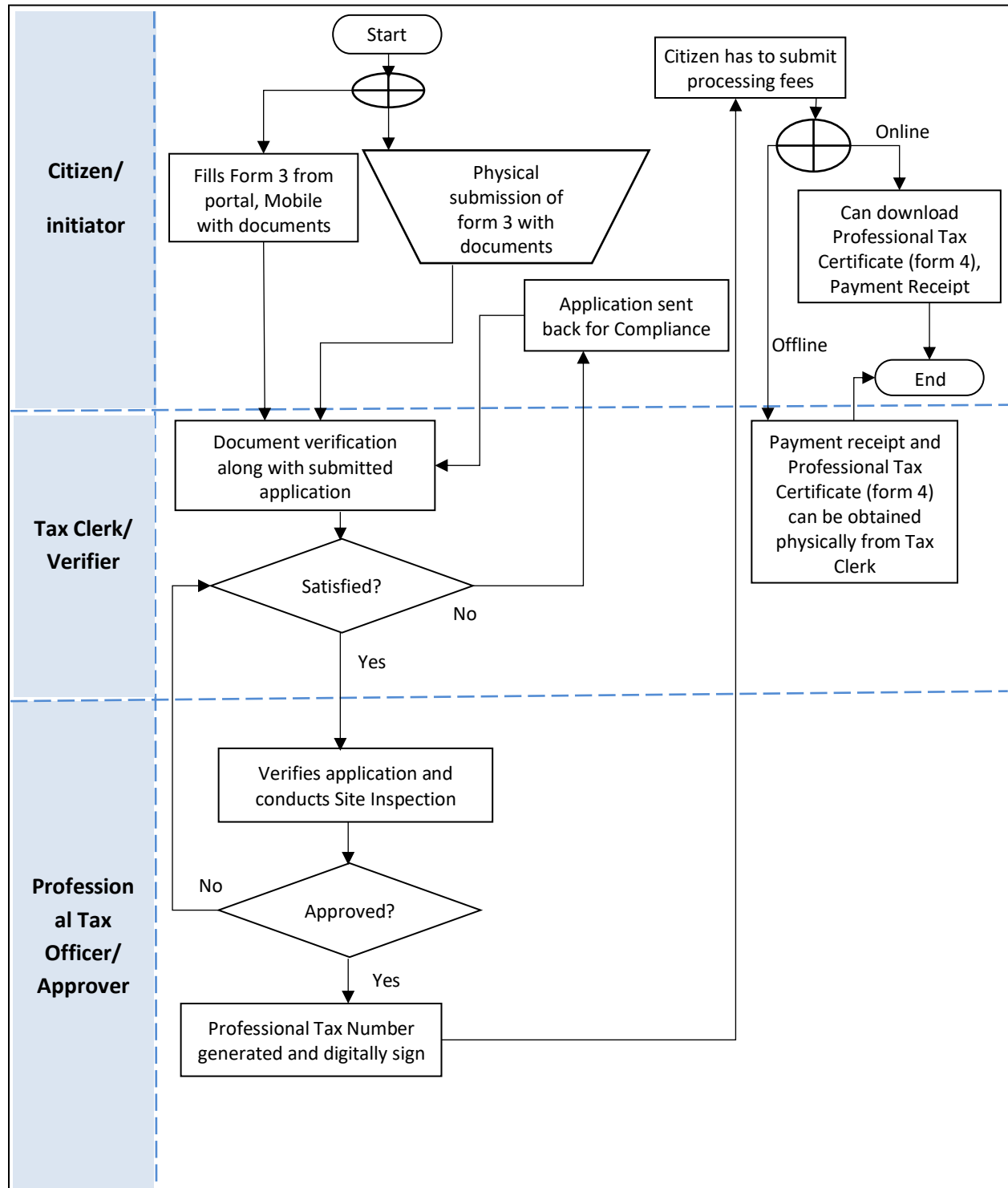


Professional Tax (EC Registration) Application – Municipal Corporation/ Urban Local Bodies

Process Flow Diagram – Registration of an Individual, Organization or Firm (EC Registration)



Document Checklist

List of Documents to be submitted for New Professional Tax Registration	
<input type="checkbox"/>	Photograph of Applicant
<input type="checkbox"/>	PAN Card of Applicant
<input type="checkbox"/>	Aadhar Card of Applicant
<input type="checkbox"/>	Property Tax Bill of organization for address proof
<input type="checkbox"/>	Rent Agreement (if property on Rent)
<input type="checkbox"/>	Owner's Aadhar Card or residence address proof
<input type="checkbox"/>	Bill Copy or Establishment letter pad or Establishment PAN Card or GST No
<input type="checkbox"/>	Partnership Agreement copy - if partnership firm
<input type="checkbox"/>	Memorandum of the Companies Act 2013 or Certificate of RBI or Registration Certificate of Ministry of Corporate Affairs of Government of
<input type="checkbox"/>	Service Provider Agreement
<input type="checkbox"/>	Owner Photograph
<input type="checkbox"/>	Photocopy of Gumasta

Timeline

3 Days (Notified as a part of RCPS Act)

Charges

Charges vary from ULB to ULB.