

PROFESSIONS TAX REGISTRATION PROCEDURE AND LIST OF DOCUMENTS REQUIRED

- ✓ Professions Tax Registration is required to be obtained by every employer liable to pay tax under this Act (not being an officer of Government).
- ✓ Professions Tax Enrolment is required to be obtained by every person liable to pay tax under this Act (other than a person earning salary or wages, in respect of whom the tax is payable by his employer).
- ✓ To obtain Professions Tax Registration, application should be filed in Form-I.
- ✓ To obtain Professions Tax Enrolment, application should be filed in Form-III.

Professions Tax Registration Procedure

- Visit concerned Charge Office of Superintendent of Taxes.
- Collect application of Registration (Form-I)/Enrolment(Form-III) whichever is required from the concerned Charge Office.
- Fill the detail that has been mentioned in Form-I/III.
- After filing Form-I/III, submit the application to the concerned Superintendent of Taxes.
- After submission of the application Superintendent of Taxes may verify the details, if required.
- After verification, the authority i.e. Superintendent of Taxes, may approve or reject the application within 30days from the receipt of application.
- If approved, a Professions Tax Registration/Enrolment number will be provided to the applicant.

Documents Required

- During Verification, supporting document will be asked from the concerned applicant, if required.