

PROCEDURE FOR REGISTRATION AND PAYMENT OF PROFESSION TAX

ONLINE

1. The citizen may apply for registration of profession tax by visiting the online portal available in website www.chennaicorporation.gov.in
2. After registering the details of mobile number, e-mail id etc., the applicant shall get his/her unique user name and password through his mobile and e-mail in a secured manner,
3. Through Citizen portal, the applicant will create the self assessment application and submit the application for profession tax.
4. Following documents are to be uploaded along with the application:
 - a. Certificate received from the Registrar of Companies
 - b. Memorandum of Articles (In case of Limited Company)
 - c. Proof for Office at Chennai (Mandatory)
 - d. Certificate from Commercial Tax Department
 - e. Pan Card / Bank A/c. Details
 - f. Employer & Employee details (Mandatory)
5. There is no fee to be paid at the time of submission of application.
6. Once Citizen submits the application, an acknowledgement slip for filing of return will be generated with the profession tax Registration Number (Profession Tax New Account number-PTNAN).
7. After that, the Assessee shall pay the tax online by using any mode of payment,
8. If Assessee has paid the profession tax, he can download the copy of the profession tax assessment order from COC website,
9. Once the assessment order is generated, the details of the assessment shall be moved to the inbox of respective ARO of the Zone for verification of assessment of profession tax made by the applicant,
10. After verification, the A.R.O, will revise the profession tax demand if it is under assessed or A.R.O will confirm the assessment of profession tax, if the same is found to be correct.