mine worked and then click “Save & Next”
Average Daily Employment screen will appear

Fill the Direct, Contract manpower and Total Salary then click “Save & Next”

ROM Production screen will appear
Fill the quantity and click “Save & Next”. Production, Stocks and Dispatches screen will appear.

Fill the Opening stock for
- Rough and Uncut stones
- Cut and polished stones
- Industrial stones
- Others

Note: Closing stock must be = Production + Opening stock – Dispatches, otherwise system will not allow to move to the next screen.

Click on “Save &Next”. Details of Deduction screen will appear.
Click on “Save & Next”. Sales and Dispatches screen will appear

Fill the details like grade, nature of dispatch, Registration number of the buyer, quantity and price.
Click on “Save & Next”. Variation in Production and Ex- Mine Price screen will appear
Fill the required details and click on “Submit”. Return filed successfully

Form need to be submitted by selecting either with or without digital signature

Click on Submit. Above screen will appear

Pop message for Form – F3 Submitted Successfully on Click of OK, It will redirect to Applicant Dashboard.
FORM L
RETURNS FILING – FORM L as Per MCDR 2017

[See rule 45(6)(a)]

For the month of ________20
MONTHLY RETURN

Storage (Activity Code 1) as per Form K
Select Month and Year for which Return has to be filed and then click on “File”

Below screen will appear which will have the details like “Instructions and General Particulars about the applicant”

Part I comprises of
Instructions

General Particulars, which can be navigated by clicking on these two tabs

Part II
Storage Activity - Add Mineral ore, Grade of mineral ore and Opening stock quantity
Ore received during the month- Enter Registration number, Quantity and Value

Enter Ore Imported details during the month like country, quantity, value
Ore dispatched details during the month and closing stock details- Enter Registration number, Quantity, value, closing stock quantity and remarks shown in the screenshot below

Click on Add Mineral as indicated below - Repeat the process of entering the details as mentioned above
Select the mineral and grades from the dropdown and repeat the process as mentioned above and then click on “Save & Next”

Click on “Declaration” tab and fill in the desired details and then click on “Final Submit”. Print option is there to take a print out of the Return.
FORM L

[See rule 45(5)(a)]
For the Month of July 2018
MONTHLY RETURN

Declaration

<table>
<thead>
<tr>
<th>Name</th>
<th>Chandar Singh</th>
</tr>
</thead>
<tbody>
<tr>
<td>S.o.</td>
<td>D.o. W.i.</td>
</tr>
<tr>
<td>Age</td>
<td>32</td>
</tr>
<tr>
<td>Occupation</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>Resident of India</td>
</tr>
<tr>
<td>Village town city post office</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>Gujarat</td>
</tr>
<tr>
<td>Taluka</td>
<td>Kheda</td>
</tr>
<tr>
<td>District</td>
<td>Khandwa</td>
</tr>
<tr>
<td>Place</td>
<td>Surat</td>
</tr>
<tr>
<td>Date</td>
<td>29/06/2018</td>
</tr>
</tbody>
</table>

Signature

Name in full

With Digital Signature

Without Digital Signature

---

From testms.co.in

Are you sure that you want to submit the return?

OK

Cancel
Form need to be submitted by selecting either with or without digital signature

Click on Submit, Monthly Return for Storage submitted successfully message will appear. On Click of OK, it will redirect to Applicant Dashboard
Traders - (Activity Code 2)

Select Month and Year for which Return has to be filed and then click on “File”

Below screen will appear which will have the details like “Instructions and General Particulars about the applicant”
Part - I

On clicking General Particulars tab, the below screen will appear

FORM L
[See rule 45(6)(a)]
For the Month of July 2018
MONTHLY RETURN
Part I

General Particulars

<table>
<thead>
<tr>
<th>Registration Number (allocated by RMM)</th>
<th>155/5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Emera Steel Private Limited</td>
</tr>
<tr>
<td>Address</td>
<td>6th Floor, 4 Lyama Range</td>
</tr>
<tr>
<td>Plant Name-Storage Location, if available</td>
<td>Lyama Range</td>
</tr>
<tr>
<td>Latitude and Longitude</td>
<td>WEST BENGAL-19, WEST BENGAL-19</td>
</tr>
<tr>
<td>Name of activity reported (Tick which ever is applicable)</td>
<td>Trading</td>
</tr>
</tbody>
</table>
Now, click on “Trading Activity” under Part II

Select Ore, grades and quantity to be entered

Enter Ore procured details during the month for export (from within the country) like quantity, value and Registration number shown in the screenshot below.
Ore imported details during the month- Select Country, Quantity, value shown in the screenshot below.

Ore consumed details during the month- quantity and value.
Ore dispatched details during the month – Registration number, quantity, value, and closing stock quantity

Add Mineral and grades to the Return Filing - Click on Add Mineral as indicated below

Select the mineral and grades from the dropdown and enter quantity as entered above and then click on “Save & Next”

Click on “Declaration” tab and fill in the desired details and then click on “Final Submit”. Print option is there to take a print out of the Return.
Monthly Return for Trader submitted successfully

Form need to be submitted by selecting either with or without digital signature

Click on Submit. Above screen will appear

Pop message for Form – L Submitted Successfully
END USERS (Activity code 03)

Select Month and Year for which Return has to be filed and then click on “File”

Below screen will appear which will have the details like “Instructions and General Particulars about the applicant”
Click on End User Mineral Based Activity under Part II
Select Mineral/Ore and Grade from the dropdown, enter opening stock quantity

Enter Ore procured details during the month for export (from within the country) like quantity, value and Registration number shown in the screenshot below
Ore imported details during the month- Select Country, Quantity, value shown in the screenshot below.

Ore consumed details during the month- quantity and value.
Ore dispatched details during the month – Registration number, quantity, value, and closing stock quantity
Click on Add Mineral as indicated below

Select the mineral and grades from the dropdown and enter quantity as entered above and then click on “Save & Next”

Click on “Declaration” tab and fill in the desired details and then click on “Final Submit”. Print option is there to take a print out of the Return.
FORM L

For the Month of July 2018
MONTHLY RETURN

Declaration

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Name in Full</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chandan Singh</td>
<td></td>
<td>Chandan Singh</td>
</tr>
</tbody>
</table>

Place: Bangalore
Date: 21/08/2018

With Digital Signature

Sensitivity: Internal & Restricted
Monthly Return for End User submitted successfully

Form need to be submitted by selecting either with or without digital signature

Click on Submit. Above screen will appear

Pop message for Form – L Submitted Successfully

Exporters (Activity Code 4)
Select Month and Year for which Return has to be filed and then click on “File”

Below screen will appear which will have the details like “Instructions and General Particulars about the applicant”

Part I comprises of
Instructions

General Particulars, which can be navigated by clicking on these two tabs

Part II - Export Activity

Enter Ore procured details during the month for export (from within the country) like quantity, value and Registration number shown in the screenshot below
Ore imported details during the month- Select Country, Quantity, value shown in the screenshot below

Ore exported during the month and closing stock- Enter Country, Quantity, Value, Closing stock quantity and remarks
Click on Add Mineral as indicated below

Select the mineral and grades from the dropdown and repeat the process as mentioned above and then click on “Save & Next”
Click on “Declaration” tab and fill in the desired details and then click on “Final Submit”. Print option is there to take a print out of the Return.
Monthly Return for Exporter submitted successfully

Form need to be submitted by selecting either with or without digital signature

Click on Submit. Above screen will appear

Pop message for Form – L Submitted Successfully

Returns Filing where user has more than one activity. For e.g. Storage and Exporter (Activity Code 14)

Return Filing using the user id combination of –<App.id>/Activity/<District Census Code>
e.g. 10122/14/502
Password as “Wipro@12345”.
The below screen will be displayed

Select month for which Returns needs to be filed and then click on “File”
Part I is Instructions and General Particulars

Form L
[See rule 46(b)(ii)]
For the month of February 2010
MONTHLY RETURN

Part I

General Particulars

Registration Number (assigned by IBM): 10122
Name: Mild M s Enterprises
Address: PO: Jurno Tala Mesa, Dist: Koderma
Plant Name, Storage location, if available: Dist: Koderma
Latitude and Longitude: 22° 22' 22.26" N 85° 59' 59.66" E
Name of achine(s) reported (Tick which ever are applicable): Export, Storage

Next: Next

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Click on Part II

Export Activity

Select Mineral ore and Grade of mineral and opening stock quantity as displayed above

Then enter Ore Procured during the month (from within the country) and enter Registration number, Quantity and Value
Enter Ore imported during the month. Select Country, Quantity and Value

Then Click on next. It will take to the
Storage Activity

Storage Activity- Select Mineral ore, Grade of mineral ore and Opening stock quantity

Ore received during the month- Enter Registration number, Quantity and Value
Enter Ore Imported details during the month like country, quantity, value

Ore dispatched details during the month and closing stock details- Enter Registration number, Quantity, value, closing stock quantity and remarks shown in the screenshot below
Click on Add Mineral as indicated below - Repeat the process of entering the details as mentioned above

Select the mineral and grades from the dropdown and repeat the process as mentioned above and then click on “Save & Next”
Click on “Declaration” tab and fill in the desired details and then click on “Final Submit”. Print option is there to take a print out of the Return.
Form need to be submitted by selecting either with or without digital signature

Click on Submit. Above screen will appear

Pop message for Form – L Submitted Successfully

Returns Filing where user has more than one activity. For e.g. Trading and End-User (Activity Code 23)

Return Filing using the user id combination of –
<App.id>/Activity/<District Census Code>
e.g. 10122/23/502
Password as “Wipro@12345”.
Please follow the steps same as described for Storage and Exporter above

Returns Filing where user has more than one activity. For e.g. Storage and End-User (Activity Code 13)

Return Filing using the user id combination of –
<App.id>/Activity/<District Census Code>
e.g. 10122/13/502
Password as “Wipro@12345”.
Enter Captcha and Click on “Log in”.
Note: If user gets confused between “O” and “0” i.e. Alphabet “O” and numerical “0” then please refresh it to fetch the new captcha code and then click on “Log in”

Please follow the steps same as described for Storage and Exporter above

Returns Filing where user has more than one activity. For e.g. Trading and Exporter (Activity Code 24)

Return Filing using the user id combination of –
<App.id>/Activity/<District Census Code>
e.g. 10122/24/502
Password as “Wipro@12345”.
Enter Captcha and Click on “Log in”.

Note: If user gets confused between “O” and “0” i.e. Alphabet “O” and numerical “0” then please refresh it to fetch the new captcha code and then click on “Log in”

Please follow the steps same as described for Storage and Exporter above

Returns Filing where user has more than one activity. For e.g. Storage and Trading (Activity Code 12)

Return Filing using the user id combination of –
<App.id>/Activity/<District Census Code>
e.g. 10122/12/502
Password as “Wipro@12345”.
Enter Captcha and Click on “Log in”.

Note: If user gets confused between “O” and “0” i.e. Alphabet “O” and numerical “0” then please refresh it to fetch the new captcha code and then click on “Log in”

Please follow the steps same as described for Storage and Exporter above

Returns Filing where user has more than one activity. For e.g. End User and Exporter(Activity Code 34)

Return Filing using the user id combination of –
<App.id>/Activity/<District Census Code>
e.g. 10122/34/502
Password as “Wipro@12345”.
Enter Captcha and Click on “Log in”.

Note: If user gets confused between “O” and “0” i.e. Alphabet “O” and numerical “0” then please refresh it to fetch the new captcha code and then click on “Log in”
Please follow the steps same as described for Storage and Exporter above