Registration under Profession Tax – Urban Development and Urban Housing Department

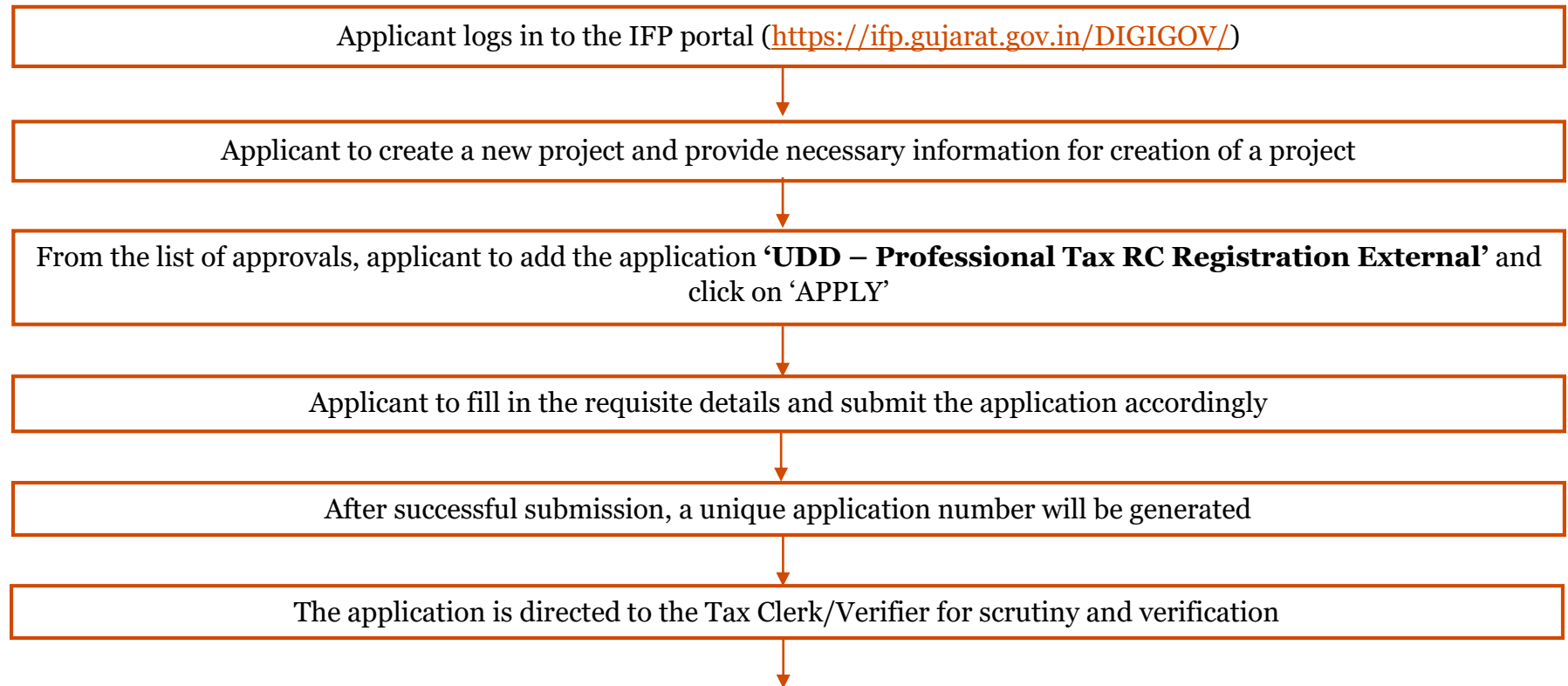## Process Flow, Fee Details and Timelines
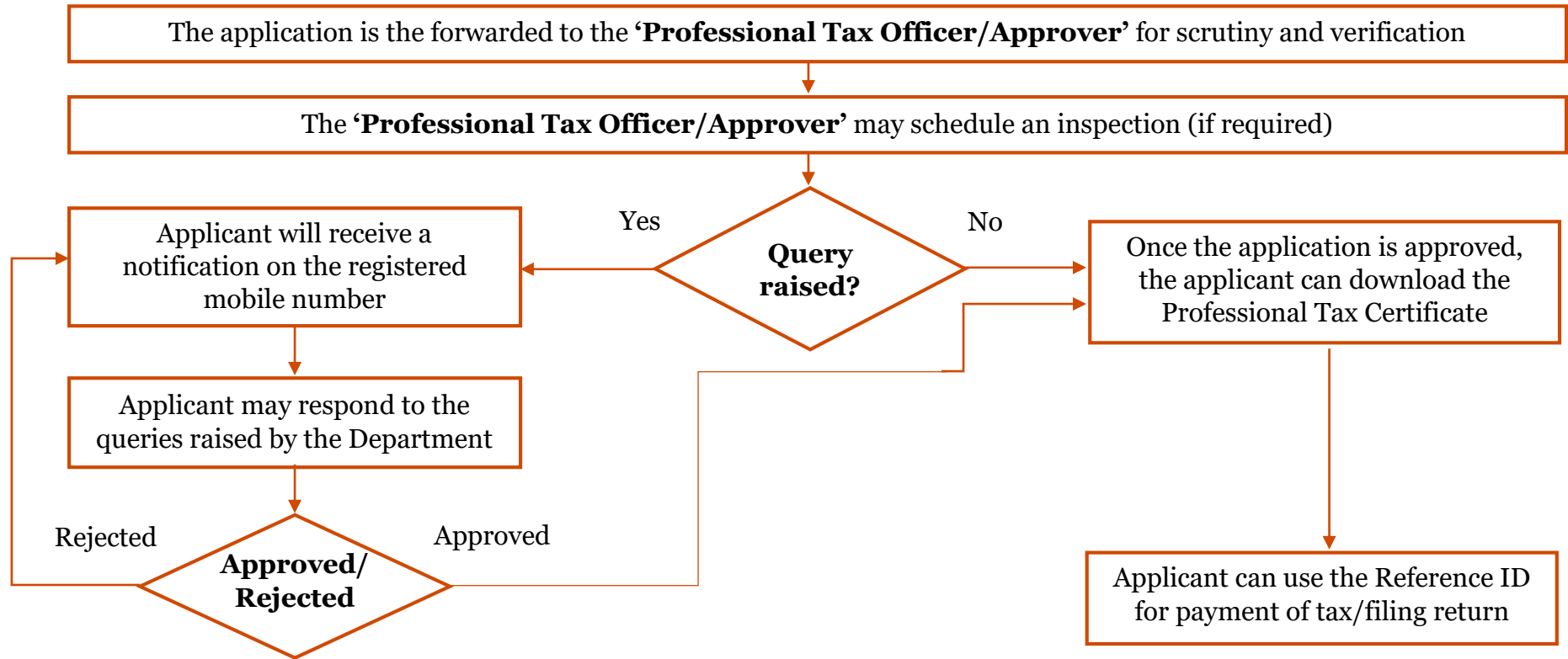
Government of Gujarat

Application Name:

Registration under Profession Tax

(i) Registration of Employers for Profession Tax (Registration Certificate – RC)

Process Flow:

Applicant logs in to the IFP portal (https://ifp.gujarat.gov.in/DIGIGOV/)

↓

Applicant to create a new project and provide necessary information for creation of a project

↓

From the list of approvals, applicant to add the application **'UDD – Professional Tax RC Registration External'** and click on 'APPLY'

↓

Applicant to fill in the requisite details and submit the application accordingly

↓

After successful submission, a unique application number will be generated

↓

The application is directed to the Tax Clerk/Verifier for scrutiny and verification

↓

Ease of Doing Business

The application is the forwarded to the **'Professional Tax Officer/Approver'** for scrutiny and verification

The **'Professional Tax Officer/Approver'** may schedule an inspection (if required)

Yes ← **Query raised?** → No

Applicant will receive a notification on the registered mobile number

Once the application is approved, the applicant can download the Professional Tax Certificate

Applicant may respond to the queries raised by the Department

Rejected — **Approved/ Rejected** — Approved

Applicant can use the Reference ID for payment of tax/filing return

E Payment Note:

1. Allow pop-ups from the browser for https://ifp.gujarat.gov.in/DIGIGOV/ for payment process.
2. If the money is deducted from your account and on-screen payment status is shown as pending, then visit the payment history section and click on "Check Status" after 30 minutes. Please do not initiate second payment transaction without checking the status of the first transaction.

To allow pop-ups:

1. To allow pop-up in Google Chrome, click the ellipsis icon (…) in the upper right corner of your web browser, and then click on Settings. In the Advanced settings section, click on view advanced settings. In the Block pop-ups section, change the switch to Off. Pop-ups will now be allowed.
2. To allow pop-up in Internet Explorer, select the Tools button, and then select Internet option. On the Privacy tab, under Pop-up Blocker, select or clear the Turn on Pop-up Blocker check box, and then click on OK.

Checklist:

- Photograph of Applicant
- PAN Card of Applicant
- Aadhar Card of Applicant
- Property Tax Bill of organization for address proof
- Rent Agreement (if property on Rent)
- Owner's Aadhar Card or residence address proof
- Bill Copy or Establishment letter pad or Establishment PAN Card or GST No.
- Partnership Agreement copy - if partnership firm
- Memorandum of the Companies Act 2013 or Certificate of RBI or Registration Certificate of Ministry of Corporate Affairs
- Service Provider Agreement
- Owner Photograph
- Photocopy of Gumasta

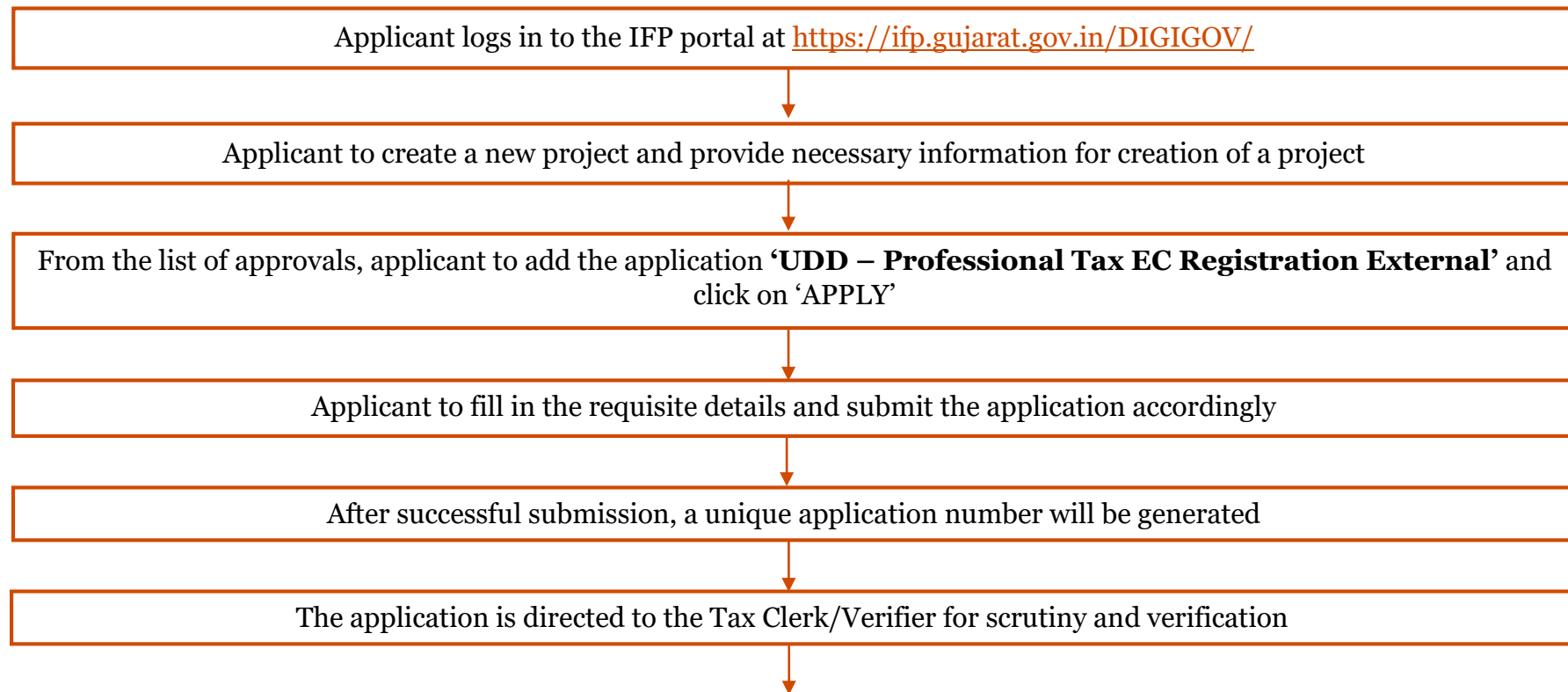*Ease of Doing Business*

Fee Details:

There is no requirement of fees to be deposited under this application.
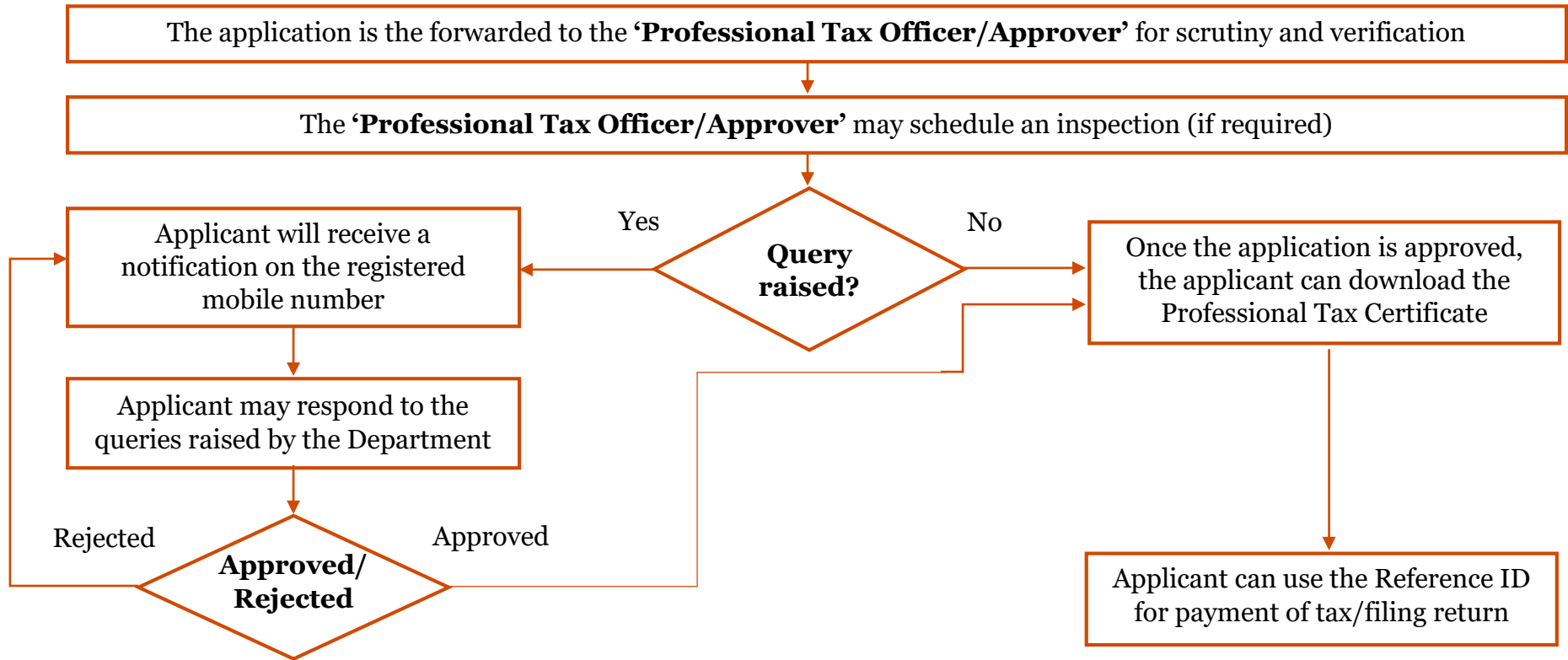
Timeline:

The timeline required for the complete process is one (1) working day (excluding the time taken by the applicant for providing necessary inputs, whenever asked for).

(ii) Registration of Employees for Profession Tax (Registration Certificate – EC)

Process Flow:

Applicant logs in to the IFP portal at https://ifp.gujarat.gov.in/DIGIGOV/

↓

Applicant to create a new project and provide necessary information for creation of a project

↓

From the list of approvals, applicant to add the application **'UDD – Professional Tax EC Registration External'** and click on 'APPLY'

↓

Applicant to fill in the requisite details and submit the application accordingly

↓

After successful submission, a unique application number will be generated

↓

The application is directed to the Tax Clerk/Verifier for scrutiny and verification

↓

Ease of Doing Business

The application is the forwarded to the **'Professional Tax Officer/Approver'** for scrutiny and verification

The **'Professional Tax Officer/Approver'** may schedule an inspection (if required)

Yes

No

Query raised?

Applicant will receive a notification on the registered mobile number

Once the application is approved, the applicant can download the Professional Tax Certificate

Applicant may respond to the queries raised by the Department

Rejected

Approved

Approved/ Rejected

Applicant can use the Reference ID for payment of tax/filing return

E Payment Note:

3. Allow pop-ups from the browser for https://ifp.gujarat.gov.in/DIGIGOV/ for payment process.
4. If the money is deducted from your account and on-screen payment status is shown as pending, then visit the payment history section and click on "Check Status" after 30 minutes. Please do not initiate second payment transaction without checking the status of the first transaction.

To allow pop-ups:

3. To allow pop-up in Google Chrome, click the ellipsis icon (...) in the upper right corner of your web browser, and then click on Settings. In the Advanced settings section, click on view advanced settings. In the Block pop-ups section, change the switch to Off. Pop-ups will now be allowed.
4. To allow pop-up in Internet Explorer, select the Tools button, and then select Internet option. On the Privacy tab, under Pop-up Blocker, select or clear the Turn on Pop-up Blocker check box, and then click on OK.

Checklist:

- Photograph of Applicant
- PAN Card of Applicant
- Aadhar Card of Applicant
- Property Tax Bill of organization for address proof
- Rent Agreement (if property on Rent)
- Owner's Aadhar Card or residence address proof
- Bill Copy or Establishment letter pad or Establishment PAN Card or GST No.
- Partnership Agreement copy - if partnership firm
- Memorandum of the Companies Act 2013 or Certificate of RBI or Registration Certificate of Ministry of Corporate Affairs
- Service Provider Agreement
- Owner Photograph
- Photocopy of Gumasta

Ease of Doing Business

Fee Details:

There is no requirement of fees to be deposited under this application.

Timeline:

The timeline required for the complete process is one (1) working day (excluding the time taken by the applicant for providing necessary inputs, whenever asked for).

Thank You