

Sl. No.	Name of the Service/Scheme	Details of Service/Scheme	Eligible Persons	Documents to be submitted(if applicable)	To whom application to be sent	Sanctioning Authority	Time limit for sanction
1	Property Tax Assessment	Levying of property tax	Persons owning property within the limit of Chennai Corporation	Filled in Form-6 and the copy of documents relating to the property such as sale deed, settlement deed, patta etc.,	Zonal Assistant Revenue Officer concerned	Zonal Assistant Revenue Officer/Zonal Officer/Revenue Officer/Regional Deputy Commissioner as the case may be	30 days
2	Property Tax Assessment for revision of tax	Revision of property tax	Persons who made additional construction/alteration/changed the usage of property within Chennai Corporation limit	Filled in Form-7	Zonal Assistant Revenue Officer concerned	Zonal Assistant Revenue Officer/Zonal Officer/Revenue Officer/Regional Deputy Commissioner as the case may be	30 days
3	Objections for property tax Assessment	Reduction of property tax	Property owners whose property assessed for property tax	1.Requisition letter with reason for reduction of property tax 2. Provisional Assessment order of property tax	Zonal Assistant Revenue Officer concerned	Zonal Officer/Regional Deputy Commissioner concerned as the case may be	30 days
4	Appeal to the property tax assessment	Appeal for the fixation of property tax	Persons who aggrieved with the assessment of property tax fixed by Chennai Corporation.	1. Requisition letter addressed to the TAT, 2. Copy of the final assessment order given by Chennai Corporation in Notice No.10 3. Copy of the receipt showing fifty percent of the difference amount between the existing tax and the tax as assessed by the Commissioner in the revision is paid.	Taxation Appeal Tribunal, Ripon Buildings, Chennai 600 003.	The Chairman, Taxation Appeal Tribunal.	six months

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5	Amendment of Property Tax	Transferring ownership of property tax	Property owners acquired property by way of a registered deed or inheritance	1. Form 9 2. copy of the deed relating to the property, 3. Legalheirship certificate in the case of inheritance.	Zonal Assistant Revenue Officer concerned	Zonal Assistant Revenue Officer concerned.	30 days
6	Assessment of Profession Tax	Levying of profession tax	A Hindu undivided family, firm, company, corporation or other corporate body, any society, club, body of persons or association, so engaged, but does not include any person employed on a casual basis) who is engaged actively or otherwise in any profession, trade calling or employment within the city	1. Filled in Form-2, 2. Filled in Form-1 3. proof for the commencement of business.	Zonal Assistant Revenue Officer concerned	Zonal Assistant Revenue Officer concerned.	1 day
7	Company Tax	Levying of Company tax	company which, transacts business within the city	1. Filled in Form with a copy of the Memorandum of Article, 2. Copy of a Registration certificate issued by Registrar of Companies.	Zonal Assistant Revenue Officer concerned	Zonal Assistant Revenue Officer concerned.	1 day
8	Trade Licence	Issuing of Licence for running trades within Chennai Corporation limit	Traders running trades within Chennai Corporation limit	1. Filled in application form 2. Two passport size photos 3. Uptodate property tax paid receipt	Zonal Assistant Revenue Officer	Zonal Officer/	45 days

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9	Renewal of Trade licence	Renewing of Licence for running trades within Chennai Corporation limit	Traders running trades within Chennai Corporation limit	1. Filled in application form 2. Two passport size photos 3. Copy of the trade licence already issued by Chennai Corporation.	Zonal Assistant Revenue Officer	Zonal Officer/	Across the counter
10	Community Hall Booking	letting out of community halls for marriages and other functions (other than religious/political functions)	General public	1. Filled in application form 2. Two passport size photos 3. Demand Draft for required days rent 4. Xerox copy of Residence proof certificate	Assistant Revenue Officer (Headquarters)	Assistant Revenue Officer (Headquarters)	1 day
11	Allotment of Shops	letting out of shops in Chennai Corporation shopping complexes through tender cum auction	General public	1. Filled in tender document 2. E.M.D. amount	Zonal Assistant Revenue Officer concerned	Zonal Officer	As per tender conditions