

Guidelines for Registration under West Bengal Profession Tax Act

1. Fill in the application form online only.

*Four important mandatory fields therein being PAN, name as appearing in the
PAN card, mobile No. and email-ID.*

2. A One Time Password [OTP] will be send to the mobile no. as furnished. Enter the OTP in the relevant field in online form.
3. PAN will be system-verified in real time through NSDL.
4. Submit the application and generate the 'Acknowledgment Slip'.
5. Then Sign-up using the Application Number, Mobile No and PAN and the system will make you available the Registration Number which will also act as your User ID. Now, Log-in to generate the dematerialised Registration Certificate.
6. The entire process can be completed within ten minutes only, and involves no interaction with any official of the Profession Tax.
7. For assistance call (033) 7122-1672 or (033) 7122-1684 or email to query.ptax.wb@gmail.com .