

User Manual for  
**ONLINE PROFESSIONAL TAX**  
**EC (Enrollment Certificate) REGISTRATION**

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User Login URL:

<https://www.suratmunicipal.gov.in/OnlineServices/Home/Login>

Please follow the following Steps to LOGIN INTO SYSTEM:

Step 1 : Enter URL <https://www.suratmunicipal.gov.in/OnlineServices/Home/Login>

Step 2 : Click on “Professional Tax EC (PEC03)” sub menu inside the “Online Service” menu.

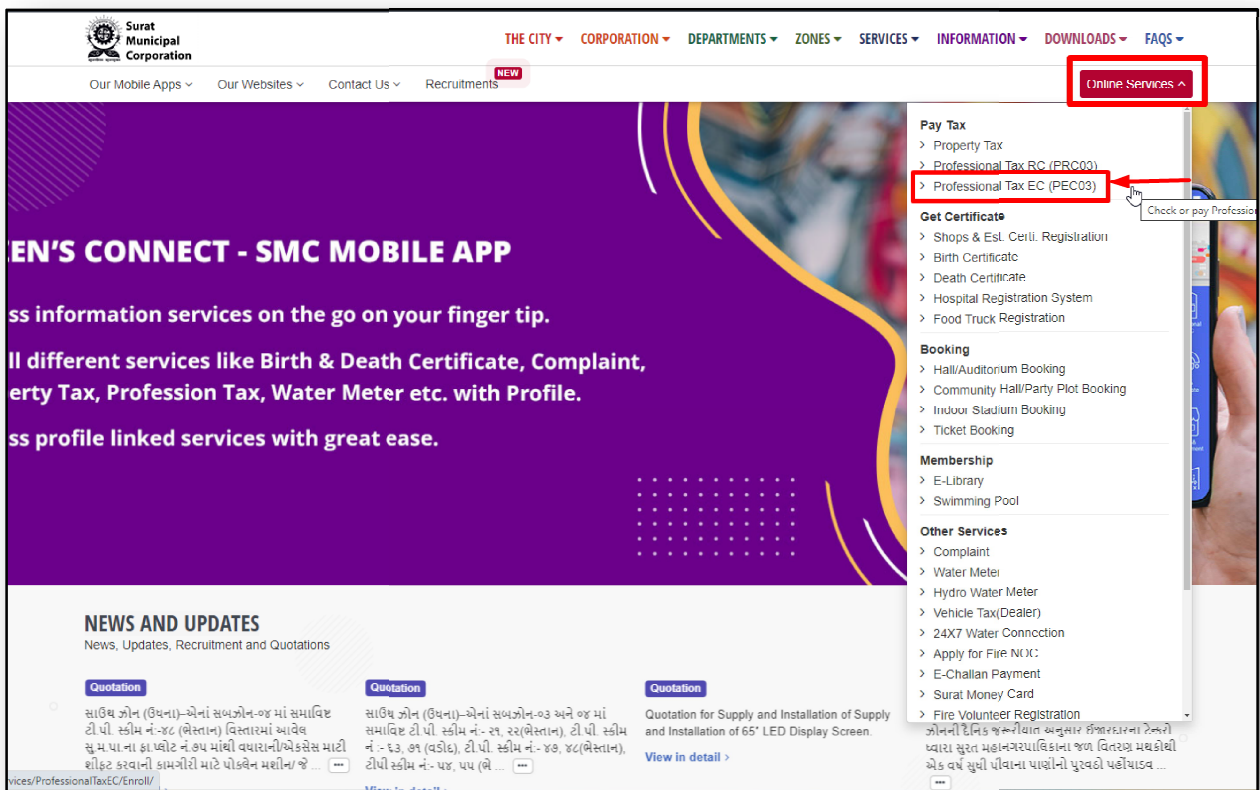
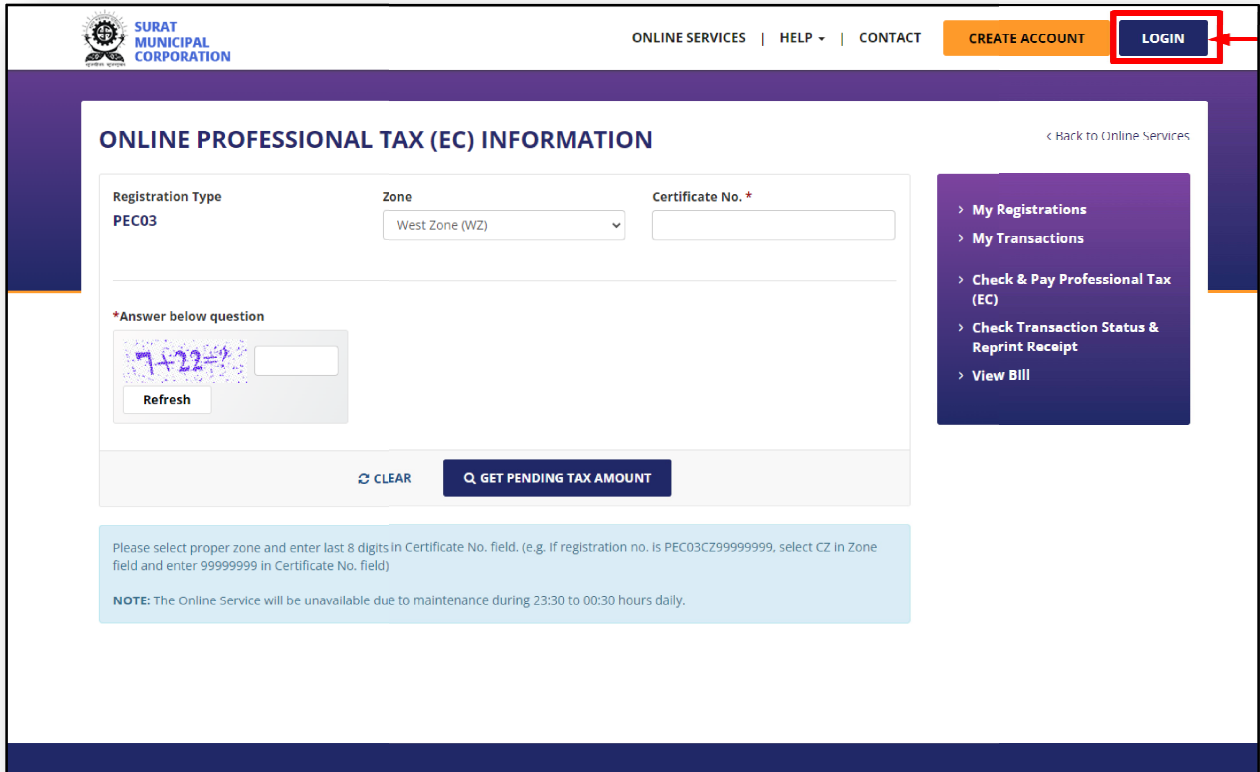


Figure.1

Step 3: Click on “Professional Tax EC (PEC03)” sub menu and it will redirect on below page by default.



**SURAT MUNICIPAL CORPORATION** ONLINE SERVICES | HELP | CONTACT CREATE ACCOUNT **LOGIN**

### ONLINE PROFESSIONAL TAX (EC) INFORMATION

[← Back to Online Services](#)

Registration Type: **PEC03** Zone: West Zone (WZ) Certificate No. \*

\*Answer below question

7+22=? Refresh

CLEAR GET PENDING TAX AMOUNT

Please select proper zone and enter last 8 digits in Certificate No. field. (e.g. If registration no. is PEC03CZ99999999, select CZ in Zone field and enter 99999999 in Certificate No. field)

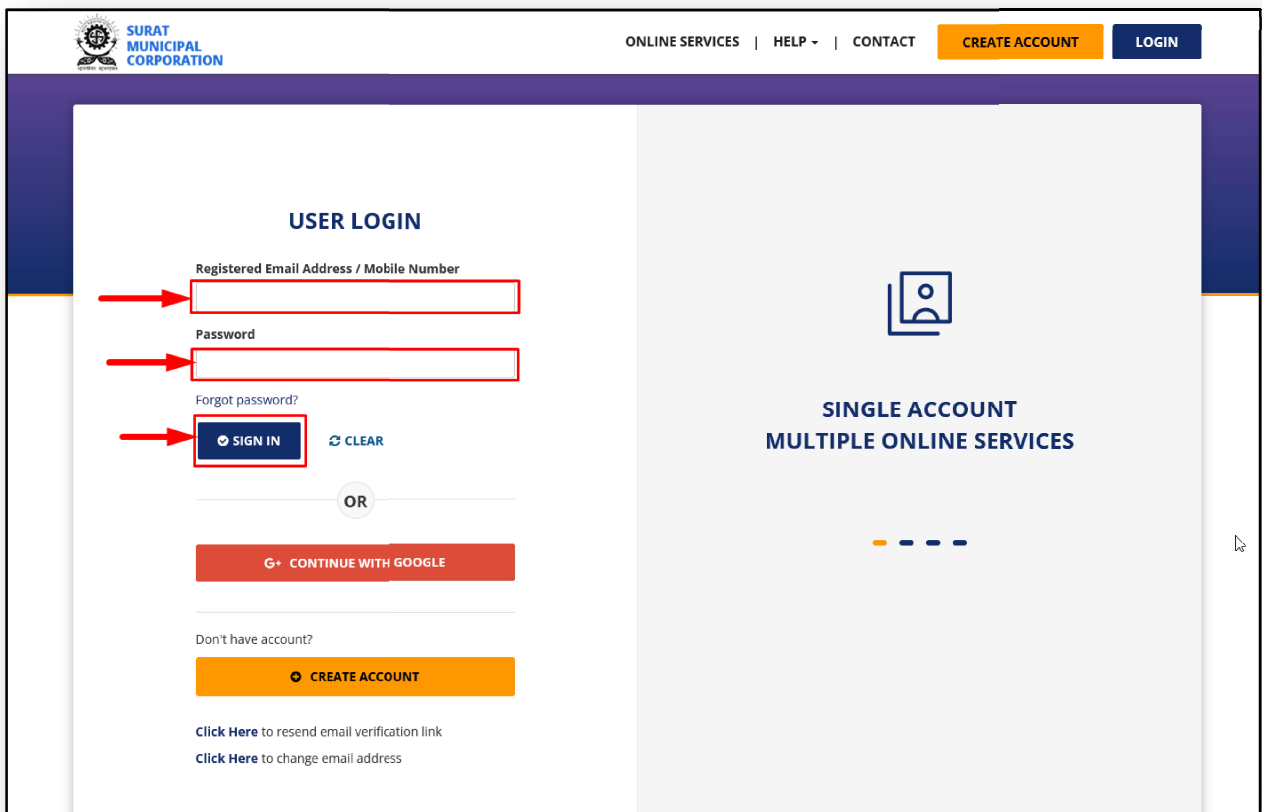
**NOTE:** The Online Service will be unavailable due to maintenance during 23:30 to 00:30 hours daily.

- > My Registrations
- > My Transactions
- > Check & Pay Professional Tax (EC)
- > Check Transaction Status & Reprint Receipt
- > View Bill

Figure.2

**Step 4:** Click on LOGIN button to redirect on login page as below.

**Step 5:** Enter valid "Registered Email/Mobile Number." and Password and then click on SIGNIN button. (It will redirect on Online Services dashboard page.)

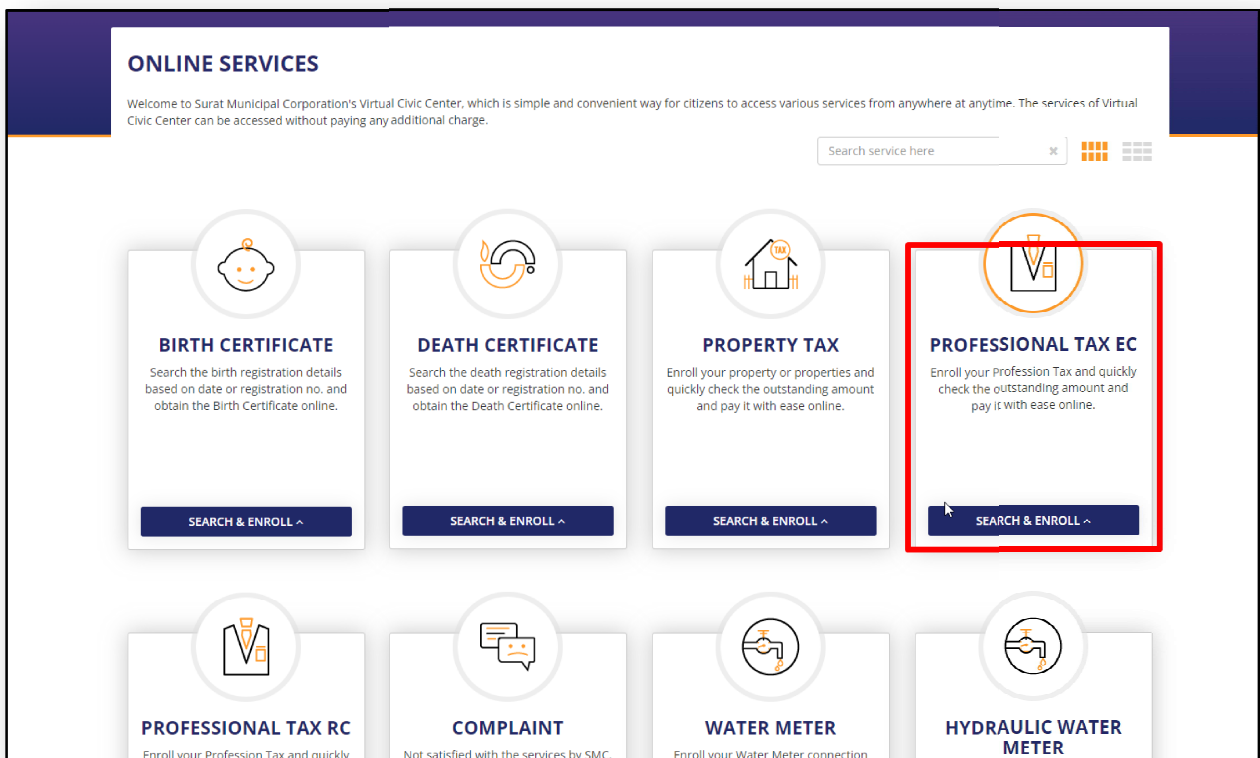


**Figure.3**

## User Manual for **NEW REGISTRATION FORM**

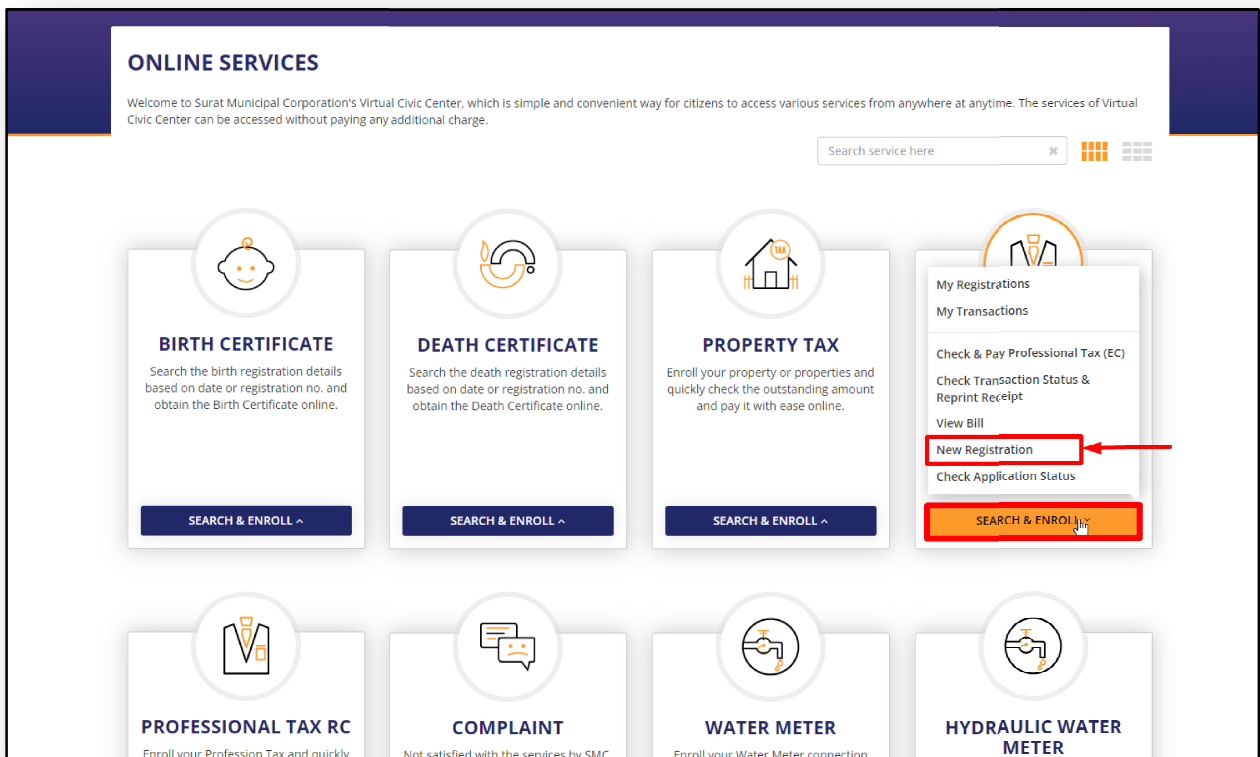
**Step 1:** After user logged in into system.

**Step 2:** Go to “Online Service” dashboard page and Mouse over on “PROFESSIONAL TAX EC” service box.



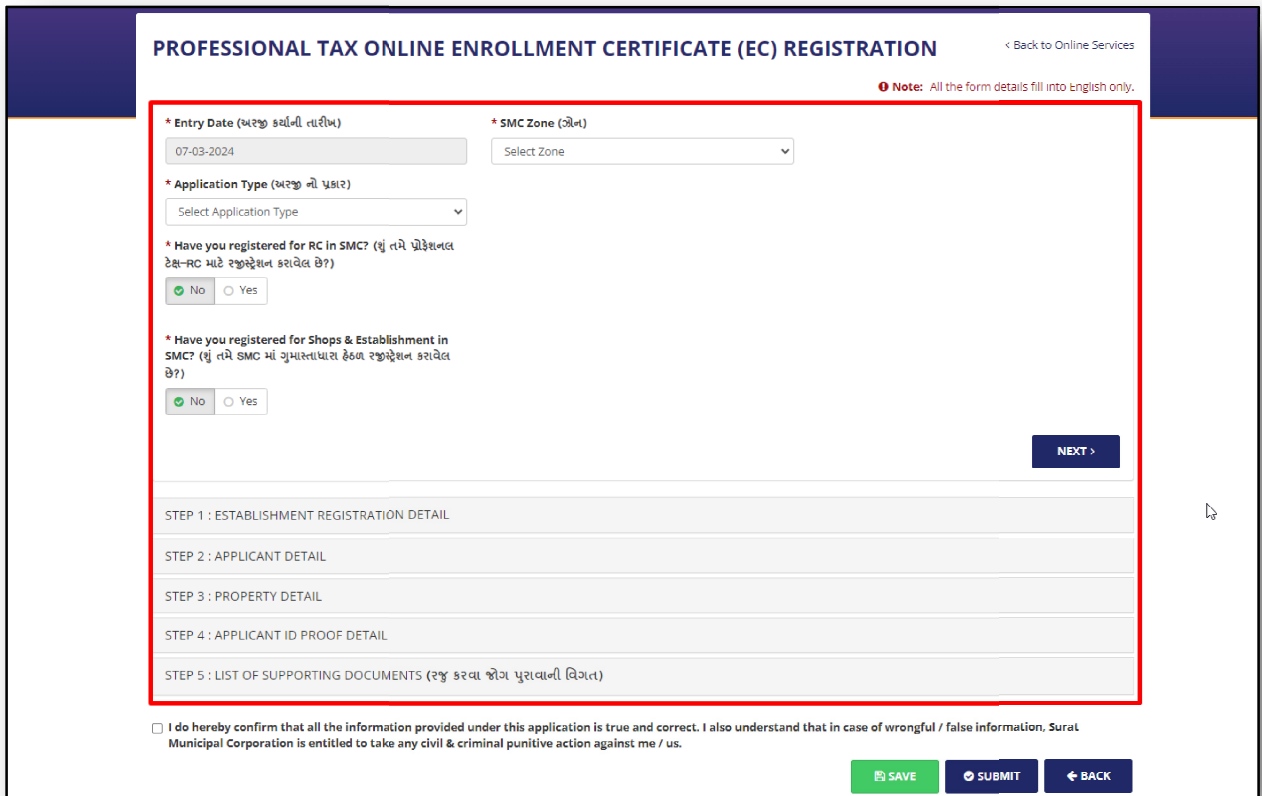
**Figure.4**

**Step 3: Click on "New Registration" sub menu of "PROFESSIONAL TAX EC" service inside "SEARCH & ENROLL" drop down.**



**Figure.5**

**Step 4:** It will open the “PROFESSIONAL TAX ONLINE ENROLLMENT CERTIFICATE REGISTRATION” form page with all steps. (Default top section opens always.)



**PROFESSIONAL TAX ONLINE ENROLLMENT CERTIFICATE (EC) REGISTRATION** [Back to Online Services](#)

**Note:** All the form details fill into English only.

\* Entry Date (બરત્ત કરવાની તારીખ) 07-03-2024

\* SMC Zone (ઝોન) Select Zone

\* Application Type (બરત્ત નો પ્રકાર) Select Application Type

\* Have you registered for RC in SMC? (શું તમે પ્રોફેશનલ ટેક્સ-RC માટે રજીસ્ટ્રેશન કરાવેલ છે?)  No  Yes

\* Have you registered for Shops & Establishment in SMC? (શું તમે SMC માં ગુમાસ્તાધારા હેઠળ રજીસ્ટ્રેશન કરાવેલ છે?)  No  Yes

**NEXT >**

STEP 1 : ESTABLISHMENT REGISTRATION DETAIL

STEP 2 : APPLICANT DETAIL

STEP 3 : PROPERTY DETAIL

STEP 4 : APPLICANT ID PROOF DETAIL

STEP 5 : LIST OF SUPPORTING DOCUMENTS (રજૂ કરવા જોગ પુરાવાની વિગત)

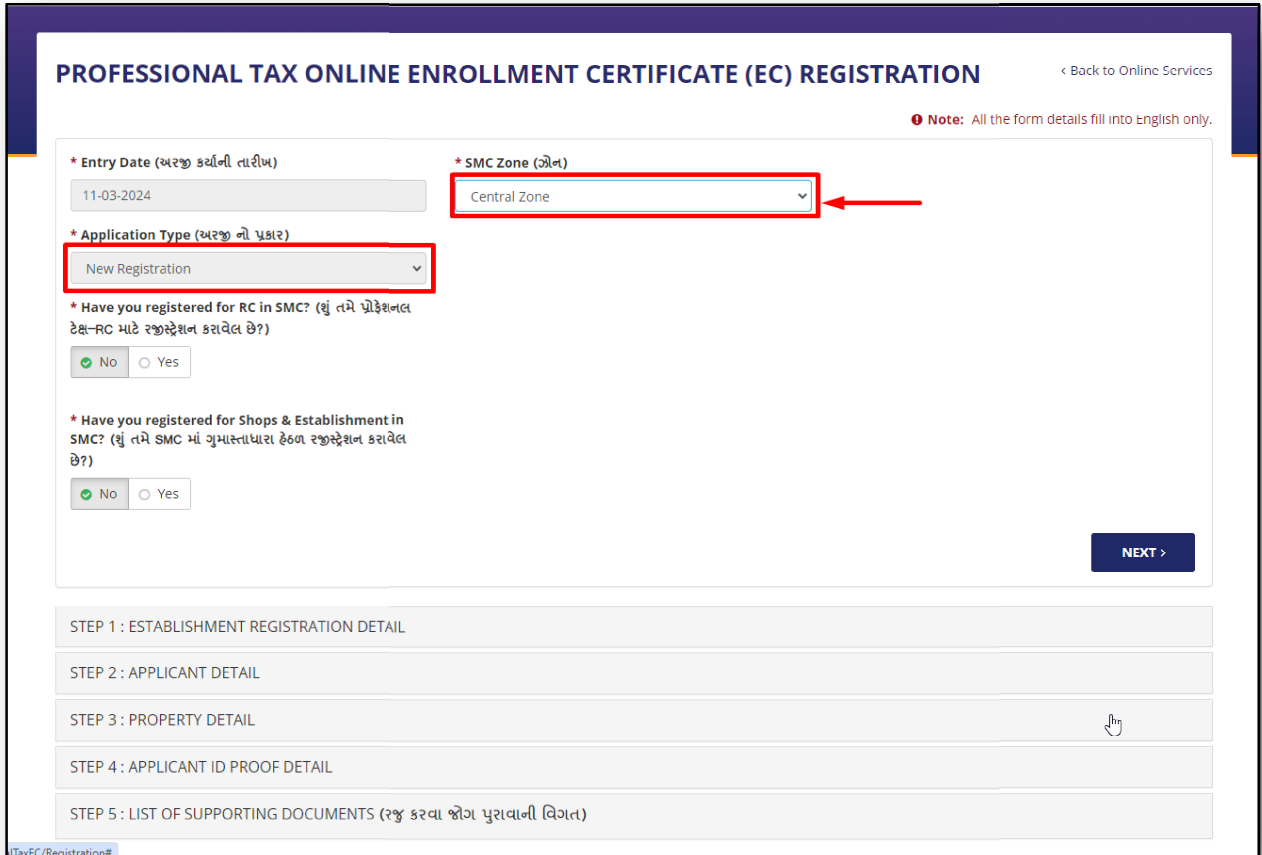
I do hereby confirm that all the information provided under this application is true and correct. I also understand that in case of wrongful / false information, Surat Municipal Corporation is entitled to take any civil & criminal punitive action against me / us.

**SAVE** **SUBMIT** **BACK**

**Figure.6**



**Step 5: If you select “Central Zone” value in “SMC Zone” then based on that it will auto selected “New Registration” value in “Application Type” field. (In READONLY mode only)**



**PROFESSIONAL TAX ONLINE ENROLLMENT CERTIFICATE (EC) REGISTRATION** < Back to Online Services

**Note:** All the form details fill into english only.

\* Entry Date (અરજી કર્યાની તારીખ)  
11-03-2024

\* SMC Zone (ઝોન)  
Central Zone

\* Application Type (અરજી નો પ્રકાર)  
New Registration

\* Have you registered for RC in SMC? (શું તમે પ્રોફેશનલ ટેક્સ-RC માટે રજીસ્ટ્રેશન કરાવેલ છે?)  
 No  Yes

\* Have you registered for Shops & Establishment in SMC? (શું તમે SMC માં ગુમાસ્તાધારા હેઠળ રજીસ્ટ્રેશન કરાવેલ છે?)  
 No  Yes

**NEXT >**

STEP 1 : ESTABLISHMENT REGISTRATION DETAIL

STEP 2 : APPLICANT DETAIL

STEP 3 : PROPERTY DETAIL

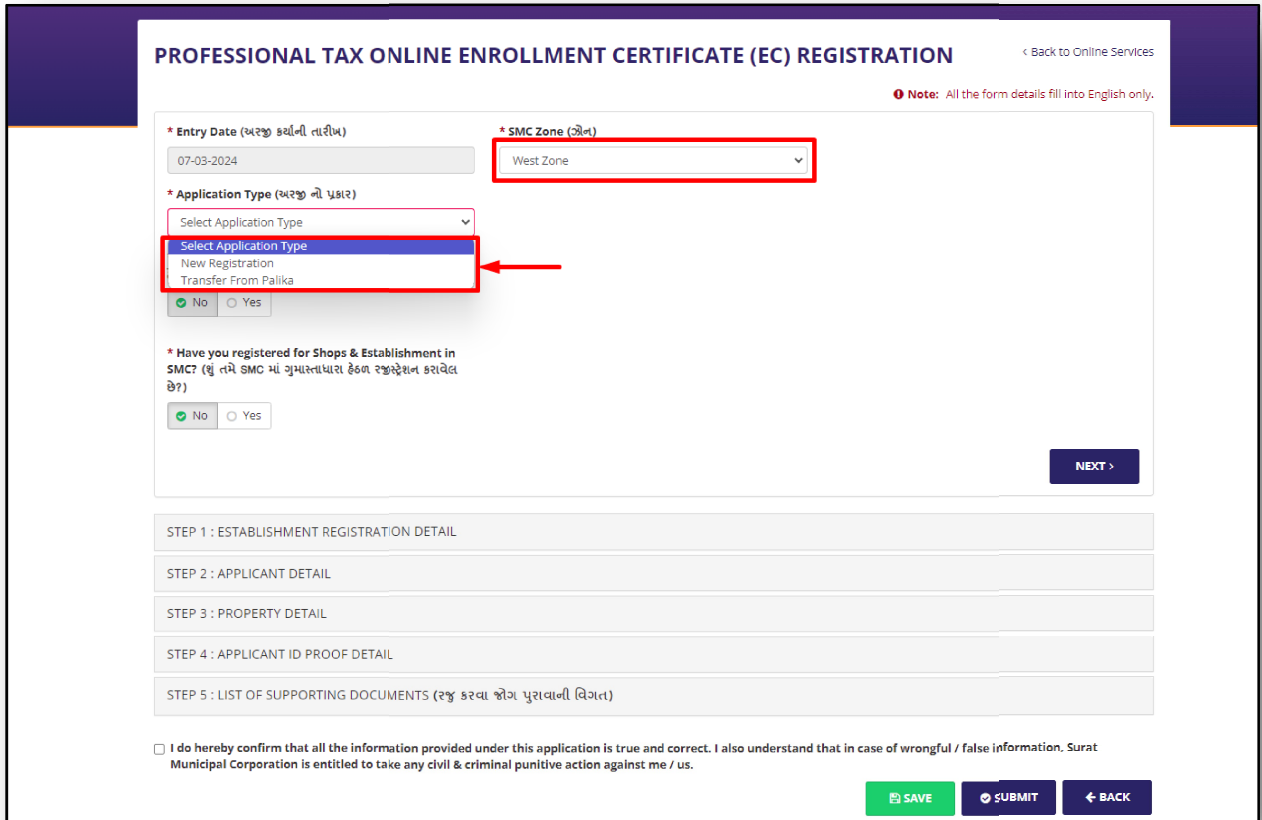
STEP 4 : APPLICANT ID PROOF DETAIL

STEP 5 : LIST OF SUPPORTING DOCUMENTS (રજૂ કરવા જોગ પુરાવાની વિગત)

taxEC/Registration#

**Figure.7**

**Step 6:** If you select “West Zone” value in “SMC Zone” then based on that it will enable “Application Type” values and select according to it.



**PROFESSIONAL TAX ONLINE ENROLLMENT CERTIFICATE (EC) REGISTRATION** [Back to Online Services](#)

**Note:** All the form details fill into English only.

\* **Entry Date** (અરજી કરાવેલી તારીખ)  
07-03-2024

\* **SMC Zone** (ઝોન)  
West Zone

\* **Application Type** (અરજી નો પ્રકાર)  
Select Application Type  
New Registration  
Transfer From Palika

No  Yes

\* **Have you registered for Shops & Establishment in SMC?** (શું તમે SMC માં ગુમાસ્તાધારા હેઠળ રજીસ્ટ્રેશન કરાવેલ છે?)  
 No  Yes

**NEXT >**

STEP 1 : ESTABLISHMENT REGISTRATION DETAIL

STEP 2 : APPLICANT DETAIL

STEP 3 : PROPERTY DETAIL

STEP 4 : APPLICANT ID PROOF DETAIL

STEP 5 : LIST OF SUPPORTING DOCUMENTS (રજૂ કરવા જોગ પુરાવાની વિગત)

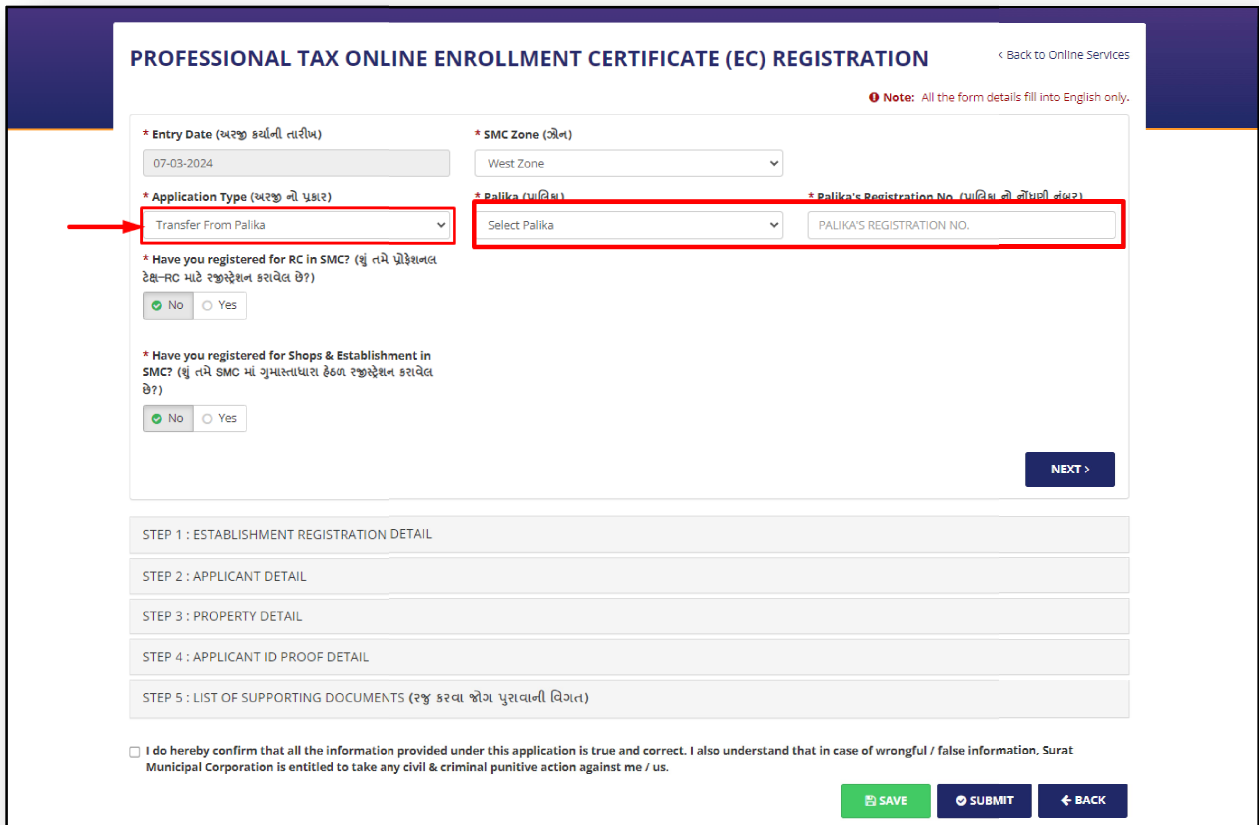
I do hereby confirm that all the information provided under this application is true and correct. I also understand that in case of wrongful / false information, Surat Municipal Corporation is entitled to take any civil & criminal punitive action against me / us.

**SAVE** **SUBMIT** **BACK**

**Figure.8**

**Step 7:** If you select “New Registration” value then it will consider new registration. OR

**Step 8:** If you select “Transfer from Palika” value then it will enable values in dropdown as “Palika” and “Palika Registration No.” fields for selection as below.



**PROFESSIONAL TAX ONLINE ENROLLMENT CERTIFICATE (EC) REGISTRATION** [Back to Online Services](#)

**Note:** All the form details fill into English only.

\* **Entry Date (સરજી કર્યાની તારીખ)**  
07-03-2024

\* **SMC Zone (ઝોન)**  
West Zone

\* **Application Type (સરજી નો પ્રકાર)**  
Transfer From Palika

\* **Palika (પાલિકા)**  
Select Palika

\* **Palika's Registration No. (પાલિકા નો સોમણી નંબર)**  
PALIKA'S REGISTRATION NO.

\* **Have you registered for RC in SMC?** (શું તમે પ્રોફેશનલ ટેક્સ-RC માટે રજીસ્ટ્રેશન કરાવેલ છે?)  
 No  Yes

\* **Have you registered for Shops & Establishment in SMC?** (શું તમે SMC માં ગુમાસ્તાધારા હેઠળ રજીસ્ટ્રેશન કરાવેલ છે?)  
 No  Yes

**NEXT >**

STEP 1 : ESTABLISHMENT REGISTRATION DETAIL

STEP 2 : APPLICANT DETAIL

STEP 3 : PROPERTY DETAIL

STEP 4 : APPLICANT ID PROOF DETAIL

STEP 5 : LIST OF SUPPORTING DOCUMENTS (રજી કરવા જોગ પુરાવાની વિગત)

I do hereby confirm that all the information provided under this application is true and correct. I also understand that in case of wrongful / false information, Surat Municipal Corporation is entitled to take any civil & criminal punitive action against me / us.

**SAVE** **SUBMIT** **BACK**

**Figure.9**

**Step 9:** You can select YES answer for “Have you registered for RC in SMC?” question and if you have valid “Professional Tax RC No.” to enter there.(Only valid existing RC No. will show your Applicant name and Shops & Establishment ID as well Registration No. auto filled as below and if not found then it will show alert message.)

**PROFESSIONAL TAX ONLINE ENROLLMENT CERTIFICATE (EC) REGISTRATION** [Back to Online Services](#)

**Note:** All the form details fill into English only.

\* Entry Date (અરજી કર્યોની તારીખ) 11-03-2024

\* SMC Zone (ઝોન) Central Zone

\* Application Type (અરજી નો પ્રકાર) New Registration

\* Have you registered for RC in SMC? (શું તમે પ્રોફેશનલ ટેક્સ-RC માટે રજીસ્ટ્રેશન કરાવેલ છે?)  No  Yes

\* Professional Tax RC No. **Valid** (પ્રોફેશનલ ટેક્સ-RC નંબર) PRC03CZ 5801  
Example: Professional Tax RC No.- 999999

\* Applicant Name as per Professional Tax-RC (પ્રોફેશનલ ટેક્સ-RC હેઠળ અરજદારનું નામ) મહેરાજ રમેશચંદ્ર ગોકળાણી

\* Have you registered for Shops & Establishment in SMC? (શું તમે SMC માં ગુમાસ્તાધારા હેઠળ રજીસ્ટ્રેશન કરાવેલ છે?)  No  Yes

\* Shops & Establishment Id.(ગુમાસ્તાધારા આઈ.ડી.) 26817

\* Registration No. (નોંધણી નંબર) 211551

Establishment Id Location

**NEXT >**

STEP 1 : ESTABLISHMENT REGISTRATION DETAIL

STEP 2 : APPLICANT DETAIL

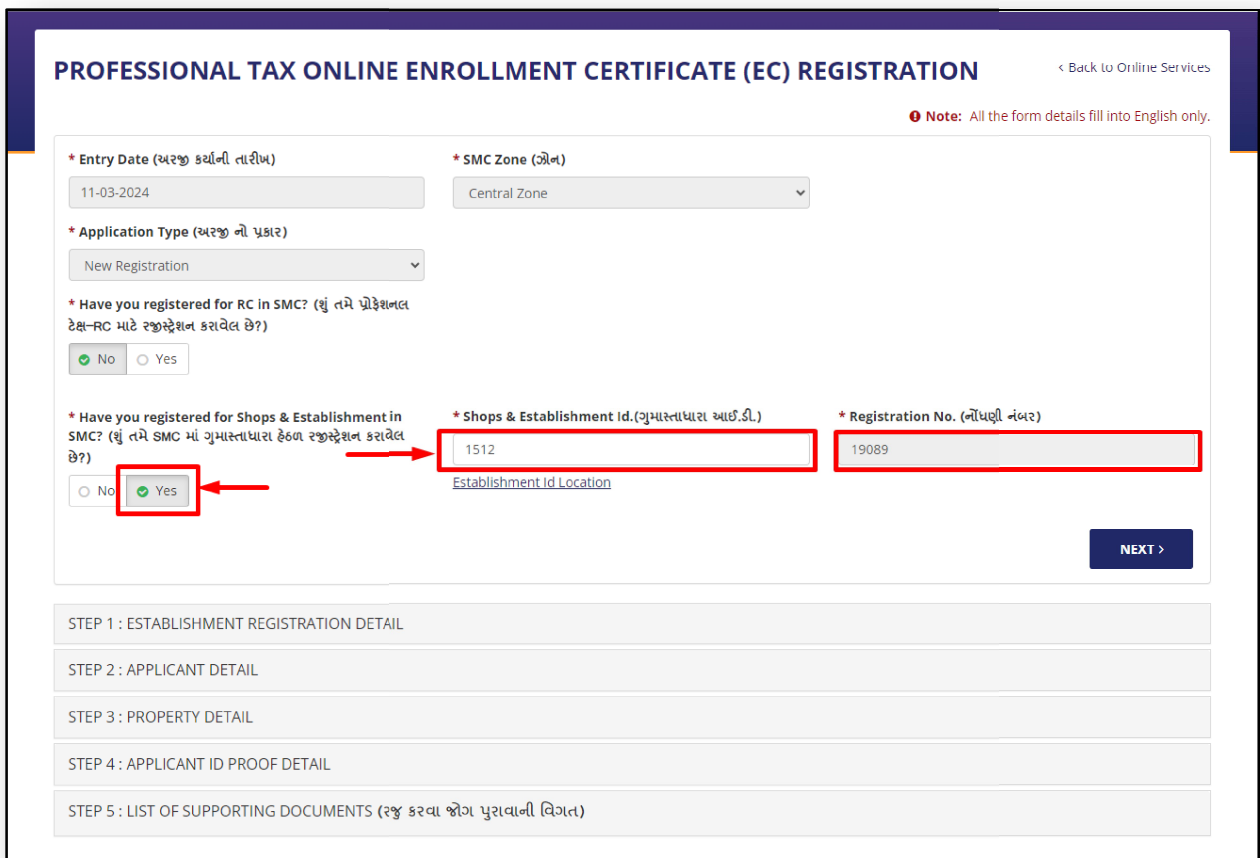
STEP 3 : PROPERTY DETAIL

STEP 4 : APPLICANT ID PROOF DETAIL

STEP 5 : LIST OF SUPPORTING DOCUMENTS (રજૂ કરવા જોગ પુરાવાની વિગત)

**Figure.10**

**Step 10:** You can select YES answer for “Have you registered for Shops & Establishment in SMC?” question and if you have valid “Shops & Establishment Id.” to enter there.(Only valid existing Establishment ID will show your “Registration No.” auto filled as below and if not found then it will show alert message to enter manually.)



**PROFESSIONAL TAX ONLINE ENROLLMENT CERTIFICATE (EC) REGISTRATION** < Back to Online Services

**Note:** All the form details fill into English only.

\* Entry Date (અરજી કર્યાની તારીખ) 11-03-2024

\* SMC Zone (ઝોન) Central Zone

\* Application Type (અરજી નો પ્રકાર) New Registration

\* Have you registered for RC in SMC? (શું તમે પ્રોફેશનલ ટેક્સ-RC માટે રજીસ્ટ્રેશન કરાવેલ છે?)  No  Yes

\* Have you registered for Shops & Establishment in SMC? (શું તમે SMC માં ગુમાસ્તાધારા હેઠળ રજીસ્ટ્રેશન કરાવેલ છે?)  No  Yes

\* Shops & Establishment Id.(ગુમાસ્તાધારા આઈ.ડી.) 1512

\* Registration No. (નોંધણી નંબર) 19089

[Establishment Id Location](#)

**NEXT >**

STEP 1 : ESTABLISHMENT REGISTRATION DETAIL

STEP 2 : APPLICANT DETAIL

STEP 3 : PROPERTY DETAIL

STEP 4 : APPLICANT ID PROOF DETAIL

STEP 5 : LIST OF SUPPORTING DOCUMENTS (રજૂ કરવા જોગ પુરાવાની વિગત)

**Figure.11**

**Step 11:** When click on NEXT button, it will jump and open STEP 1: ESTABLISHMENT REGISTRATION DETAIL section as below.

**Step 11A:** And based on your valid “Professional Tax RC No.” it will display all the fields prefilled in STEP 1. Section (Only valid existing RC No. will show your details and if not found then it will show alert message and need to add details manually.)

**STEP 1 : ESTABLISHMENT REGISTRATION DETAIL**

Note: જાહેરિયેલ રિજિસ્ટર પ્રોફેશનલ ટેક્સ registration certificate (rc) આધારે નોંધાયેલ મુજબ છે.

\* SMC Ward: ADAJAN

\* Establishment Category (વ્યવસાયનો પ્રકાર): SHOP

\* Commencement Date (સંભા શરૂ થયેલી તારીખ): 15/02/2006

\* Commencement FinYear (સંભા શરૂ થયેલું વર્ષ): 2005-2006

\* Profession/Business Type (વ્યવસાયનો પ્રકાર): Business

Business Category (વ્યવસાયનો પ્રકાર): Proprietor

\* Establishment Annual Income/Turnover (સંભાની વાર્ષિક આવક/ટર્નઓવર): Annual Income

\* Establishment Registration Amount To Pay: Registration Amount: Registration Amount Structure

\* Usage Group Details (વપરાશ ની વિગત): Shops

Note: વ્યવસાયવેરના શીટ્સ નં.૧ ફેબ્રુ ૨૦૧૧ નં. (૨) અને (૩) મુજબ તમામ ખરીદ વેચાણનું ડેન્ટ બેલર ધરાવતા કસ્ટોમરોને વેરો તેઓએ રજૂ કરેલ પુરાવાને ધ્યાને લઈ તેમના વેરની જવાબદારી જે તે મુજબ સંભાલવવાની હશે.

\* Do you have any other workplace? (શું ખાસ કોઈ જગ્યાએ વ્યવસાય કરી છો?)  
 No  Yes

\* Establishment Name (સંભાનું નામ): માર્કેટી એન્ડરપ્રાઈઝ  
 માર્કેટી એન્ડરપ્રાઈઝ

\* Establishment Description (વ્યવસાય / વ્યાપાર / ધંધો): ઈન્ડિયા સામાન્ય વેચાણ તથા રીપેરીંગ.  
 ઈન્ડિયા સામાન્ય વેચાણ તથા રીપેરીંગ.

\* Establishment Address (સંભાનું સરનામું):  
 ૧૭મી, ચોવન, ૬૩૮૮ પી.સી., ૬૩-૧, જી/૩૮૬, શ્રી જી આર્ટ્સ, આનંદમહાલ રોડ,

\* City: સુરત  
 \* Pincode (પિન કોડ): Pincode

**SAVE & NEXT >**

**Figure.12**

**Step 12:** Once entered “Establishment Annual Income/Turnover” amount after that it shows amount in “Establishment Registration Amount To Pay” field based on “Profession/Business Type” values in STEP 1 section.

( NOTE: If Profession/Business Type is BUSINESS then Rs.2500 and if SERVICE then Rs.2000 fixes default amount.)

STEP 1 : ESTABLISHMENT REGISTRATION DETAIL

**Note** દર્શાવેલ વિગત પ્રોફેશનલ ટેક્સ registration certificate (rc) અન્વયે નોંધાયેલ મુજબ છે.

\* SMC Ward  
4

\* Establishment Category (વ્યવસાયનો પ્રકાર)  
SHOP

\* Commencement Date (સંસ્થા શરૂ થયાની તારીખ)  
01/04/2010

\* Commencement FinYear (સંસ્થા શરૂ થયાનું વર્ષ)  
2010-2011

\* Profession/Business Type (વ્યવસાયનો પ્રકાર)  
Business

Business Category (વ્યવસાયનો પ્રકાર)  
Partnership

\* No.Of Partner (કુલ ભાગીદાર)  
2

\* Establishment Annual Income/Turnover (સંસ્થાની વાર્ષિક આવક/ટર્નઓવર)  
98700

\* Establishment Registration Amount To Pay  
2500  
Registration Amount Structure

\* Usage Group Details (વપરાશ ની વિગત)  
Shops

**Note:** વ્યવસાયવેરાના શીડ્યુલ એન્ટ્રી નં.૭ હેઠળ અનુ. નં. (૨) અને (૩) મુજબ તમામ ખરીદ વેચાણનું ટર્ન ઓવર ધરાવતા કરદાતાઓનો વેરો તેઓએ રજૂ કરેલ પુરાવાને ધ્યાને લઈ તેમના વેરાની જવાબદારી જે તે મુકરર સત્તામંડળ કરશે.

\* Do you have any other work place? (શું અન્ય કોઈ સ્થળે વ્યવસાય કરો છો?)  
 No  Yes

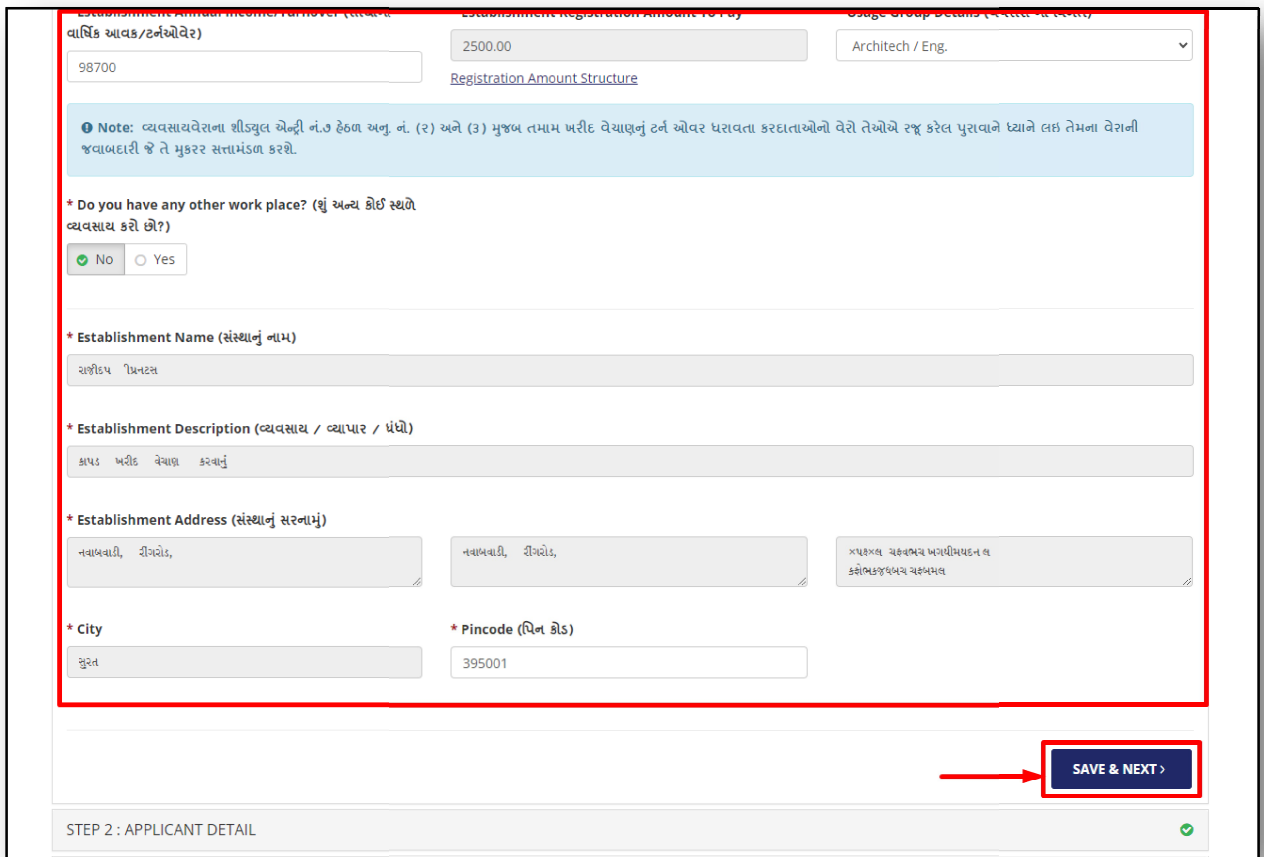
\* Establishment Name (સંસ્થાનું નામ)  
 રાજીદપ િપ્રનટસ  
**રાજદિપ પ્રિન્ટસ**

\* Establishment Description (વ્યવસાય / વ્યાપાર / પંધો)  
 કાપડ ખરીદ વેચાણ કરવાનું

Figure.13


**Step 13: Fill all mandatory fields of STEP 1 section and Click on “SAVE & NEXT” button.**

**(NOTE: From STEP 1, if all mandatory fields inputted and then click on SAVE button, it will save your application in “DRAFT” mode on listing page for future purpose.)**



The screenshot shows the 'STEP 2: APPLICANT DETAIL' section of the Professional Tax EC (Enrollment Cert.) application form. The form is highlighted with a red border. It contains the following fields and sections:

- Establishment Name (સંસ્થાનું નામ):** સર્જીડપ િપ્રનરસ
- Establishment Description (વ્યવસાય / વ્યાપાર / પ્રધો):** કાપડ ખરીદ વેચાણ કરવાનું
- Establishment Address (સંસ્થાનું સરનામું):** નવાખવાણી, રીંગરોડ, નવાખવાણી, રીંગરોડ, યાપરજલ નકલખત ખગવીમધનલ કસોબજીવલખ ચરખમલ
- City:** સુરત
- Pincode (પિન કોડ):** 395001
- Registration Amount Structure:** 2500.00
- Registration Amount:** 2500.00
- Registration Group Details:** Architech / Eng.
- Note:** વ્યવસાયવેરાના શીડ્યુલ એન્ટ્રી નં.૭ ઠેઠળ અનુ. નં. (૨) અને (૩) મુજબ તમામ ખરીદ વેચાણનું ટર્ન ઓવર ધરાવતા કરદાતાઓનો વિરો તેઓએ રજૂ કરેલ પુરાવાને ધ્યાને લઈ તેમના વેરાની જવાબદારી જે તે મુકરર સત્તામંડળ કરશે.
- Do you have any other work place? (જુ અન્ય કોઈ સ્થળે વ્યવસાય કરો છો?):**  No  Yes
- SAVE & NEXT >** (highlighted with a red box and an arrow)

STEP 2 : APPLICANT DETAIL 

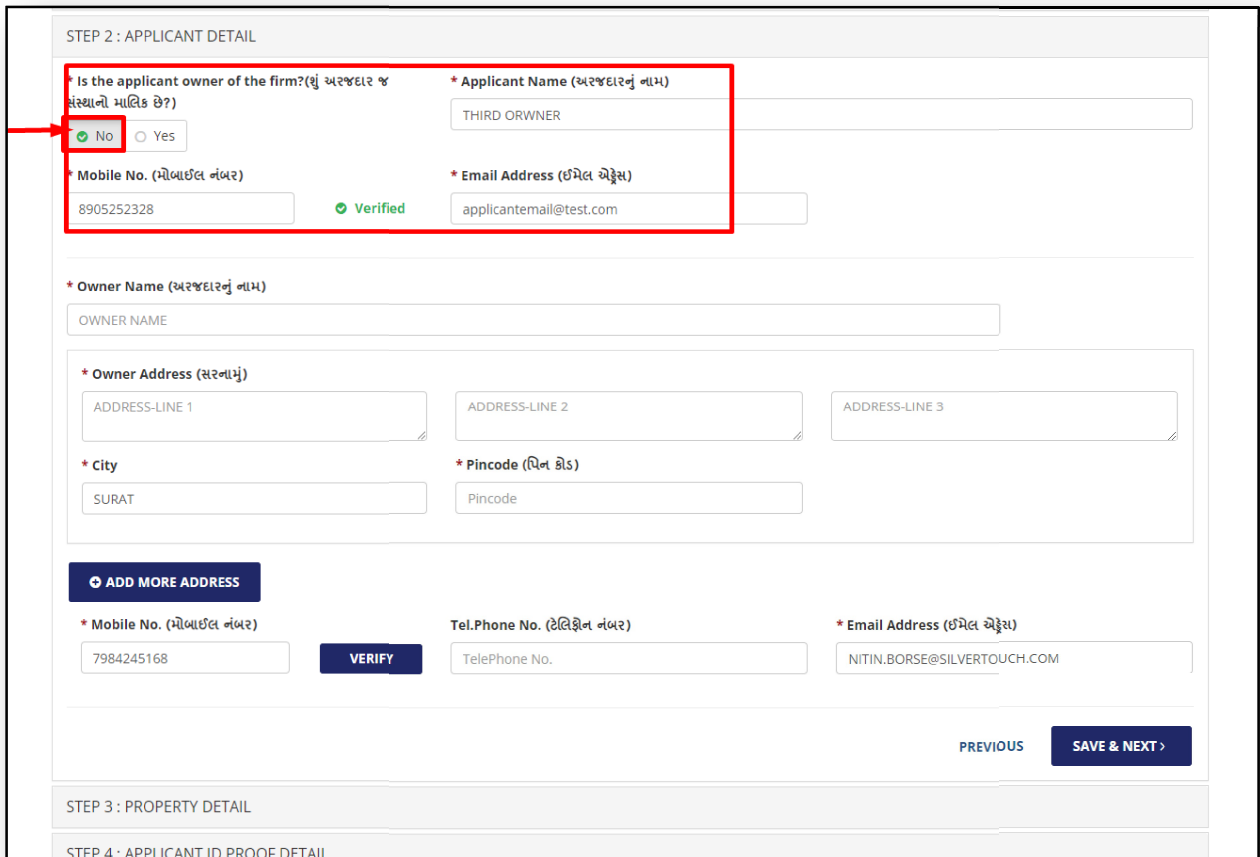
**Figure.14**



**Step 14:** It will jump and open STEP 2: APPLICANT DETAIL sections as below.

**Step 15:** You can select “NO” answer for “Is the applicant owner of the firm?” question only if you are Non Owner of the firm and it will Enable the fields as Applicant Name, Mobile No. and Email Address to input value of applicant.

**Step 16:** Enter Applicant user Mobile Number and click on VERIFY button that will send OTP SMS on your entered mobile number to verification in STEP 2 section as below.



STEP 2: APPLICANT DETAIL

**Is the applicant owner of the firm?**(શું અરજદાર જ સંસ્થાનો માલિક છે?)  
 No  Yes

**\* Applicant Name** (અરજદારનું નામ)  
THIRD OROWNER

**Mobile No.** (મોબાઇલ નંબર)  
8905252328 ✔ Verified

**\* Email Address** (ઈમેલ એડ્રેસ)  
applicantemail@test.com

**\* Owner Name** (સંસ્થાનું નામ)  
OWNER NAME

**\* Owner Address** (સરનામું)  
ADDRESS-LINE 1 ADDRESS-LINE 2 ADDRESS-LINE 3

**\* City** SURAT **\* Pincode** (પિન કોડ)  
Pincode

**ADD MORE ADDRESS**

**\* Mobile No.** (મોબાઇલ નંબર) 7984245168 **VERIFY**

**Tel.Phone No.** (ટેલિફોન નંબર) Telephone No.

**\* Email Address** (ઈમેલ એડ્રેસ) NITIN.BORSE@SILVERTOUCH.COM

PREVIOUS **SAVE & NEXT >**

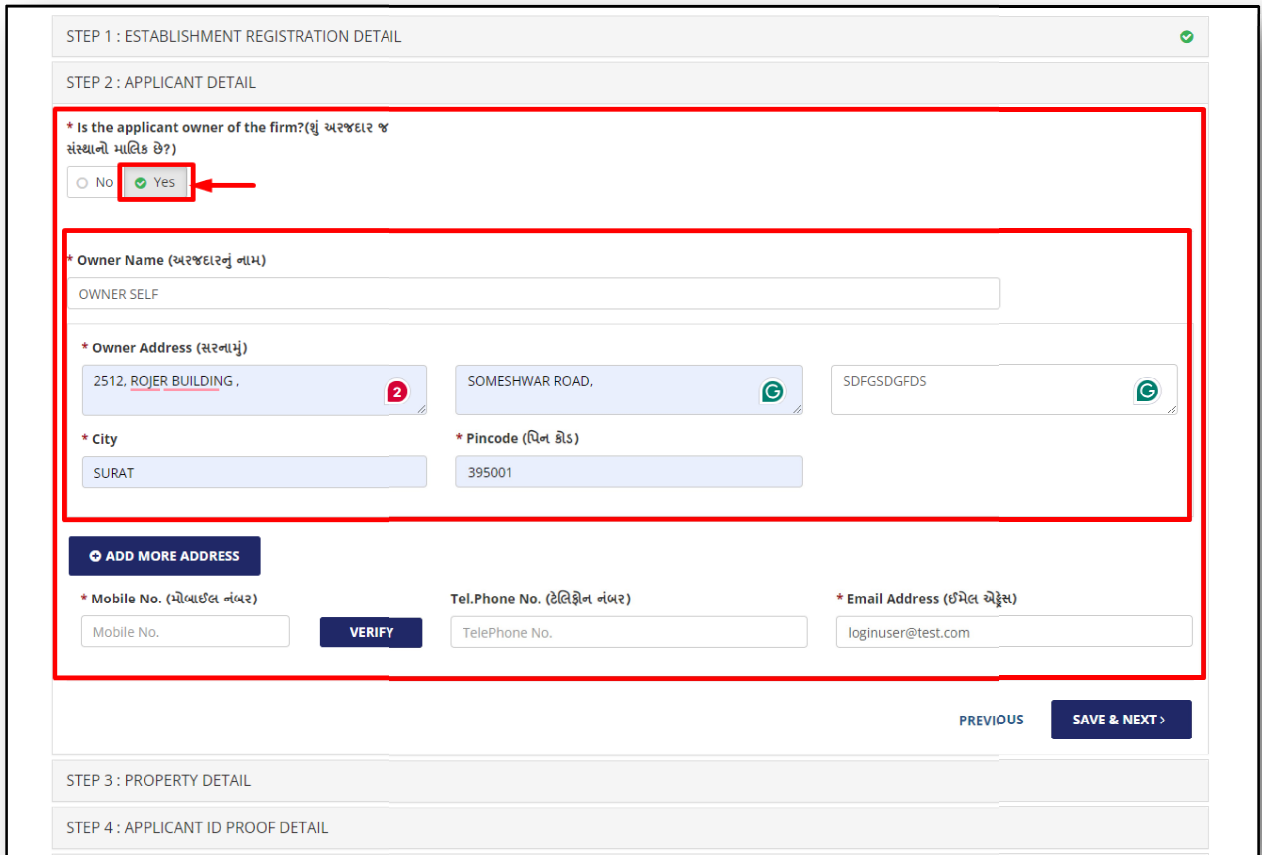
STEP 3: PROPERTY DETAIL

STEP 4: APPLICANT ID PROOF DETAIL

**Figure.15**

**Step 17:** If you select “YES” answer for “Is the applicant owner of the firm?” question then it will consider as owner details and NOT enables the Applicant Name , Mobile No. and Email Address field to input value of applicant.

**Step 18:** Fill the Owner details in STEP 2 sections all mandatory fields as below.  
(Click on ADD MORE ADDRESS button if you have more than one addresses)



STEP 1 : ESTABLISHMENT REGISTRATION DETAIL ✓

STEP 2 : APPLICANT DETAIL

\* Is the applicant owner of the firm?(શું અરજદાર જ સંસ્થાનો માલિક છે?)

No  Yes

\* Owner Name (અરજદારનું નામ)

OWNER SELF

\* Owner Address (સરનામું)

2512, ROJER BUILDING, SOMESHWAR ROAD, SDFGSDGFDS

\* City \* Pincode (પિન કોડ)

SURAT 395001

ADD MORE ADDRESS

\* Mobile No. (મોબાઇલ નંબર) \* Tel.Phone No. (ટેલિફોન નંબર) \* Email Address (ઈમેલ એડ્રેસ)

Mobile No. VERIFY Telephone No. loginuser@test.com

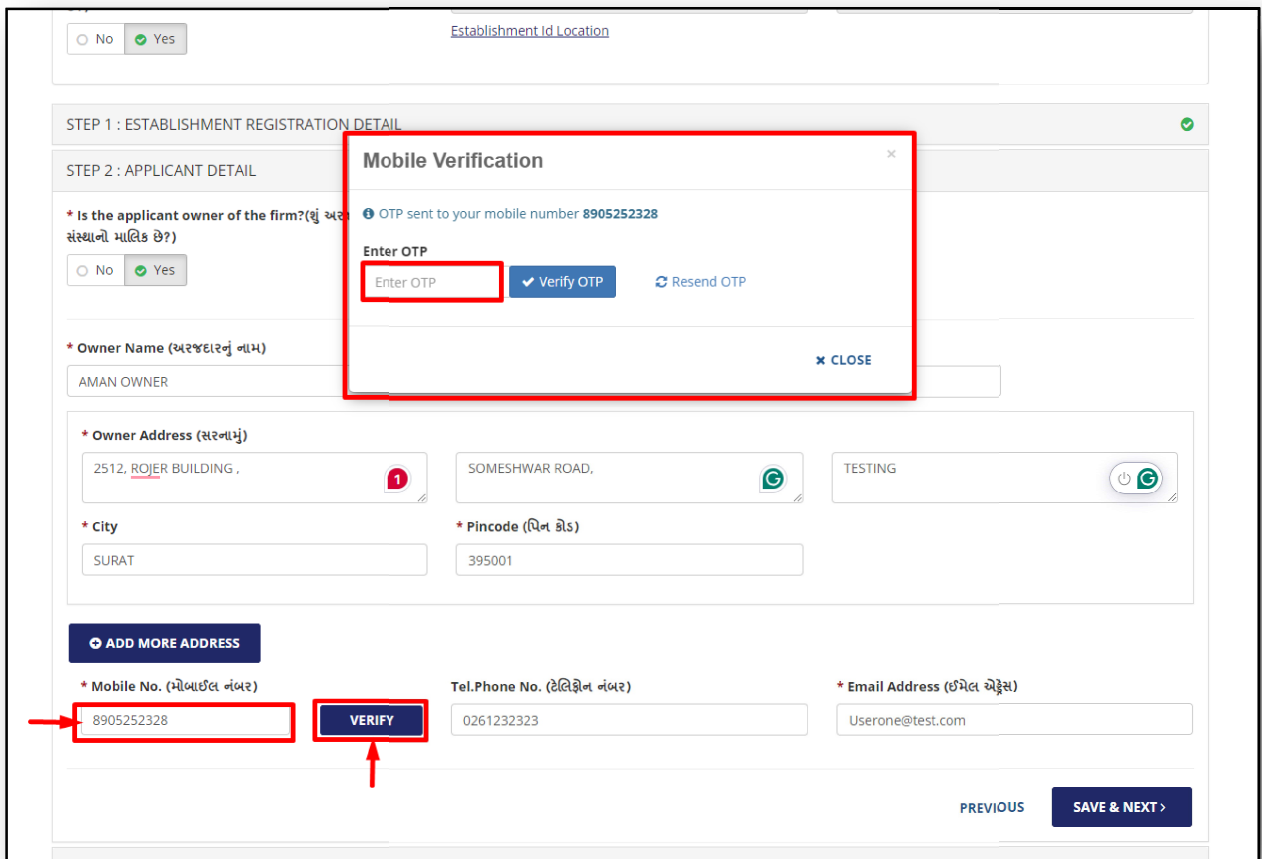
PREVIOUS SAVE & NEXT >

STEP 3 : PROPERTY DETAIL

STEP 4 : APPLICANT ID PROOF DETAIL

Figure.16

**Step 19: Enter Owner Mobile Number and click on “VERIFY” button that will send OTP SMS on your entered mobile number to verification in STEP 2 sections as below.**



Establishment Id Location

No  Yes

STEP 1 : ESTABLISHMENT REGISTRATION DETAIL ✓

STEP 2 : APPLICANT DETAIL

**Mobile Verification** ✕

OTP sent to your mobile number 8905252328

Enter OTP

\* Is the applicant owner of the firm? (શું આ સંસ્થાનો માલિક છે?)

No  Yes

\* Owner Name (અરજદારનું નામ)

AMAN OWNER

\* Owner Address (સરનામું)

2512, ROJER BUILDING, SOMESHWAR ROAD, TESTING

\* City SURAT \* Pincode (પિન કોડ) 395001

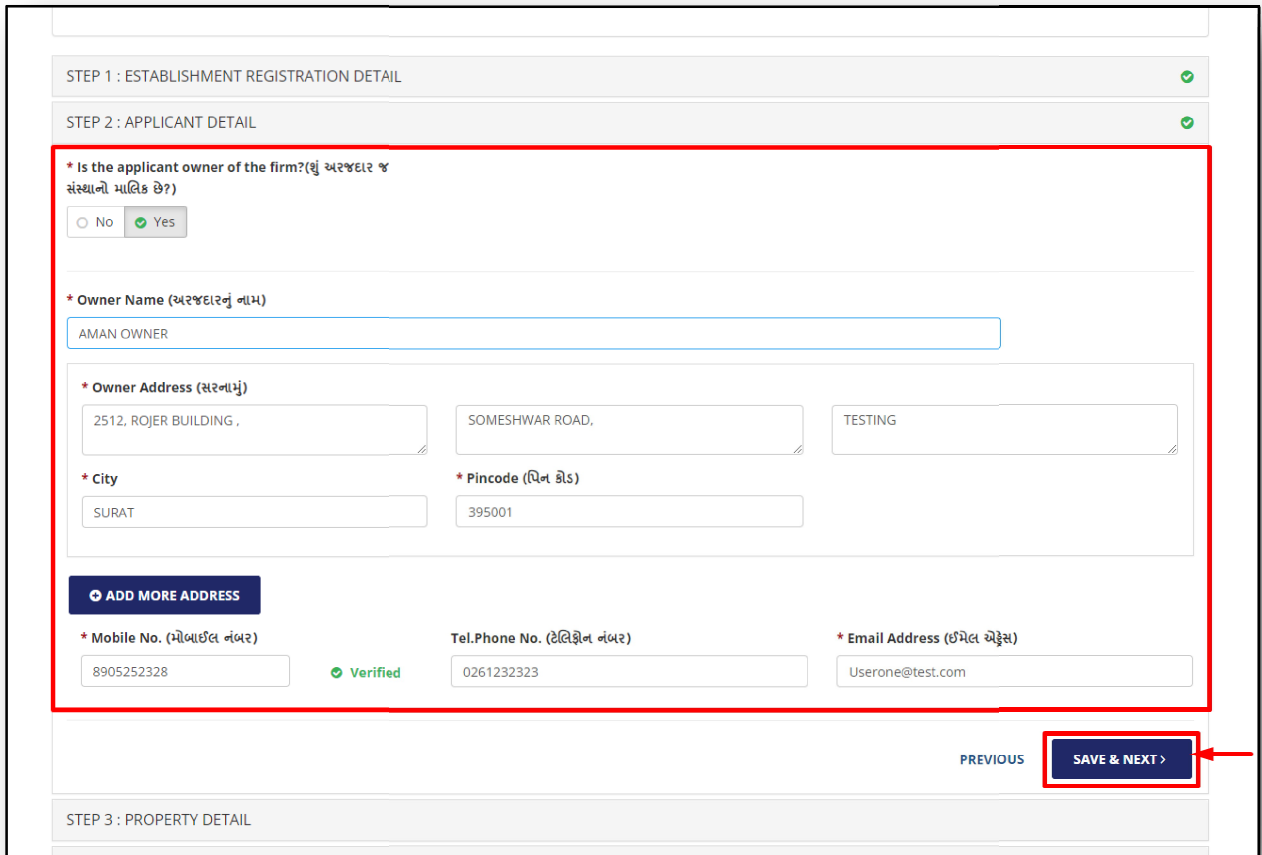
\* Mobile No. (મોબાઇલ નંબર) 8905252328

Tel. Phone No. (ટેલિફોન નંબર) 0261232323

\* Email Address (ઈમેલ એડ્રેસ) Userone@test.com

**Figure.17**

**Step 20:** Once Owners mobile verification done then after only you can move on the next STEP 3 when click on “SAVE & NEXT” button.



STEP 1 : ESTABLISHMENT REGISTRATION DETAIL ✓

STEP 2 : APPLICANT DETAIL ✓

\* Is the applicant owner of the firm?(શું અરજદાર જ સંસ્થાનો માલિક છે?)  
 No  Yes

\* Owner Name (અરજદારનું નામ)  
AMAN OWNER

\* Owner Address (સરનામું)  
2512, ROJER BUILDING , SOMESHWAR ROAD, TESTING

\* City SURAT \* Pincode (પિન કોડ) 395001

ADD MORE ADDRESS

\* Mobile No. (મોબાઇલ નંબર) 8905252328 ✓ Verified Tel.Phone No. (ટેલિફોન નંબર) 0261232323 \* Email Address (ઈમેલ એડ્રેસ) Userone@test.com

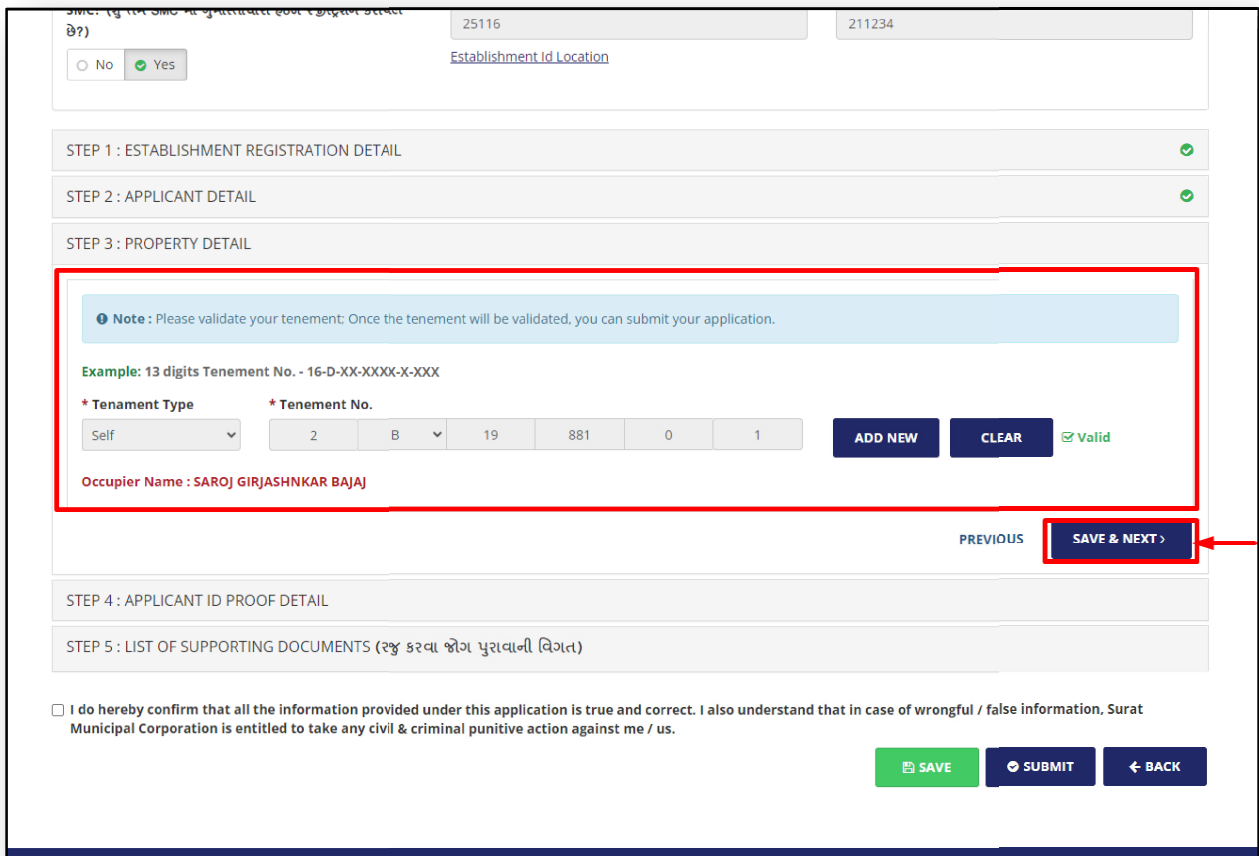
PREVIOUS **SAVE & NEXT >**

STEP 3 : PROPERTY DETAIL

**Figure.18**



**Step 22:** When your Tenement number validated successfully in STEP 3 section then after click on “SAVE & NEXT” button.(If you have more than one tenement number then click on “ADD NEW” button to input new tenement number for validation.)



25116 211234  
Establishment Id Location

No  Yes

STEP 1 : ESTABLISHMENT REGISTRATION DETAIL ✓  
STEP 2 : APPLICANT DETAIL ✓  
STEP 3 : PROPERTY DETAIL

**Note:** Please validate your tenement: Once the tenement will be validated, you can submit your application.

**Example:** 13 digits Tenement No. - 16-D-XX-XXXX-X-XXX

\* Tenement Type: Self  
\* Tenement No.: 2 B 19 881 0 1

ADD NEW CLEAR Valid

Occupier Name : SAROJ GIRJASHNKAR BAJAJ

PREVIOUS **SAVE & NEXT >**

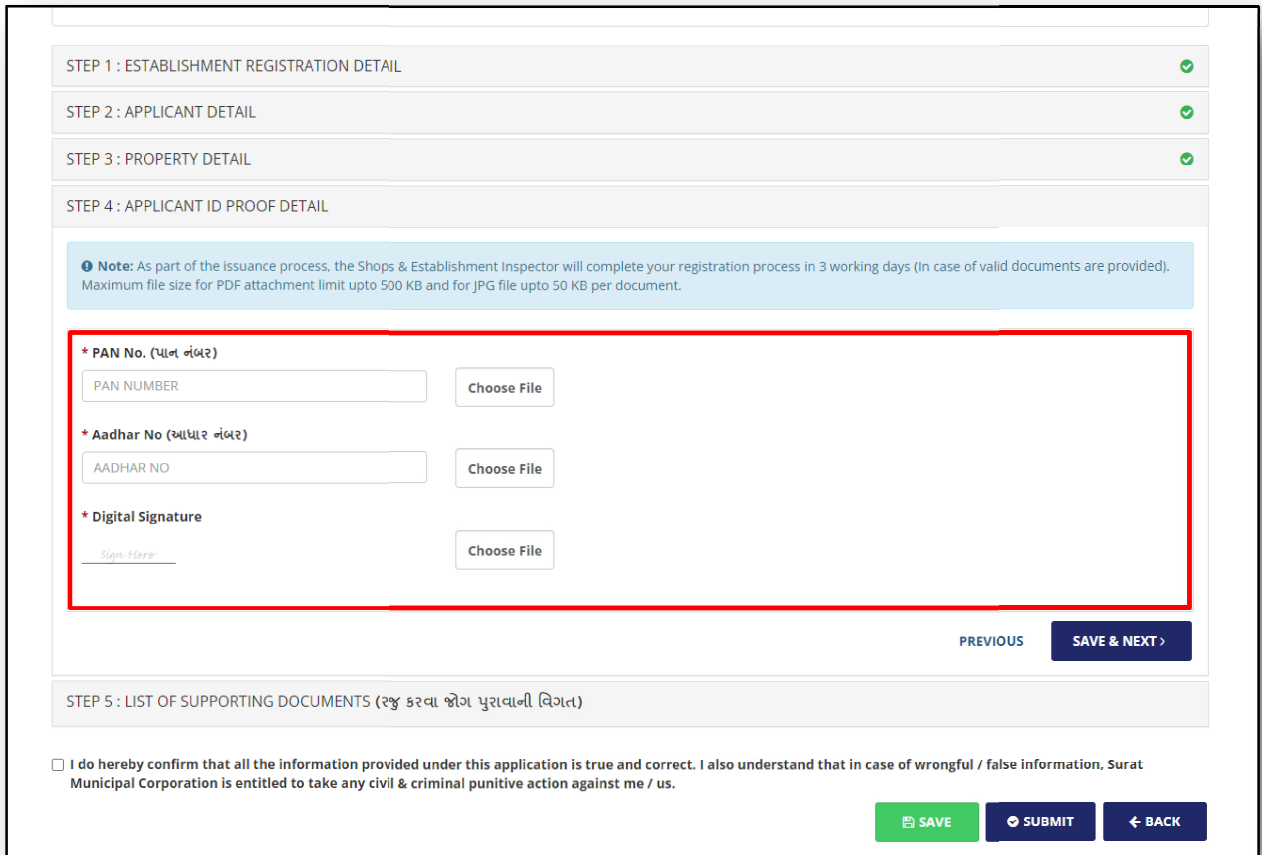
STEP 4 : APPLICANT ID PROOF DETAIL  
STEP 5 : LIST OF SUPPORTING DOCUMENTS (રજી કરવા જોગ પુરાવાની વિગત)

I do hereby confirm that all the information provided under this application is true and correct. I also understand that in case of wrongful / false information, Surat Municipal Corporation is entitled to take any civil & criminal punitive action against me / us.

SAVE SUBMIT BACK

Figure.20

**Step 23:** It will jump and open **STEP 4: APPLICANT ID PROOF DETAIL** sections as below.



STEP 1 : ESTABLISHMENT REGISTRATION DETAIL ✓

STEP 2 : APPLICANT DETAIL ✓

STEP 3 : PROPERTY DETAIL ✓

STEP 4 : APPLICANT ID PROOF DETAIL

**Note:** As part of the Issuance process, the Shops & Establishment Inspector will complete your registration process in 3 working days (In case of valid documents are provided). Maximum file size for PDF attachment limit upto 500 KB and for JPG file upto 50 KB per document.

\* PAN No. (પાન નંબર)

PAN NUMBER

\* Aadhar No (આધાર નંબર)

AADHAR NO

\* Digital Signature

Sign Here

PREVIOUS

STEP 5 : LIST OF SUPPORTING DOCUMENTS (રજી કરવા જોગ પુરાવાની વિગત)

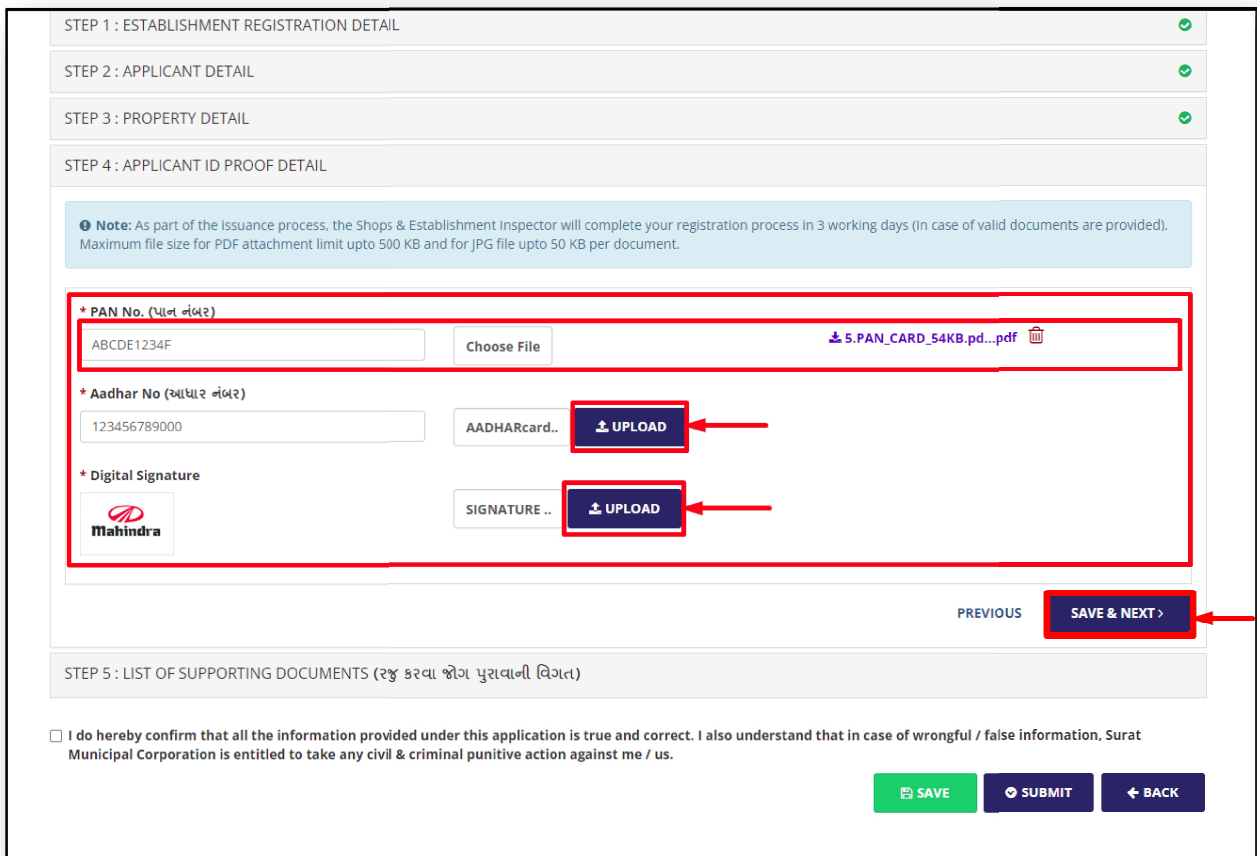
I do hereby confirm that all the information provided under this application is true and correct. I also understand that in case of wrongful / false information, Surat Municipal Corporation is entitled to take any civil & criminal punitive action against me / us.

**Figure.21**

**Step 24:** Enter PAN No., Aadhar No. and Signature then click on “CHOOSE FILE” button to browse your documents as per available options in STEP 4 section.

**Step 25:** As you browse your valid document after that it will enable the “UPLOAD” button and once click on “UPLOAD” button then it will show your uploaded file name beside it.(Same as PAN No. uploaded documents)

**Step 26:** Once uploaded all Documents then after click on “SAVE & NEXT” button.



STEP 1 : ESTABLISHMENT REGISTRATION DETAIL ✓

STEP 2 : APPLICANT DETAIL ✓

STEP 3 : PROPERTY DETAIL ✓

STEP 4 : APPLICANT ID PROOF DETAIL

**Note:** As part of the Issuance process, the Shops & Establishment Inspector will complete your registration process in 3 working days (in case of valid documents are provided). Maximum file size for PDF attachment limit upto 500 KB and for JPG file upto 50 KB per document.

\* PAN No. (પાન નંબર)  
ABCDE1234F Choose File 5.PAN\_CARD\_54KB.pd...pdf

\* Aadhar No (આધાર નંબર)  
123456789000 AADHARcard.. **UPLOAD**

\* Digital Signature  
Mahindra SIGNATURE .. **UPLOAD**

PREVIOUS **SAVE & NEXT >**

STEP 5 : LIST OF SUPPORTING DOCUMENTS (રજી કરવા જોગ પુરાવાની વિગત)

I do hereby confirm that all the information provided under this application is true and correct. I also understand that in case of wrongful / false information, Surat Municipal Corporation is entitled to take any civil & criminal punitive action against me / us.

**SAVE** **SUBMIT** **BACK**

Figure.22



**Step 27: It will jump and open STEP 5: LIST OF SUPPORTING DOCUMENTS sections as below.**

**STEP 5 : LIST OF SUPPORTING DOCUMENTS (રજુ કરવા જોગ પુરાવાની વિગત)**

**Note:** As part of the issuance process, the Shops & Establishment Inspector will complete your registration process in 3 working days (In case of valid documents are provided). Maximum file size for PDF attachment limit upto 2 MB per Document.

1	* સંસ્થાની ધંધાવાળી જગ્યાનું વેરાબીલ/ રસીદ અથવા જો વેરાબીલમાં ધંધાના માલીકનું નામ ન હોય તો મીલકતની માલીકીના પુરાવા જેવા કે વેરાબીલ/ વેચાણ દસ્તાવેજ/ઈન્ડેક્સ નકલ / કબજા રસીદ	Choose File
2	* મિલકત ભાડાની હોય તો ભાડા કરાર/ ભાડાની રસીદ અથવા મિલકત અરજદારના સગા સંબંધીની હોય તો એક્રીડેલીટ/ સંમતિપત્રક તેમજ સંમતિ આપનારના આઈ.ડી. પુક્ર જેવા કે વોટર આઈ.ડી. કાર્ડ/ પાનકાર્ડ/ ડ્રાઈવિંગ લાયસન્સ/આધારકાર્ડ વિગેરે.	Choose File
3	અરજદારના રહેઠાણના પુરાવા જેવા કે લાઈટબીલ/ વેરાબીલ/ ટેલીફોન બીલ/ વોટર આઈ.ડી.કાર્ડ/ ડ્રાઈવિંગ લાયસન્સ/ ગેસ બીલ/આધાર કાર્ડ વિગેરે	Choose File
4	* ધંધાના શરૂ કર્યો બાબતના પુરાવા જેવા કે ખરીદ બીલ/ વેચાણ બીલ/ મજૂરીનું બીલ/સર્વિસ બિલ	Choose File
5	* પાનકાર્ડ / એચ.યુ.એફ પાનકાર્ડ ના કર્તા અંગેનો પાનકાર્ડ	Choose File
6	Other Document	Choose File

**Note:** Please download given form 3 and fill all details in Gujarati below the English detail with signature and upload. Maximum file size for PDF attachment limit upto 2 MB and for JPG file upto 50 KB per document.

7	* Citizen Uploaded Form3	<input type="button" value="Download Form3 Document"/>	<input type="button" value="Upload Updated Form3 File"/>
---	--------------------------	--	--

[PREVIOUS](#)

I do hereby confirm that all the information provided under this application is true and correct. I also understand that in case of wrongful / false information, Surat Municipal Corporation is entitled to take any civil & criminal punitive action against me / us.

**Figure.23**

**Step 28:** Click on “CHOOSE FILE” button beside the all 7 points as required options as shown in STEP 5 sections.

**Step 29:** As you browse your valid document after that it will enable the “UPLOAD” button and once click on “UPLOAD” button then it will show your uploaded file name beside it. (Same as 1st Point uploaded documents)

STEP 5 : LIST OF SUPPORTING DOCUMENTS (રજુ કરવા જોગ પુરાવાની વિગત)

**Note:** As part of the issuance process, the Shops & Establishment Inspector will complete your registration process in 3 working days (In case of valid documents are provided). Maximum file size for PDF attachment limit upto 2 MB per Document.

1	* સંસ્થાની ધંધાવાળી જગ્યાનું વેરાબીલ/ રસીદ અથવા જો વેરાબીલમાં ધંધાના માલિકનું નામ ન હોય તો મીલકતની માલિકીના પુરાવા જેવા કે વેરાબીલ/ વેચાણ દસ્તાવેજ/ઈન્ડેક્સ નકલ / કબજા રસીદ	Choose File	1.VERA_BILL_15KB.p...pdf
2	* મિલકત ભાડાની હોય તો ભાડા કરાર/ ભાડાની રસીદ અથવા મિલકત અરજદારના સગા સંબંધીની હોય તો એફીડેવિટ/ સંમતિપત્રક તેમજ સંમતિ આપનારના આઈ.ડી. પુક્ર જેવા કે વોટર આઈ.ડી. કાર્ડ/ પાનકાર્ડ/ ડ્રાઈવિંગ લાયસન્સ/આધારકાર્ડ વિગેરે.	2.RENT_AGR..	UPLOAD
3	અરજદારના રહેઠાણના પુરાવા જેવા કે લાઈટબીલ/ વેરાબીલ/ ટેલીફોન બીલ/ વોટર આઈ.ડી.કાર્ડ/ ડ્રાઈવિંગ લાયસન્સ/ ગેસ બીલ/આધાર કાર્ડ વિગેરે	3.LIGHT_BI..	UPLOAD
4	* ધંધાના શરૂ કર્યો બાબતના પુરાવા જેવા કે ખરીદ બીલ/ વેચાણ બીલ/ મજૂરીનું બીલ/સર્વિસ બિલ	4.BUSINESS..	UPLOAD
5	* પાનકાર્ડ / એચ.યુ.એફ પાનકાર્ડ ના કતી અંગેનો પાનકાર્ડ	5.PAN_CARD..	UPLOAD
6	Other Document	6.OTHER_DO..	UPLOAD
7	* Citizen Uploaded Form3 <a href="#">Download Form3 Document</a>	7.PROFESSI..	UPLOAD

**Note:** Please download given form 3 and fill all details in Gujarati below the English detail with signature and upload. Maximum file size for PDF attachment limit upto 2 MB and for JPG file upto 50 KB per document.

I do hereby confirm that all the information provided under this application is true and correct. I also understand that in case of wrongful / false information, Surat Municipal Corporation is entitled to take any civil & criminal punitive action against me / us.

[SAVE](#)
[SUBMIT](#)
[BACK](#)

Figure.24

**Step 30:** Click on “Download Form3 Document” button of 7<sup>th</sup> point in STEP 5 as below.

**Step 31:** During the following below Process you can click on “SAVE” button to save your application in DRAFT mode from here.

**NOTE:** To come back for “upload updated form3 file” click on DRAFT button from application listing page it will automatically redirect on last step from where you left your application.

**Step 32:** To upload “Upload updated form3 File” Please follow below process.

**PROCESS:**

1. Click on “Download Form3 Document” button.
2. Take print out of form3 hard copy.
3. Form3 must be filled with Gujarati language by self.
4. Scan the filled form3 and Convert into maximum 2MB PDF file.
5. Then upload your document using “Upload updated form3 File” button.

The screenshot displays a web form for uploading documents. It features a table with 6 rows for document uploads, each with a 'Choose File' button. A red box highlights the right side of the table, showing the names of the uploaded files: 1.VERA\_BILL\_15KB.p...pdf, 2.RENT\_AGREEMENT\_1...pdf, 3.LIGHT\_BILL\_15KB...pdf, 4.BUSINESS\_PURCHAS...pdf, 5.PAN\_CARD\_54KB.pd...pdf, and 6.OTHER\_DOCS\_15KB...pdf. Below the table, a note states: 'Note: Please download given form 3 and fill all details in Gujarati below the English detail with signature and upload. Maximum file size for PDF attachment limit upto 2 MB and for JPG file upto 50 KB per document.' At the bottom, there are two buttons: 'Download Form3 Document' and 'Upload Updated Form3 File', both highlighted with red boxes and arrows. A 'PREVIOUS' link is also visible. At the very bottom, there is a confirmation checkbox and three buttons: 'SAVE', 'SUBMIT', and 'BACK', with 'SAVE' and 'SUBMIT' highlighted in red boxes.

**Figure.25**

**Step 30: Upload all valid documents in STEP 5 sections as below.**

**Step 31: Select the checkbox of Confirmation about information.**

**Step 32: And then click on SUBMIT to submit your final Application.**

STEP 5 : LIST OF SUPPORTING DOCUMENTS (રજી કરવા જોગ પુરાવાની વિગત)

**Note:** As part of the issuance process, the Shops & Establishment Inspector will complete your registration process in 3 working days (In case of valid documents are provided). Maximum file size for PDF attachment limit upto 2 MB per Document.

1	* સંસ્થાની ધંધાવાળી જગ્યાનું વેરાબીલ/ રસીદ અથવા જો વેરાબીલમાં ધંધાના માલીકનું નામ ન હોય તો મીલકતની માલીકીના પુરાવા જેવા કે વેરાબીલ/ વેચાણ દસ્તાવેજ/ઈન્ડેક્સ નકલ / કબજા રસીદ	Choose File	1.VERA_BILL_15KB.p...pdf
2	* મિલકત ભાડાની હોય તો ભાડા કરાર/ ભાડાની રસીદ અથવા મિલકત અરજદારના સગા સંબંધીની હોય તો એફીડેવિટ/ સંમતિપત્રક તેમજ સંગતિ આપનારના આઈ.ડી. પુકુ જેવા કે વોટર આઈ.ડી. કાર્ડ/ પાનકાર્ડ/ ડ્રાઈવિંગ લાયસન્સ/આધારકાર્ડ વિગેરે.	Choose File	2.RENT_AGREEMENT_1...pdf
3	અરજદારના રહેણાણના પુરાવા જેવા કે લાઈટબીલ/ વેરાબીલ/ ટેલીફોન બીલ/ વોટર આઈ.ડી.કાર્ડ/ ડ્રાઈવિંગ લાયસન્સ/ ગેસ બીલ/આધાર કાર્ડ વિગેરે	Choose File	3.LIGHT_BILL_15KB...pdf
4	* ધંધાના શરૂ કર્યો બાબતના પુરાવા જેવા કે ખરીદ બીલ/ વેચાણ બીલ/ મજૂરીનું બીલ/સર્વિસ બિલ	Choose File	4.BUSINESS_PURCHAS...pdf
5	* પાનકાર્ડ / એચ.યુ.એફ પાનકાર્ડ ના કર્તા અંગેનો પાનકાર્ડ	Choose File	5.PAN_CARD_54KB.pd...pdf
6	Other Document	Choose File	6.OTHER_DOCS_15KB...pdf
7	* Citizen Uploaded Form3	Download Form3 Document / Upload Updated Form3 File	7.PROFESSIONAL_TAX...pdf

**Note:** Please download given form 3 and fill all details in Gujarati below the English detail with signature and upload. Maximum file size for PDF attachment limit upto 2 MB and for JPG file upto 50 KB per document.

do hereby confirm that all the information provided under this application is true and correct. I also understand that in case of wrongful / false information, Surat Municipal Corporation is entitled to take any civil & criminal punitive action against me / us.

**SAVE** **SUBMIT** **BACK**

**Figure.26**

**Step 33:** When click on SUBMIT that is asking final Confirmation popup box.

**Step 34:** Click on “OK” button then after your application will be submitted successfully.

STEP 5 : LIST OF SUPPORTING DOCUMENTS (રજી કરવા જોગ પુરાવાની વિગત)

**Note:** As part of the issuance process, the Shops & Establishment Inspector will complete your registration process in 3 working days (In case of valid documents are provided). Maximum file size for PDF attachment limit upto 2 MB

**Submit Confirmation**

Are you sure about submitting the application? **Once submitted, you will not be able to make any changes.**

1	* સંસ્થાની ધંધાવાળી જગ્યાનું વેરાબીલ/ માલિકનું નામ ન હોય તો મીલકતની માલિકી દસ્તાવેજ/ઈન્ડેક્સ નકલ / કબજા રસીદ	Choose File	1.VERA_BILL_15KB.p...pdf
2	* પ્રિલકત ભાડાની હોય તો ભાડા કરાર/ અરજદારના સગા સંબંધીની હોય તો એફીકેવીટ/ સંમતિપત્રક તેમજ સંમતિ આપનારના આઈ.ડી. પ્રકુ જેવા કે વોટર આઈ.ડી. કાર્ડ/ પાનકાર્ડ/ ડ્રાઈવીંગ લાયસન્સ/આધારકાર્ડ વિગેરે.	Choose File	2.RENT_AGREEMENT_1...pdf
3	અરજદારના રહેઠાણના પુરાવા જેવા કે લાઈટબીલ/ વેરાબીલ/ ટેલીફોન બીલ/ વોટર આઈ.ડી.કાર્ડ/ ડ્રાઈવીંગ લાયસન્સ/ ગેસ બીલ/આધાર કાર્ડ વિગેરે	Choose File	3.LIGHT_BILL_15KB....pdf
4	* ધંધાના શરૂ કર્યો બાબતના પુરાવા જેવા કે ખરીદ બીલ/ વેચાણ બીલ/ મજૂરીનું બીલ/સર્વિસ બિલ	Choose File	4.BUSINESS_PURCHAS...pdf
5	* પાનકાર્ડ / એચ.યુ.એફ પાનકાર્ડ ના કત્તી અંગેનો પાનકાર્ડ	Choose File	5.PAN_CARD_54KB.pd...pdf
6	Other Document	Choose File	6.OTHER_DOCS_15KB....pdf
<p><b>Note:</b> Please download given form 3 and fill all details in Gujarati below the English detail with signature and upload. Maximum file size for PDF attachment limit upto 2 MB and for JPG file upto 50 KB per document.</p>			
7	* Citizen Uploaded Form3	<input type="button" value="Download Form3 Document"/> <input type="button" value="Upload Updated Form3 File"/>	7.PROFESSIONAL_TAX...pdf

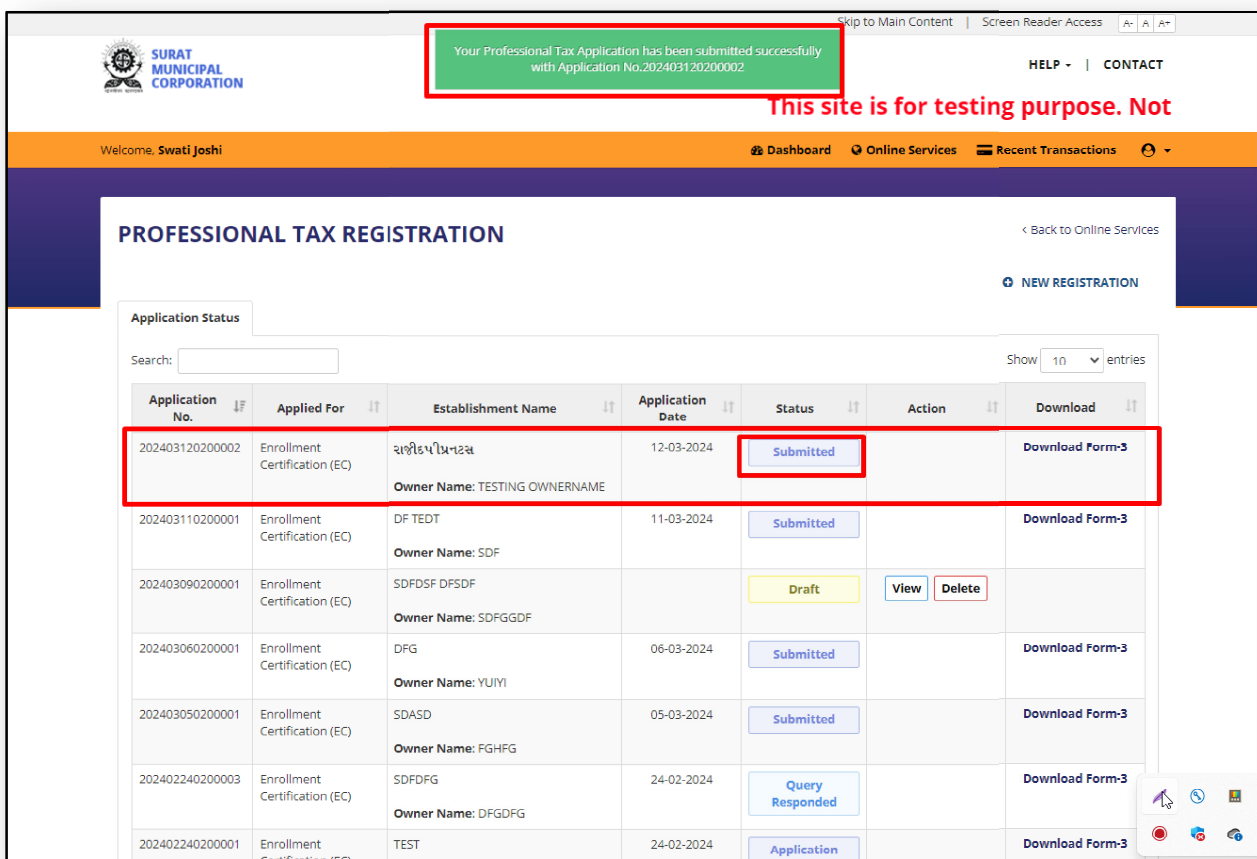
PREVIOUS

I do hereby confirm that all the information provided under this application is true and correct. I also understand that in case of wrongful / false information, Surat Municipal Corporation is entitled to take any civil & criminal punitive action against me / us.

**Figure.27**

**Step 35:** Once your application submitted successfully and it will display green Success message with your Application number as below and It will redirect on PROFESSION TAX REGISTRATION listing page also it will send SMS on your registered mobile number that your application is submitted.

(NOTE: Your latest application will display on top of the listing page with SUBMITTED status.)



The screenshot shows the Professional Tax Registration interface. At the top, a green success message states: "Your Professional Tax Application has been submitted successfully with Application No.202403120200002". Below this, a red warning message reads: "This site is for testing purpose. Not". The user is logged in as "Swati Joshi". The main heading is "PROFESSIONAL TAX REGISTRATION". A "NEW REGISTRATION" button is visible. Below the heading is a search bar and a table of application records. The table has columns for Application No., Applied For, Establishment Name, Application Date, Status, Action, and Download. The first row is highlighted with a red border, showing an application with status "Submitted".

Application No.	Applied For	Establishment Name	Application Date	Status	Action	Download
202403120200002	Enrollment Certification (EC)	સર્જીફર્મ પ્રા.વત્સ Owner Name: TESTING OWNERNAME	12-03-2024	Submitted		Download Form-3
202403110200001	Enrollment Certification (EC)	DF TEDT Owner Name: SDF	11-03-2024	Submitted		Download Form-3
202403090200001	Enrollment Certification (EC)	SDFDSF DFPSDF Owner Name: SDFGGDF		Draft	View Delete	
202403060200001	Enrollment Certification (EC)	DFG Owner Name: YUIYI	06-03-2024	Submitted		Download Form-3
202403050200001	Enrollment Certification (EC)	SDASD Owner Name: FGHFG	05-03-2024	Submitted		Download Form-3
202402240200003	Enrollment Certification (EC)	SDFDFG Owner Name: DFGDFG	24-02-2024	Query Responded		Download Form-3
202402240200001	Enrollment Certification (EC)	TEST	24-02-2024	Application		Download Form-3

Figure.28

**NOTE:**

Once your Application submitted and verified by SMC department then after it will send you the SMS according to your application status.

1. If Query Raised then status will be **“Query Generated”**

2.If Application Rejected then status will be **“Application Rejected – (Rejected Reason)”**

3.If Application Accepted then **“Application In Process”** for your EC Registration certificate and finally it will display status as **“Application Approved”**

Once your certificate is generated then after it will display as **“GET CERTIFICATE”** link with Generated Professional Tax certificate number e.g. **“PEC03CZ00128431”** and it will send SMS to user as below.

**“SMC: Professional Tax Application-(Ack No. ) is accepted.  
Certificate No. PEC03CZ00128431”. Check SMC portal for details.”**