



सत्यमेव जयते

Government of Gujarat



Registration under Profession Tax

Process Flow, Fee Details and Timelines

Government of Gujarat

Application Name:

Registration under Profession Tax

Process Flow:

Step (1): Applicant to visit the Single Window System i.e. Investor Facilitation Portal (IFP) at <https://ifp.gujarat.gov.in/>

Step (2):

If already registered with the portal: Applicant to login with your username and password

If not registered on the portal: Applicant to register on the portal by clicking on 'New Investor Registration' and following the given steps. After registration, applicant to login with username and password

Step (3): Applicant to navigate to "Other Approvals" and select "Employers Registration form for Profession Tax" and "Professionals Registration form for Profession Tax" and submit request

Step (4): Applicant to fill the requisite details and submit the form

Step (5): Acknowledgement receipt is generated on submission of the form. Application receipt no. could be recorded for future reference

Step (6): Application can be tracked on Investor Facilitation Portal (IFP) - <https://ifp.gujarat.gov.in/DIGIGOV/>. Applicant to log in with his/her credentials and navigate to Track Applicants and click on Pending. Applicant shall then enter Application ID or Application Reference No. generated in the previous step

Checklist:

- Proof to describe the date of starting business
- Accounting records
- Details of employees
- Details of paid salaries
- Address proof

Fee Details:

There is no provision for collection of fees as part of 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
