

## Online Professional Tax – Help Manual

Visit <https://www.chennaicorporation.gov.in>

Click on Online Services which is encircled below image.

The screenshot displays the Greater Chennai Corporation website interface. At the top, there is a navigation bar with the corporation's logo and name. Below this, a secondary navigation bar contains links for 'Home' and 'Online Services', with 'Online Services' being the active page. The main content area features a grid of service tiles, each with an icon and a label: 'BIRTH AND DEATH', 'PROPERTY TAX', 'PROFESSIONAL TAX', 'COMPANY TAX', 'COMMUNITY HALL', 'TOWN PLANNING', 'TRADE LICENSE SCHEDULE', 'CITIZEN PORTAL', 'ROAD CUT PERMISSION', and 'ENTERTAINMENT TAX'. A 'DASHBOARD' tile is also present. The footer includes logos for 'CHENNAI Smart City Ltd.', 'Online Services For VOTERS', 'Namma Chennai Google Play', and 'Namma Chennai App Store'. The browser's address bar shows the URL 'https://chennaicorporation.gov.in/gcc/online-services/'. The Windows taskbar at the bottom indicates the system time as 17:09 on 23-08-2021.

# Click Citizen Portal

The image shows a web browser window displaying the login page of the Greater Chennai Corporation Citizen Portal. The browser's address bar shows the URL <https://erp.chennaicorporation.gov.in/e-portal/login.do>. The page header features the Greater Chennai Corporation logo on the left and the text "Greater Chennai Corporation Citizen Portal" in the center. The main content area contains a "Login" form with the following elements:

- A "Login" heading with a right-pointing arrow.
- A "Username" input field with a user icon on the left.
- A "Password" input field with a magnifying glass icon on the left.
- A "Not Registered ?" button with a dropdown arrow.
- A "Login" button.
- A "Forgot password ?" link with a lock icon.

At the bottom of the browser window, the Windows taskbar is visible, showing the system tray with the time 17:25 and date 23-08-2021. The taskbar includes icons for Windows, Internet Explorer, File Explorer, VLC media player, the Greater Chennai Corporation logo, Google Chrome, Mozilla Firefox, and Microsoft Word.

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Click Not Register ?

The screenshot shows a web browser window with the following details:

- Browser Tabs:** Microsoft Word - Professional\_Tax\_L... | Welcome to Greater Chennai Cr... | Portal Citizen Registration
- Address Bar:** <https://erp.chennaicorporation.gov.in/e-portal/citizen/citizenRegistration.do>
- Page Header:** Greater Chennai Corporation Citizen Portal
- Form Title:** Citizen Sign up
- Form Fields:**
  - Username
  - Password (with a red hint: "Both password fields must contain atleast one special character, one number, one upper case character,one lower case character and length should be of minimum 8 characters")
  - Confirm Password
  - Email Address
  - Mobile Number
- Validation:** "Either email and mobile number is mandatory."
- Image Verification:** A CAPTCHA image showing the word "pusers" in red script, with a refresh button.
- Form Elements:** An unchecked checkbox for "Accept the Terms of use", a link for "Already Registered ?", and a blue "Sign up" button.
- Footer:** Copyright © 2014 eGovernments Foundation.®
- Taskbar:** Shows icons for Windows, Internet Explorer, File Explorer, VLC, and Microsoft Word. The system tray displays the time 17:30 and date 23-08-2021.

- Citizen Services
- Create Service Request
- Know My Request Status
- My Completed Requests
- Notifications

### Create Service Request

**Service Category**  
Professional Tax

**Service**  
-- Select a Service --  
-- Select a Service --  
New Registration of Professional Tax  
Pay Professional Tax

Continue

# Professional Tax - Returns Filing

## New Assessee Registration - Form 2 [ [see Rule 6 \(2\)](#) ] / Act

### Assessee Details

Name (Trade / Firm / Company / Organisation / Professional) : *	<input type="text" value="P.MOHIDEEN"/>	Application Date : *	<input type="text" value="07/08/2017"/>
Nature of Profession (in Brief) :	<input type="text"/>		
Category Type : *	<input type="text" value="Private Establishment"/>	Category Sub Type : *	<input type="text" value="TRADERS"/>

### Location Details

[Know Your Zone and Division](#)

Door No : *	<input type="text" value="72/52"/>	Name of the Building :	<input type="text"/>
Zone : *	<input type="text" value="N09"/>	Division : *	<input type="text" value="N120"/>
Area : *	<input type="text" value="Triplicane"/>	Location : *	<input type="text" value="Triplicane"/>
Street : *	<input type="text" value="Irusappan 1st Lane"/>	Pincode : *	<input type="text" value="600005"/>

### Remitter Details

Drawing officer/ Contact person : *	<input type="text" value="MANAGER"/>	Mobile No : *	<input type="text" value="9789853945"/>
Email Address :	<input type="text"/>		
Contact Address (If Different) :	<input type="checkbox"/>		

### Form 1 [See Rule 5(1)] Profession Tax - Tax Calculator

No. of Employers : *	<input type="text" value="1"/>	No. of Employees : *	<input type="text" value="1"/>
Half yearly gross income : *	<input type="text" value="75001"/>		
Employers Establishment Amount : *	<input type="text" value="1095"/>	Employees Establishment Amount:*	<input type="text" value="760"/>
Effective period from:*	<input type="text" value="11/16-17"/>	Half year Tax*:	<input type="text" value="1855"/>

### Other Details

Remarks : *	<input type="text" value="DOCUMENTS ENCLOSED"/>	Attach Documents	<input type="button" value="Upload Document"/>
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### New Assessee Registration - Form 2

#### Assessee Details

Name (Trade / Firm / Company / Organisation / Professional) : *	<input type="text" value="PMOHIDEEN"/>	Application Date : *	<input type="text" value="07/08/2017"/>
Nature of Profession (in Brief) :	<input type="text"/>		
Category Type : *	<input type="text" value="Private Establishment"/>	Category Sub Type : *	<input type="text" value="TRADERS"/>

#### Location Details

Door No : *	<input type="text" value="72/52"/>	Name of the Building :	<input type="text"/>
Zone : *	<input type="text" value="N09"/>	Division : *	<input type="text" value="N120"/>
Area : *	<input type="text" value="Triplicane"/>	Location : *	<input type="text" value="Triplicane"/>
Street : *	<input type="text" value="Irusappan 1st Lane"/>	Pincode : *	<input type="text" value="600005"/>

#### Remitter Details

Drawing officer/ Contact person : *	<input type="text" value="MANAGER"/>	Mobile No : *	<input type="text" value="9789853945"/>
Email Address :	<input type="text"/>		
Contact Address (If Different) :	<input type="checkbox"/>		

#### [Form 1 \[See Rule 5\(1\)\]](#) [Profession Tax - Tax Calculator](#)

No. of Employers : *	<input type="text" value="1"/>	No. of Employees : *	<input type="text" value="1"/>
Half yearly gross income : *	<input type="text" value="75001"/>		
Employers Establishment Amount : *	<input type="text" value="1095.0"/>	Employees Establishment Amount: *	<input type="text" value="760.0"/>
Effective period from: *	<input type="text" value="11/16-17"/>	Half year Tax: *	<input type="text" value="1855.0"/>

#### Other Details

Remarks : *	<input type="text" value="DOCUMENTS ENCLOSED"/>	Attach Documents	<input type="button" value="Upload Document"/>
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# Online payment acknowledgement

cocapp2 Welcome suresh Today is: 07/08/2017

## New Assessee Registration - Form 2

Assessee details are saved successfully

PTNAN:	<b>09-120-PE-04041</b>		
Name (Trade / Firm / Company / Organisation / Professional) :	<b>P.MOHIDEEN</b>	Nature of Profession (in Brief):	
Category Type :	<b>Private Establishment</b>	Category Sub Type :	<b>TRADERS</b>
No. of Employers :	<b>1</b>	No. of Employees :	<b>1</b>
Employers Establishment Amount :	<b>1095.0</b>	Employees Establishment Amount :	<b>760.0</b>
Half yearly gross income :	<b>75001</b>	Effective period from :	<b>II/16-17</b>
Half year Tax :	<b>1855.0</b>		

[Pay Tax Online](#) [Close](#)

Sl.No	Transaction ID	Transaction Date and Time	Amount paid(Rs)	Status
1	10931628	07/08/2017 16:17	3803.00	Pending

Pay your Tax/Fees/Charges

Description	Demand
<b>Penalty and Fines - II/16-17</b>	<b>0</b>
<b>Professional Tax - II/16-17</b>	<b>53</b>
<b>Professional Tax - I/17-18</b>	<b>1855</b>
<b>Total Balance :1908</b>	

Enter the Amount you are intending to pay:\*

\* Mandatory Fields

Pay Through - Select your preferred Payment Gateway Operator from below.


<input type="radio"/> <b>HDFC Payment Gateway</b> Transaction fees is NIL.	<input type="radio"/> <b>INDUSIND Payment Gateway</b> Transaction fees is NIL.
<input type="radio"/> <b>Federal Bank Payment Gateway</b> Transaction fees is NIL.	<input type="radio"/> <b>Yes Bank</b> Transaction fees is NIL. Any Visa Master Credit Debit Cards or Net Banking(YES Bank Powered by Citrus Payments)
<input type="radio"/> <b>ICICI Payment Gateway</b> (for all Credit cards, debit cards and Netbanking of all major[42+] banks)  Transaction fees is NIL. <a href="#">ICICI Terms and Conditions</a>	<input type="radio"/> <b>IDBI Payment Gateway</b> Transaction fees is NIL.

**Few transactions are in pending status. Please wait for 12 hours from the transaction time before proceeding with another transaction.Do you Still want to continue?**

**Do you agree Terms and Conditions**  
 Please check "Terms and conditions" and then click "Pay Online" button to make a payment

**Terms And Conditions:**



**Verified by VISA** 


Merchant	: CORPORATION OF CHENNAI
Transaction Amount	: INR 1908.00
SBI Debit Card	: xxxx xxxx xxxx 4605

**Authenticate Payment**  
OTP sent to your mobile number ending **3945**

Enter One Time Password (OTP)

[Resend OTP](#)

[Click here to abort transaction and go back to merchant site](#)

 PCI DSS Certified


# Collections

cocapp4 Welcome suresh Today is: 07/08/2017

Your payment of Amount Rs. 1908 for Property tax has been received. The Reference Number is [18163804](#). Please click to generate and print the receipt

Close

1 of 1 Automatic Zoom


**PROFESSIONAL TAX**

<b>Receipt No:</b>	2017-18/ON/0430787	<b>Receipt Date:</b> 07-08-2017 16:42:15
<b>Name:</b>	P.MOHIDEEN (09-120-PE-04041)	
<b>Address:</b>	72/52, , Irusappan 1st Lane, Triplicane, Triplicane, Chennai, 600005	
<b>Payment Details:</b>	Description:	Professional Tax Collection:09-120-PE-04041
	Paid By:	P.MOHIDEEN (09-120-PE-04041)
	<b>Description Head of A/C</b>	<b>Amount (in Rupees)</b>
	Professional Tax - II/16-17	53.00
	Professional Tax - I/17-18	1855.00
	<b>Total:</b>	<b>1,908.00</b>
Amount (in words): Rupees One Thousand Nine Hundred Eight Only		
Online Transaction Number: 230639280,Payment Dated: 07-08-2017		

Close

# Professional Tax

### Search Assessee By PTNAN

PTNAN :  -  -

Old PTNAN :

### Record(s) matching the criteria chosen

Name (Trade / Firm / Company / Organisation / Professional)	Old PTNAN	PTNAN	Category Type	Edit
<a href="#">P.MOHIDEEN</a>		09-120-PE-04041	Private Establishment	-----Select-----

**GREATER CHENNAI CORPORATION**

Revenue Department



**PROFESSION TAX**

(u/s 138-A of C.C.M.C Act 1919)

**Town Panchayats, Municipalities and Municipal Corporations (Collection of tax on professions, trades, callings and Employments) Rules,1999**

See Rule 7

**Assignment of Profession Tax New Assessment Number**

PTNAN : 09-120-PE-04041

Dated : 07/08/2017

Ref: P.MOHIDEEN , dated 07/08/2017

As per Rule No.7 of Town Panchayats, Municipalities and Municipal Corporations (Collection of tax on professions, trades, callings and Employments) Rules,1999, a Profession Tax New Assessment Number is assigned to the applicant based on the return filed:

1. Name of the assessee (Individual/Organisation)	:	P.MOHIDEEN
2. Location of the trade/business (Door No., Street Name, Location, Pin).	:	72/52, , Irusappan 1st Lane, Triplicane, Triplicane, Chennai - 600005
3. Zone / Division No	:	N09/N120
4. Nature of profession/trade	:	N/A
5. Date of commencement of the Trade/business	:	
6. Effective period from	:	II/16-17

The applicant/assessee is requested to indicate the profession tax assessment number (09-120-PE-04041) in all correspondences with this office.