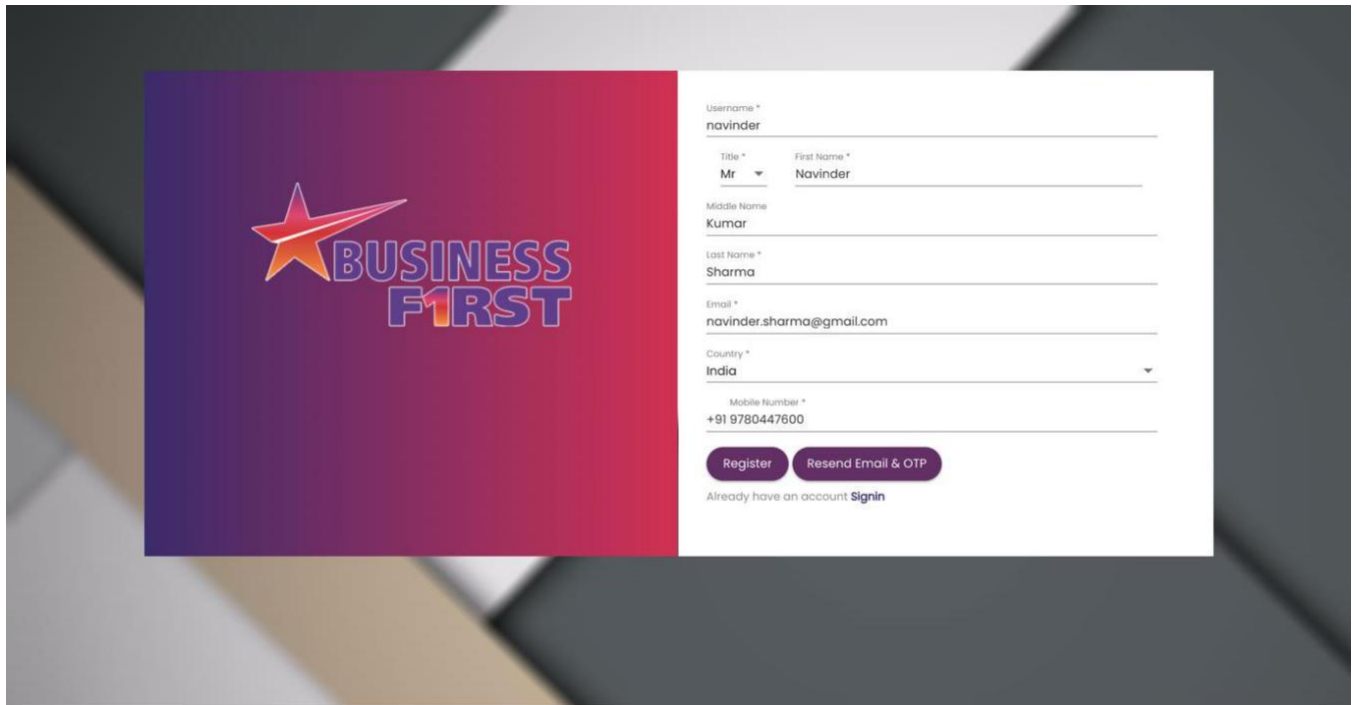


User Manual For Registration of Profession Tax

Steps to navigate through Single Window Portal to apply for Registration under Profession Tax.

1. The investor needs to fill details like **Username**, **First Name**, Middle Name (optional), **Last Name**, **Email**, **Country** , **Mobile No.** and click **Register** button:

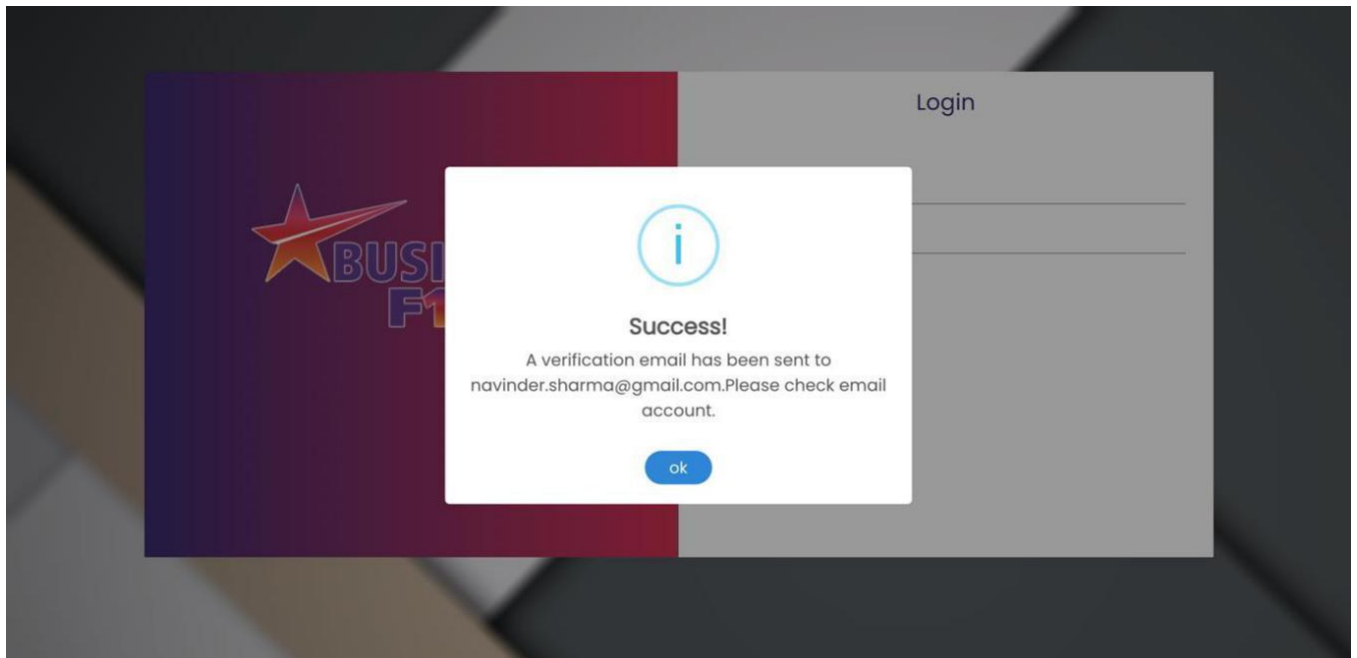


The screenshot shows a registration form for 'Business First'. On the left is a logo with a star and the text 'BUSINESS FIRST'. The form fields are as follows:

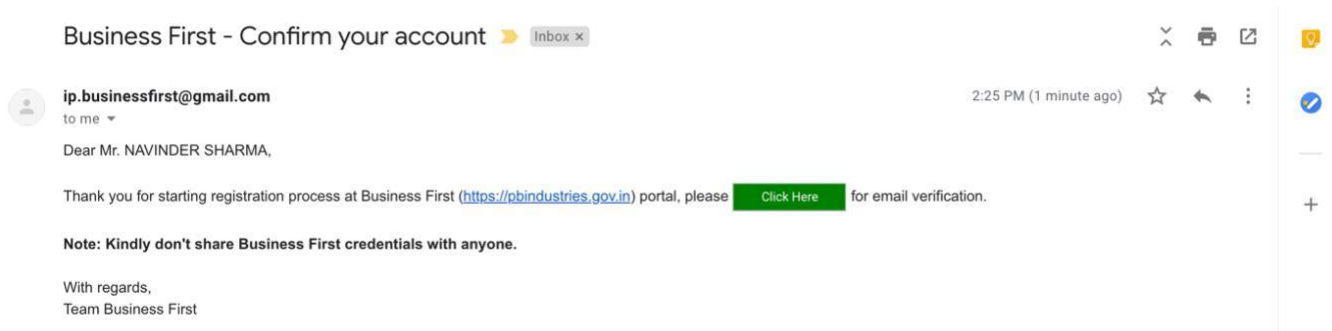
- Username *: navinder
- Title *: Mr (dropdown)
- First Name *: Navinder
- Middle Name: Kumar
- Last Name *: Sharma
- Email *: navinder.sharma@gmail.com
- Country *: India (dropdown)
- Mobile Number *: +91 9780447600

Buttons: Register, Resend Email & OTP. Below the buttons is the text: 'Already have an account [Signin](#)'.

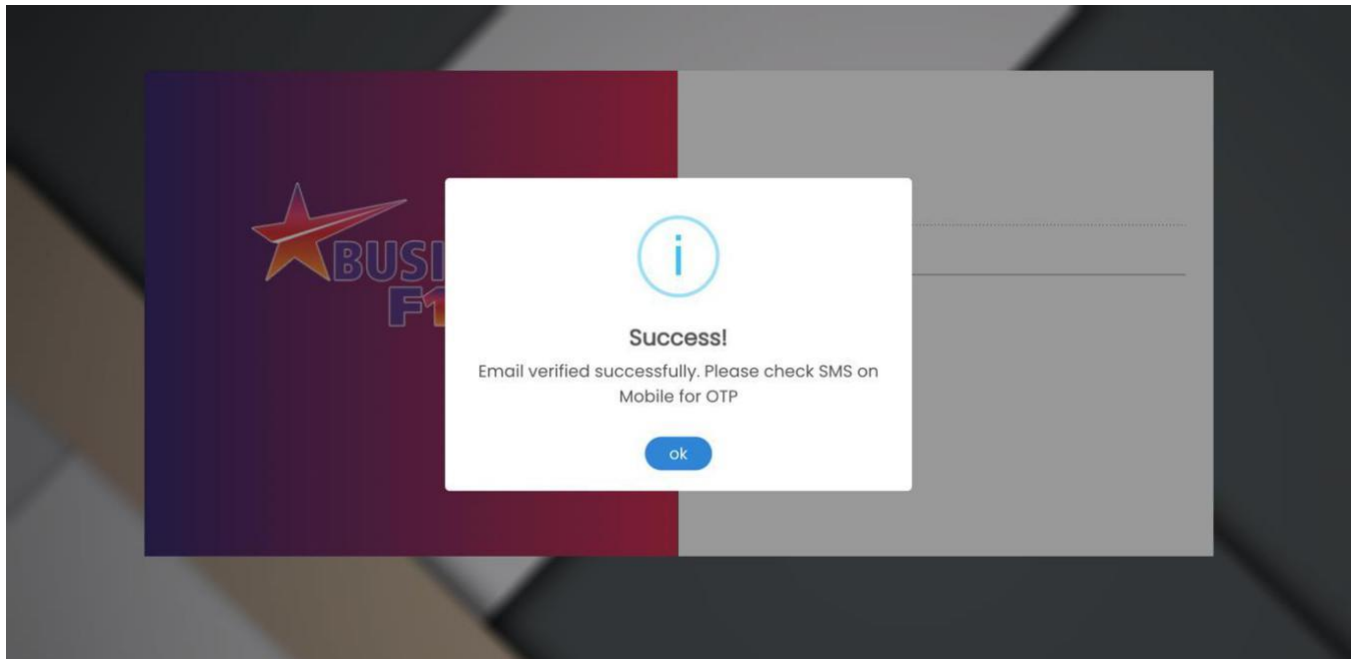
2. The system will send a **confirmation email** and **mobile OTP** to email and mobile provided with above form. It will display screen as shown below, here click **Ok** button:



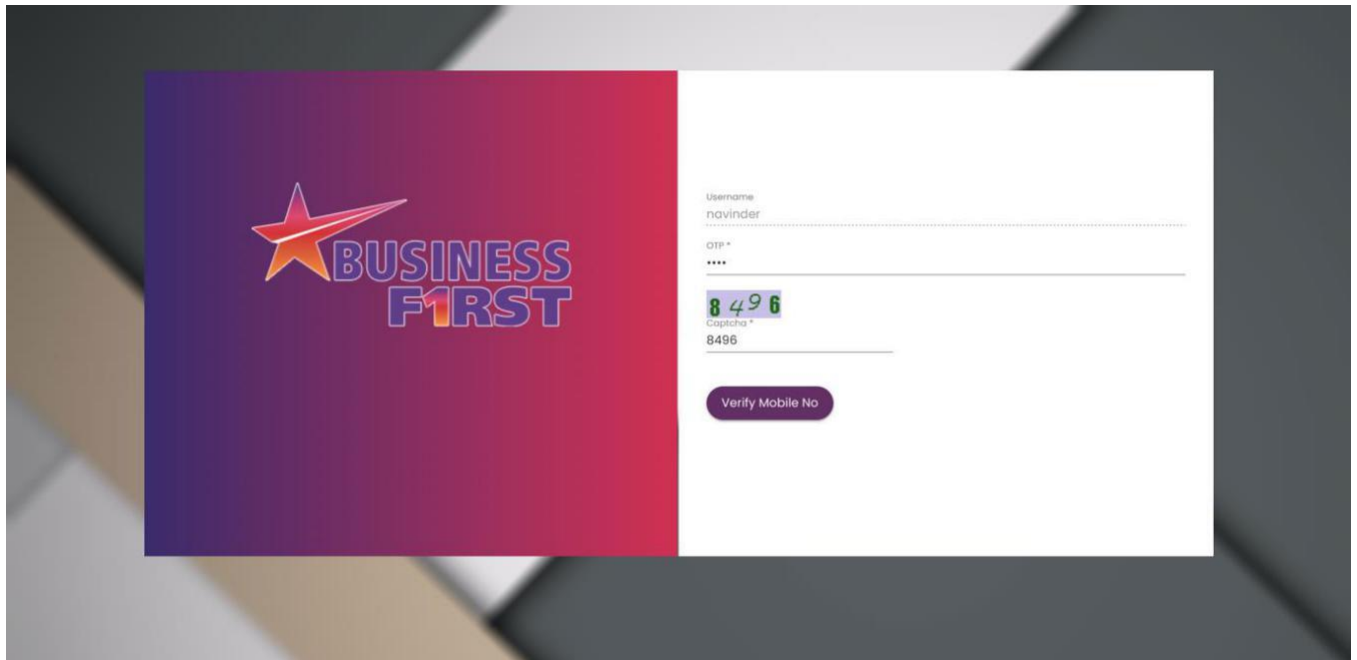
3. **Confirmation email** will look like as shown below, click **Click Here** button for Email Verification at screen as shown below:



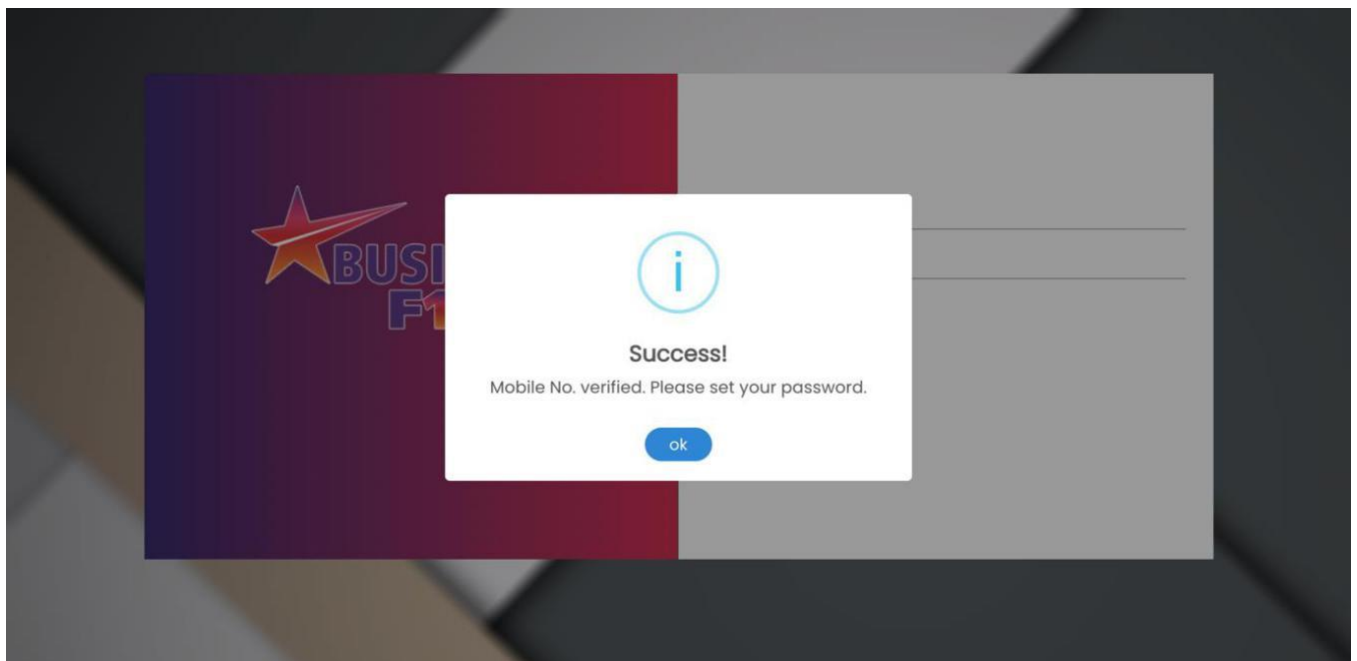
4. **Email confirmation message** will look like as shown below, here click **Ok** button:



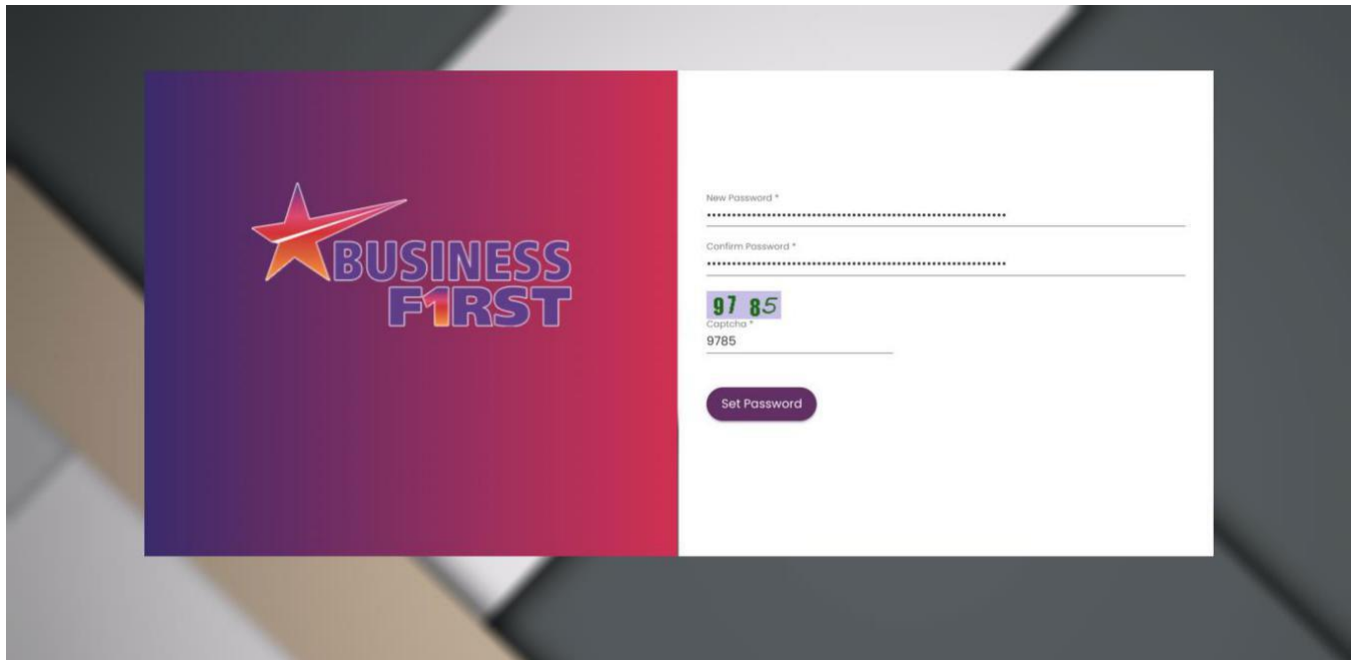
5. In next step, the system will ask for **Mobile OTP** (sent on provided Mobile No.), enter Mobile OTP and click **Verify Mobile No.** button:



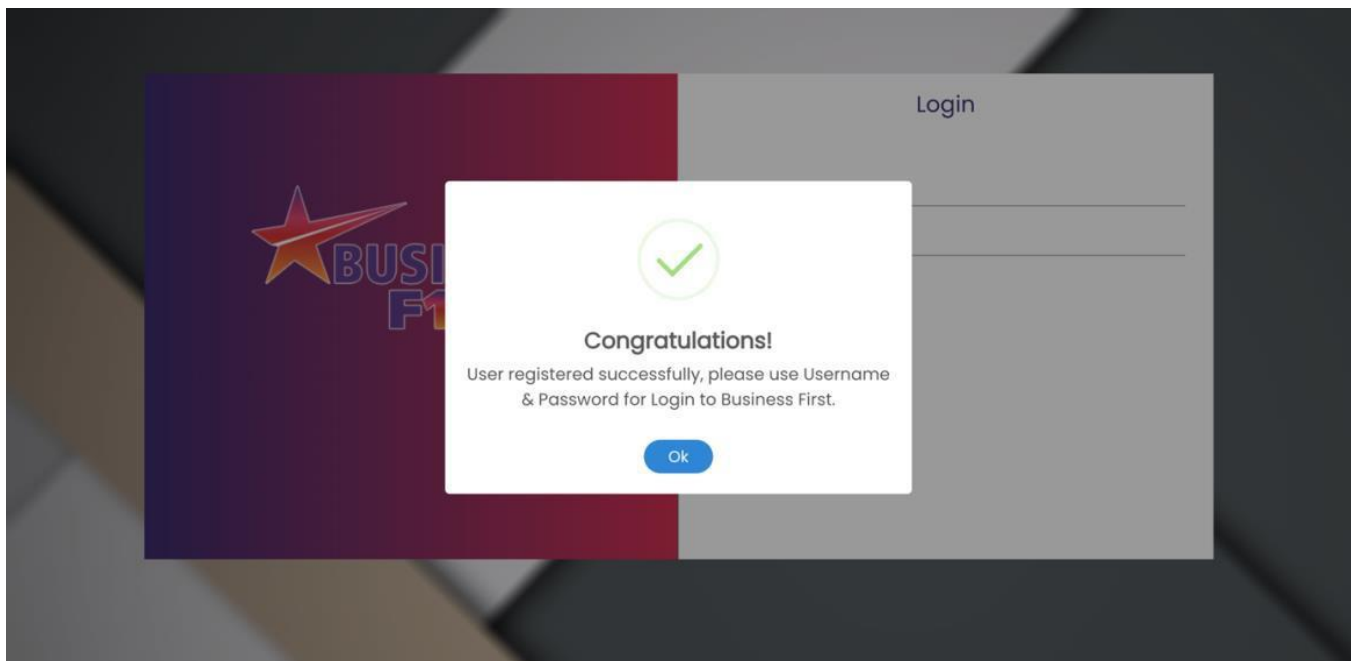
6. Mobile No. will be confirmed with screen as shown below, here click **Ok** button:



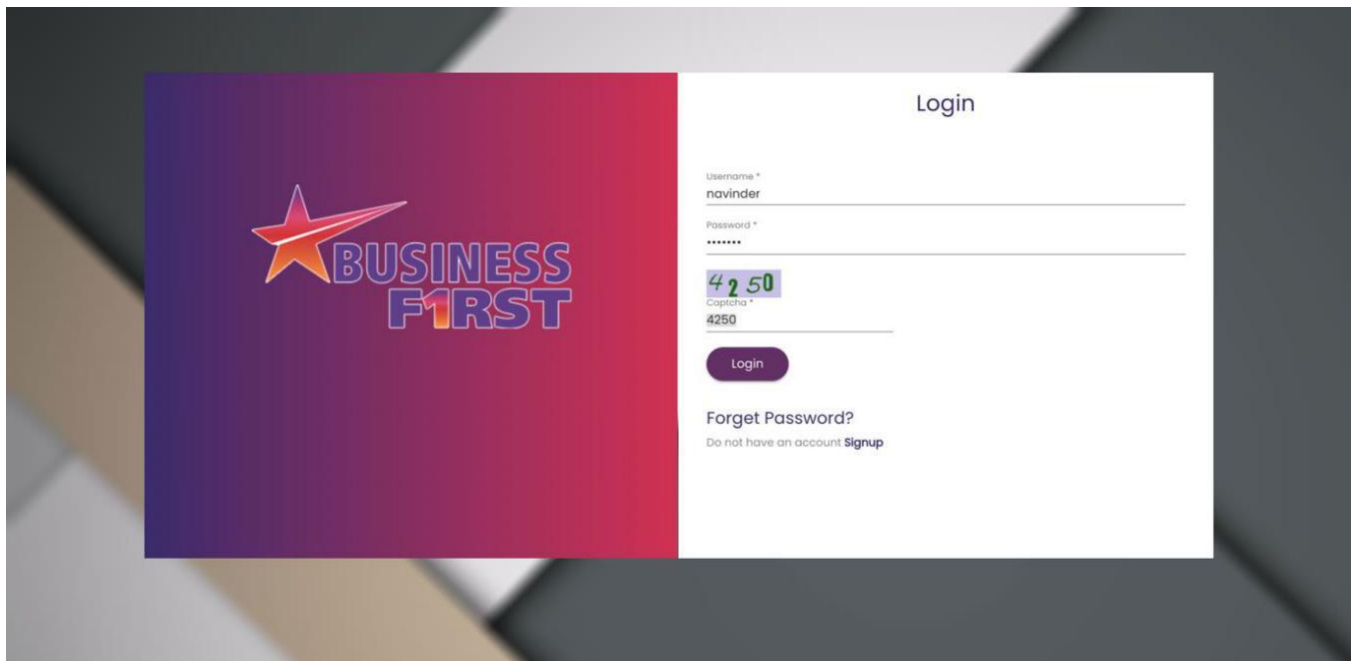
7. At next step, investor can set his password by entering **New Password**, **Confirm Password** and clicking **Set Password** button:



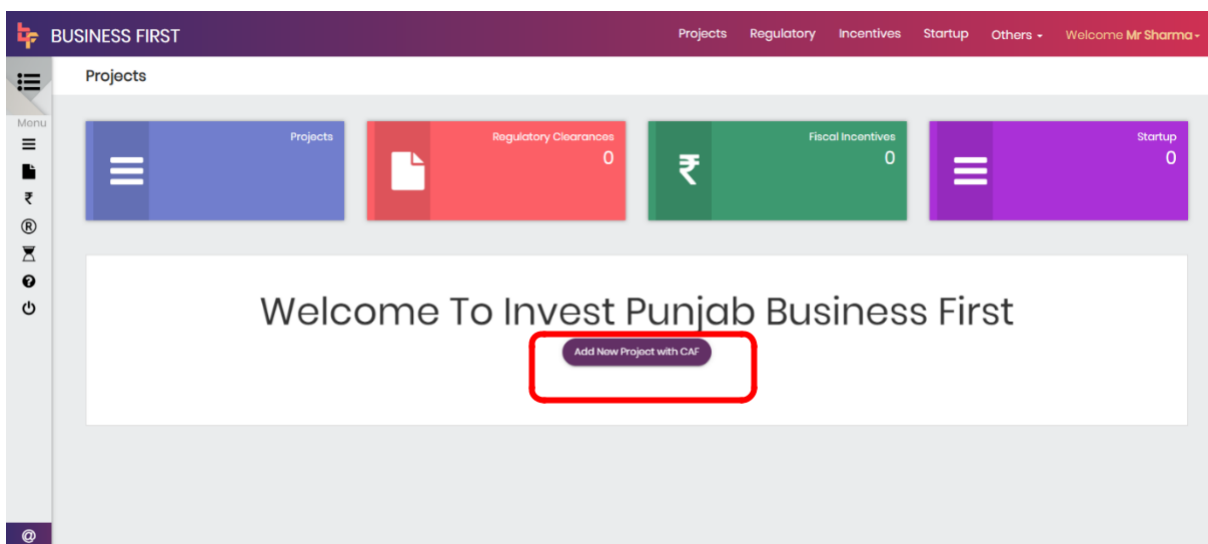
8. This will complete Investor Registration process and screen like shown below will come.



9. User login after successfully registered at web portal as shown below:



10. Click on Add New Project with CAF as shown below.



11. Filling CAF by investor as shown below:

BUSINESS FIRST Projects Regulatory Incentives Startup Others - Welcome Mr Sharma -

1 Applicant Details 2 Clearances 3 Project Details 4 Investment Details 5 Proposed Employment Details 6 Others

1. Applicant Details

11 - Title * 12 - First Name * 13 - Middle Name 14 - Last Name
15 - Designation *
16 - Applicant Photo * + Attachment
17 - Applicant Signature * + Attachment
18 - Aadhaar Document No
19 - Upload Aadhaar Document + Attachment
110 - Pan Card No * + Attachment
111 - Upload Pan Card * + Attachment
112 - Applicant Phone Number * 113 - Applicant Fax No. 114 - Applicant Mobile No. * 115 - Applicant Email ID *
116 - Select Country * 117 - Select State/UT * 118 - Select District * 119 - Select Tehsil
120 - Address Line 1 * 121 - Address Line 2 * 122 - Pin Code *
123 - Upload Authorization Letter Upload * Attachment

2. Business Entity Information

21 - Business Entity Name * 22 - Business Entity Type *
 Same as Applicant Address
23 - Select Country * 24 - Select State/UT * 25 - Select District * 26 - Select Tehsil
27 - Address Line 1 * 28 - Address Line 2 * 29 - Name of Village/Town * 210 - Pin Code *
211 - Proposed FCI Cost (in Lakhs) * 212 - Proposed Male Employees * 213 - Proposed Female Employees *
214 - Is Company PAN Card if Applicable. Yes No
215 - Company Pan No * 216 - Upload Company Pan Card * Attachment

3. Project Details :

31 - Project Name * 32 - Project Purpose *
33 - Select Country * 34 - Select State/UT * 35 - Select District * 36 - Select Tehsil *
37 - Address Line 1 * 38 - Address Line 2 * 39 - City/Town/Village *
310 - Pin Code *

Back Cancel Save & Next

If user can select (2.2 Business Entity) as sole proprietor and it's (2.11 Proposed FCI Cost is 0 and Proposed Male Employee and Female Employee is 0) then Professional Tax Individual form is open.

12. Click on Save and Next after that user select the “Registration of Professional Tax” option.

BUSINESS FIRST

[Projects](#)
[Regulatory](#)
[Incentives](#)
[Startup](#)
[Others](#)
Welcome Mr Sharma

1 Applicant Details
2 Clearances
3 Project Details
4 Investment Details
5 Proposed Employment Details
6 Others

Clearances

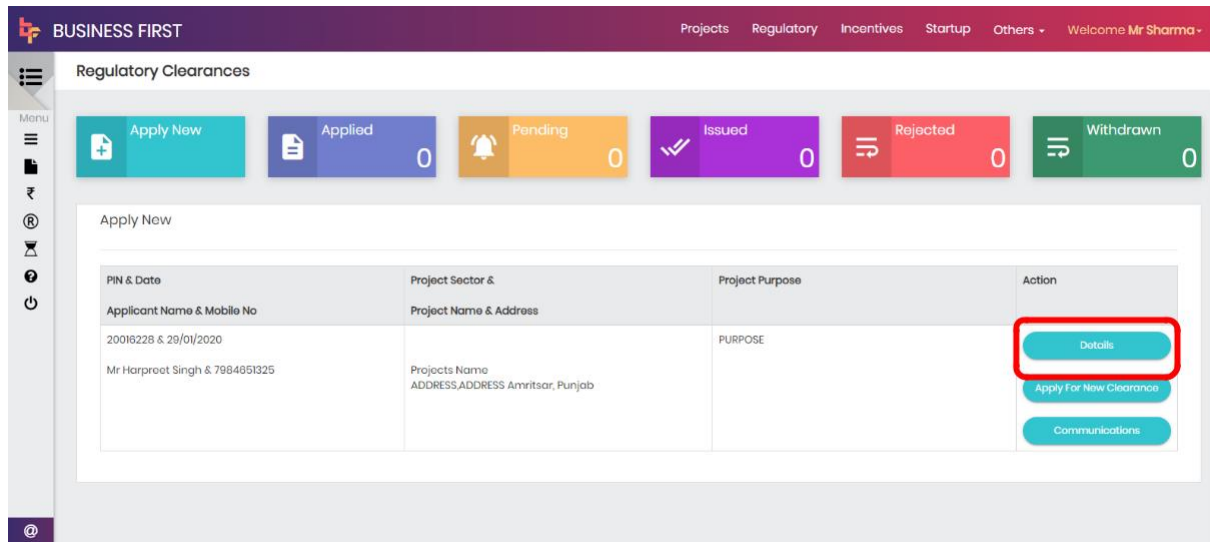
Select Departments for Clearances: Q

Investor can either avail Incentive/Regulatory Clearances or Startup in a Single Project

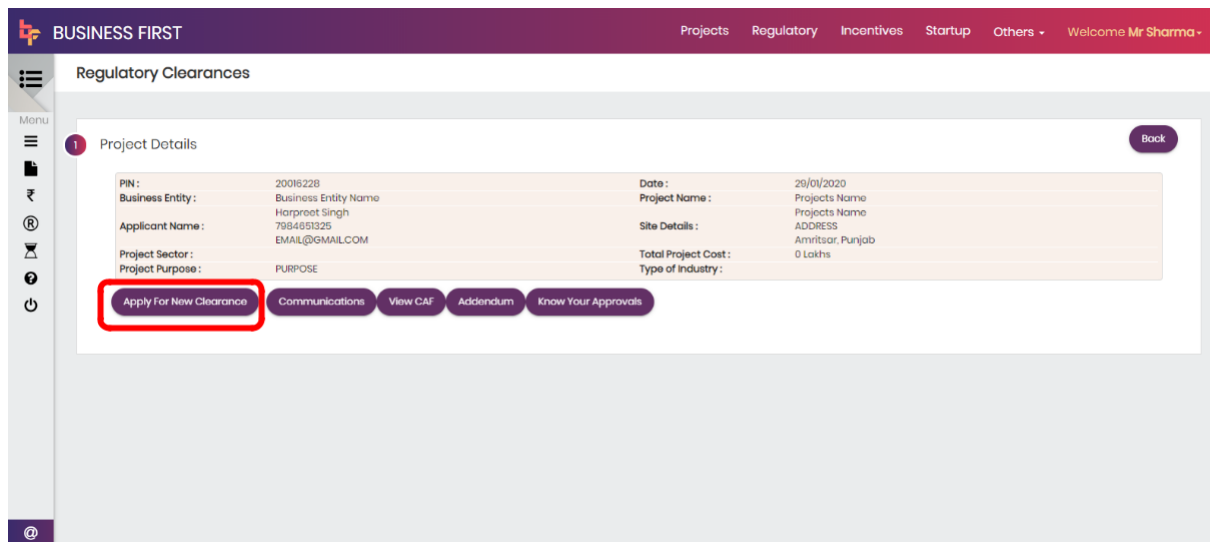
Regulatory Clearances	Incentive Clearances	Startups
Name of Clearances	Name of Departments	
<input type="checkbox"/> Register Boiler Erector/Repairer	Director Boilers	
<input type="checkbox"/> Boiler Manufacturer	Director Boilers	
<input type="checkbox"/> Grant of Permission for Change of Land Use (HUD)	Housing & Urban Development	
<input type="checkbox"/> Height Clearance NOC	Airport Authority of India	
<input type="checkbox"/> License for New Repairer	Department of Legal Metrology	
<input type="checkbox"/> Application for Registration / Grant of Factory Licence under the Factories Act 1948	Department of Labour (Director of Factories)	
<input type="checkbox"/> Consent To Establish (CTE)	Punjab Pollution Control Board	
<input type="checkbox"/> Application For Grant Of Licence Under Contract Labour (R & A) Act, 1970	Department of Labour	
<input type="checkbox"/> HT Supply for Demand exceeding 500 kVA (Regular) PCL -Requisition form	Punjab State Power Corporation Ltd	
<input type="checkbox"/> LT Supply for Load / Demand up-to 100 kW/kVA (Temporary)	Punjab State Power Corporation Ltd	
<input type="checkbox"/> Consent to Operate (CTO) - Water	Punjab Pollution Control Board	
<input type="checkbox"/> Application for Registration of Partnership Firms	Department of Industries & Commerce (Firms)	
<input type="checkbox"/> LT Supply for Load / Demand up-to 100 kW/kVA (Regular)	Punjab State Power Corporation Ltd	
<input type="checkbox"/> Change of Land Use (LG)	Local Government	
<input type="checkbox"/> Boiler Registration-Renewal	Director Boilers	
<input type="checkbox"/> NOC from National Monuments Authority (NMA) for Construction Permit	National Monuments Authority	
<input type="checkbox"/> Boiler Installation / Erection Permission	Director Boilers	
<input type="checkbox"/> Sewer Connection - PSIEC	Punjab Small Industries & Export Corporation Ltd	
<input type="checkbox"/> Plot Allotment - PSIEC	Punjab Small Industries & Export Corporation Ltd	
<input type="checkbox"/> Certificate Of Stability	Department of Labour (Director of Factories)	
<input type="checkbox"/> Sewer Connection - LG	Local Government	
<input checked="" type="checkbox"/> Registration of Profession Tax	Excise & Taxation	
<input type="checkbox"/> Notice of completion and permission to occupy - LG	Local Government	
<input type="checkbox"/> Renew Drug Manufacturing Licenses	Health & Family Welfare	
<input type="checkbox"/> Application For The Grant of Licence (Real State)	Housing & Urban Development	
<input type="checkbox"/> Notice of Permission to Occupy (HUD)	Housing & Urban Development	
<input type="checkbox"/> Integrated Building Plan Approval Application Form	Punjab Bureau of Investment Promotion	
<input type="checkbox"/> Forest NOC	Department of Forests & Wildlife	
<input type="checkbox"/> HT Supply for Demand exceeding 500 kVA (Temporary) PCL -Requisition form	Punjab State Power Corporation Ltd	
<input type="checkbox"/> Non Specified Drug	Health & Family Welfare	
<input type="checkbox"/> Building plan Approvals (Factories)	Department of Labour (Director of Factories)	
<input type="checkbox"/> Certification of Electrical Infrastructure from Electrical Inspectorate	Department of Power	
<input type="checkbox"/> Punjab Electrical (Statutory inspection of the Electrical Installations)	Department of Power	
<input type="checkbox"/> Application for Registration of Societies	Department of Industries & Commerce (Societies)	
<input type="checkbox"/> Application for Grant Final Fire Safety Certificate	Department of Fire Services	
<input type="checkbox"/> Registration of Establishment Employing Migrant Workman	Department of Labour	
<input type="checkbox"/> HT Supply for Demand exceeding 100 kW/kVA (Regular) A&A	Punjab State Power Corporation Ltd	
<input type="checkbox"/> Application for Grant Provisional Fire Safety Certificate	Department of Fire Services	
<input type="checkbox"/> Water Connection - LG	Local Government	
<input type="checkbox"/> Specified Drug	Health & Family Welfare	
<input type="checkbox"/> Consent to Operate (CTO) - Air	Punjab Pollution Control Board	
<input type="checkbox"/> Application for Exercising Option to Migrate from FIP (R) 2013 to Industrial and Business Development Policy-2017	Department of Industries & Commerce	
<input type="checkbox"/> Boiler Erector/ Repairer-Renewal	Director Boilers	
<input type="checkbox"/> Notice of Completion and Part Completion - HUD	Housing & Urban Development	
<input type="checkbox"/> License for New Dealer	Department of Legal Metrology	
<input type="checkbox"/> License for New Manufacturer	Department of Legal Metrology	
<input type="checkbox"/> Building Plan Approval - HUD	Housing & Urban Development	
<input type="checkbox"/> APPLICATION FOR REGISTRATION OF ESTABLISHMENT, EMPLOYING WORKERS FOR BUILDING AND OTHER CONSTRUCTION WORK, UNDER BOCW ACT,1966	Department of Labour	
<input type="checkbox"/> Registration of Establishment employing Contract Labour under provision of The Contracts Labour (Regulation and Abolition) Act, 1970	Department of Labour	
<input type="checkbox"/> Building Plan Approval - LG	Local Government	
<input type="checkbox"/> HT Supply for Demand exceeding 100 kW/kVA (Temporary) A&A	Punjab State Power Corporation Ltd	
<input type="checkbox"/> Hazardous Waste Management	Punjab Pollution Control Board	
<input type="checkbox"/> Registration of Shops and Commercial Establishments Act, 1958	Department of Labour	
<input type="checkbox"/> Water Connection - PSIEC	Punjab Small Industries & Export Corporation Ltd	
<input type="checkbox"/> Grant of Permission for Change of Land Use (HUD) for Real Estate	Housing & Urban Development	

Cancel Back
Save as Draft Save & Submit

13. After submit and lock CAF details of CAF shown, after that click on details button as shown below screenshot:



14. Click on Apply for New Clearance button.



15. Search for registration of profession tax as shown below and press new.

Invest Punjab-Business First | Projects | Regulatory | Incentives | Services | Communications | Query/Grievance | Welcome Mr Kumar -

Services

Click **New** button to apply for Service

Search by Application Form Name or Department Name
profession

SNo.	Services	Department Name	Download Form with Instructions	You may like to apply for
1.	Registration of Professional Tax	Excise & Taxation		New

Cancel

17. Fill the required details and press save and lock.

Invest Punjab-Business First | Projects | Regulatory | Incentives | Services | Communications | Query/Grievance | Welcome Mr Kumar -

Services

Punjab State Development Tax | Organization Dashboard

1. Basic Information

11- Applicant's Name *
Sachin Kumar

12- PAN (Permanent Account Number) *
ASBCD9876F

13- Applicant Aadhar *
557088248592

14- Status of Person Signing the Form *
Principal

15- Applicant Mobile Number
7015142233

17- Applicant Email *
sachin@gmail.com

2. Organization's Details

2.1- Organization Name *
Team Associates Pvt. Ltd.

2.2- Organization Type *
PVT

2.3- Class of Organization *
Company

2.4- Enter GST Number *
20AAAAA4567A5A6

2.5- Date of Commencement of Profession/Trade/Calling *
7/17/2019

2.6- Enter Post Year Average Workers/Employers *
90

3. Principal Address

3.1- Address Line 1 *
Plot No 123

3.2- Address Line 2

3.3- District Name*
S.A.S NAGAR (MOHALI)

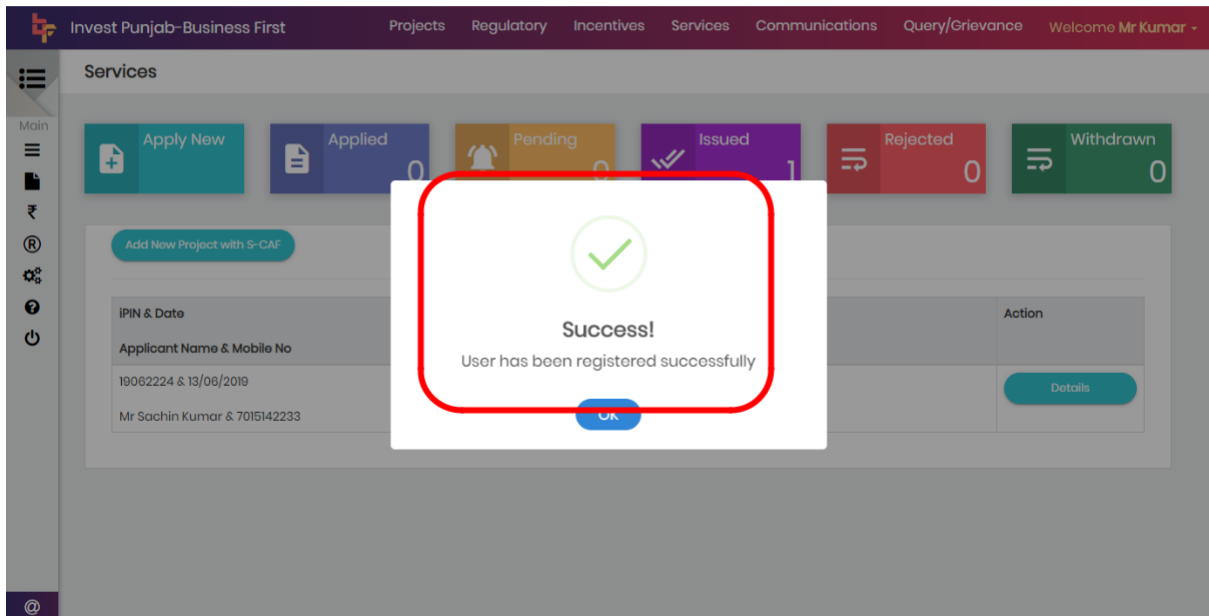
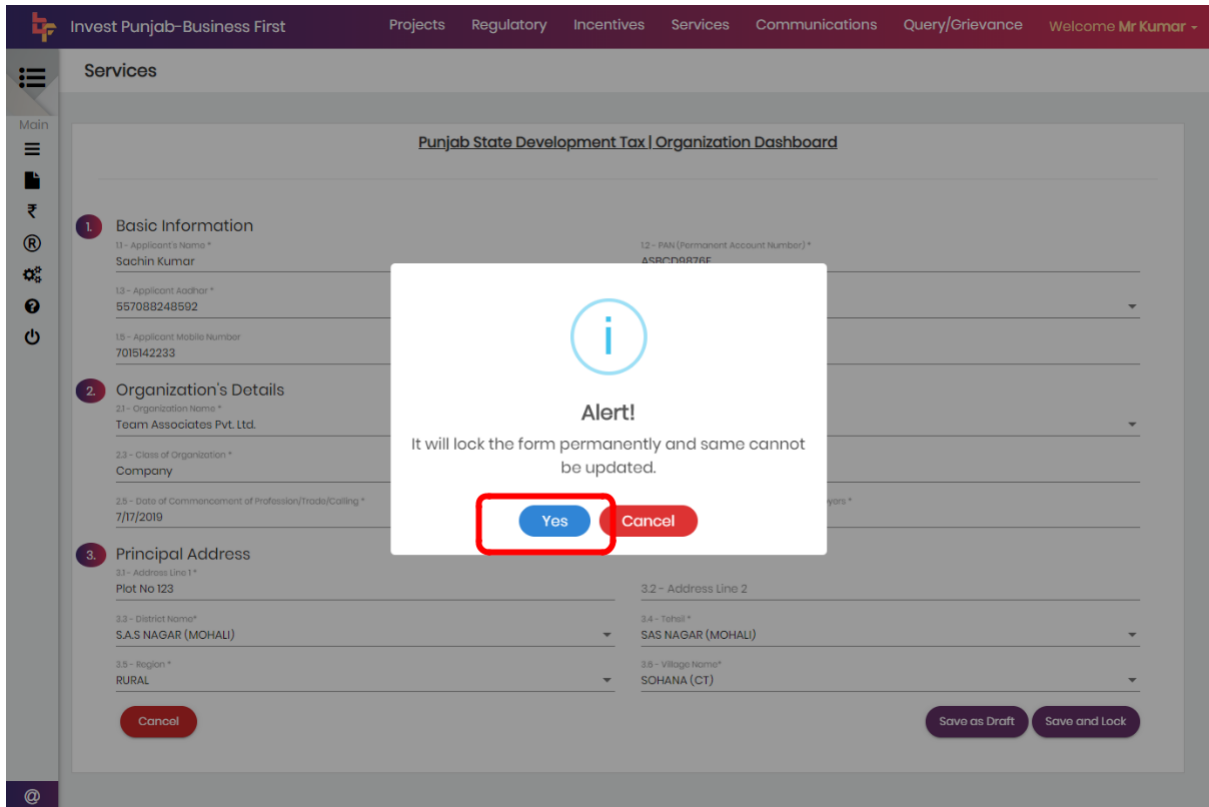
3.4- Tehsil *
SAS NAGAR (MOHALI)

3.5- Region *
RURAL

3.6- Village Name*
SOHANA (CT)

Cancel | **Save as Draft** | **Save and Lock**

16. Press yes on the pop-up screen to save the details. It will complete the registration process.



17. Users can download the certificate by pressing Download Clearance as shown below

The screenshot shows the 'Services' page with the following details:

- Service Details:**
 - IPIN & Date: 19062224 & 13/06/2019
 - Applicant Name: Sachin Kumar
 - Service Name: Team Associates Pvt. Ltd.
 - Contact Details: 7015142233, sachin@gmail.com
- Already Issued Clearance(s):**

Application ID	Clearance ID	Issued On	Expired On	Processed In	
1906658408 PSDT-1	E37ASBCD9876F	13/06/2019	N/A	days	Clearance Issued Download Clearance ☆☆☆☆

18. Users see the below clearance on downloading.

The downloaded receipt is titled 'Punjab State Development Tax | Organization Dashboard' and 'Department of Excise and Taxation'. It is an 'Acknowledgement Receipt' for Sachin Kumar, Team Associates Pvt. Ltd. The receipt includes the following details:

Label	Value
Applicant Name	Sachin Kumar
Organization Name	Team Associates Pvt. Ltd.
PAN	ASBCD9876F
RC Number	E37ASBCD9876F
Submitted on	13-Jun-2019

Primary Address of Work: [Redacted]