

R.D.C.No.PT/5787/2017, dt.23.10.2017.

CIRCULAR

Sub	Online – Greater Chennai Corporation – Revenue Department – Services offered by Revenue Department – Online filing of Licence for trades – Mandatory two records to be filed - instructions issued.
Ref	1. Proceedings of the Commissioner, Vide R.D.C.No.G1/3920/2013, dt. 24.07.2015. 2. Proceedings of the Commissioner, Vide R.D.C.No.CT Section/ 3920/ 2013, dt. 24.07.2015. 4. Proceedings of the Commissioner, Vide R.D.C.No.G1/3920/2013, dt. 24.07.2015. 5. G.O.(Ms).No.13, Information Technology (e.Gov.I) Dept., dt.02.12.2016. 6. Letter from Principal Secretary to Government, Information Technology vide Lr.No.7720/e.Gov.II/2017-1, dt. 25.04.2017. 7. Note received from E.D.P.C.No.C2/603/2017, dt. 05.08.2017. 8. This office circular even no. dt.09.10.2017.



Kind attention is invited to the reference cited, wherein, instructions have been issued in Circular 8th cited for online applications that have been mandated for the following :-

1. Property Tax collection,
2. Registration and payment of Profession Tax,
3. Registration and payment of Company Tax,
4. Levy of licence fee through online application and the supporting records attached to the licence application shall be uploaded.

In respect to Sl.No.4, it is mandated that the applicants alongwith scanned photograph (two nos.) shall file only these two records through online application :-

- (a) Identity proof of the applicant / trader,
- (b) Rental Agreement or Property Tax receipt of the premises where the trade is to be functioned.

The other records may be obtained from the applicant while procedural processing of the trade licence application.

Sd/- R. Lalitha,
DEPUTY COMMISSIONER (R&F)

To
All the Zonal Officers, Zonal E.E.'s, Zonal Health Officers,
Zonal Asst. Revenue Officers.

Copy to
O/o. The Special Officer,
O/o. The Commissioner,
O/o. The Deputy Commissioner (Revenue & Finance, Education, Health)
The Regional Dy. Commissioner (North), (Centre), (South),
O/o. The Revenue Officer,
O/o. The Law Officer.
O/o. The SSM, EDP Cell.

/ True copy / Forwarded / By order /

Asst. Revenue Officer (R&F)


23/10/17


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