

## **Procedure Document for Professional Tax Registration**

**I. Application** – Professionals working in the limits of a Panchayat Village shall be liable for Professional tax as per sections 198A to 198I and TN Panchayat act 1994.

1. URL: <https://vptax.tnrd.tn.gov.in/>
2. Department Name: RD & PR
3. Stage: Pre-Operation
4. Service Name: Professional Tax Registration

**II. Supporting Documents** – The above application shall be accompanied by the following documents:

Sl. No.	Document Name	Required/Optional
1	Salary Slip	Mandatory
2	Identity Details	Mandatory

**III. Fees Remittance** – No Fee for Professional Tax Registration.

**IV. Workflow and Timeline** – Once the application is submitted, following workflow steps will be followed,

Sl. No.	Workflow Step Description	Timeline (Working Days)
1	Registration of Professional Tax at Village Panchayat	Instantaneous

**V. Generation of Assessment Number** –Professional Tax assessment Number is Generated.

**VI. Applicability** – The applicability of this procedure document for various types of firms is as follows:

No Change Based on

- 1. Risk Category**
- 2. Size of Firm**
- 3. Business Location**
- 4. Foreign/Domestic Investor**

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