This user manual is helpful to the prospective enrolment applicants for better understanding on the process of Profession Tax Enrolment. A detailed step-by-step process to get Profession Tax Enrolment number and how to generate dematerialized certificate has been described below.

National Informatics Centre,
Profession Tax Wing,
Directorate of Commercial Tax,
Government of India
West Bengal
1. First Time Application Step by Step Process.
2. How to finish completely previous saved application
3. How to Update Old Enrolment Number
4. Reprint Acknowledgement
5. How to sign up and generate Enrolment Number
6. How to login and generate demat certificate
7. How to get new password when we forget old password...
8. How to change password??
9. How to proceed for amendment and surrender of enrolment and registration certificate??
10. Amendment Acknowledgment Certificate.
First time application - a Step by Step road map

This is the view of Home Page for online Enrolment of Profession tax.

1. If you are applying for first time choose this option.
2. If your application is incomplete (i.e. you have got the application number, but didn’t get the acknowledgement.) choose this option.
3. If you have an old enrolment number and you didn’t applied for new 12 digit enrolment number you should choose this option.
4. If you have got the acknowledgement but didn’t get the printed copy of the acknowledgement you should choose this option to get a printed copy of the same.
Select Your Area (District, Sub Division, and Police Station):

This is the view of Office Selection. Here User has to choose District and then corresponding Sub Division and Police Station. After that User can see Address of his/her range/unit office.

1. Choose District and the user gets a list for Sub Division.
2. Choose Sub Division from the list and the user get a list for Police Station.
3. Choose Police Station.
4. Click on Continue button to go to next page.

Note: Please select these options carefully. You will not be able to change these particulars further during Enrolment process.
Proceed to apply using following options—(Select your category):

This step by step process is same for the rest options.

This is a view of Applying as Page. Here User can choose any one in which he/she belongs to. Here it is an example – How to proceed if user belongs to Individual including proprietary and HUF.

Choose an option from the list (Here choose the Individual including proprietary and HUF option as example).

1. Click Confirm if your option is right, if not click on cancel and choose the right option.
2. Click Continue to go to the next page.

Note: Please choose this option carefully. You will not be able to change this further during Enrolment process.
Tick the classes user belongs to as Serial number 4 (if applicable):

- Estate agents or promoters or brokers or commission agents or del credere agents or mercantile agents
- Stevedores, clearing agents, customs agents, licensed shipping brokers or licensed boat suppliers
- Occupier of a jute mill, or shipper of jute, as defined in the West Bengal Sales Tax Act, 1994 (West Bengal Act 9 of 1994) or the West Bengal Value Added Tax Act, 2003 (West Bengal Act 30 of 2003)
- Occupiers, owners, lessees or licensees of the mills
- Owners or lessees of petrol/diesel/gas filling stations and service stations and agents or distributors thereof including retail dealers of liquified petroleum gas
- Owners or occupiers of distilleries, breweries and bottling plants
- Licensed vendors of foreign liquor
- Owners, licensees or lessees of premises let out for social functions
- Air-conditioned beauty parlours or spa
- Resorts, gym, slimming centres, and wellness centres of all types and descriptions
- Air-conditioned hair dressing salons
- Air-conditioned restaurants
- Licensed money lenders under the Bengal Money Lender Act, 1940 (West Bengal Act X of 1940)
- Individuals or institutions conducting chit funds and lotteries and authorised stockists of lottery tickets
- Banking companies as defined in the Banking Regulation Act, 1949 (10 of 1949)
- Companies registered under the Companies Act, 1956 (of 1956) or the Companies Act, 2013 (of 2013)
- Persons providing services in relation to the security of any property or person, by providing security personnel or otherwise and including the provision of services in relation to investigation, detection or verification of any fact or activity
- Bookmaker and trainers licensed by the Calcutta Turf Club or any other Turf Club in the State
- Owners or occupiers or licensees or lessees of nursing homes, pathological laboratories including diagnostic centres

Please tick the classes you belong to (if applicable)

This is a view of Profession Tax Schedule – Serial 4 which can be applicable for all types of users. If the user finds any particular entry from this list to be applicable in his/her case, he/she should click on the corresponding check box.

Here user can choose multiple options. In case the user finds no entry to be applicable, he may even not select anything.

This list should be checked by user of all categories in “Applying as”.

Chick Continue button for going to next page.
Input User’s necessary details: (Please read prerequisite link in application to know about necessary information required)
Some notes when user is in PRINCIPAL INFO:

1. In the Mobile Number Text box, please input your mobile number carefully and when your focus will be in the next field OTP will be send to your specified Mobile number.
2. Please check OTP carefully and input it carefully into specified field.
   A. User can resend OTP by clicking on Resend OTP button.
   B. Application number is automatically generated after entering the OTP number.
3. Email ID is mandatory. But to verify the link mailed in your mail inbox is not mandatory.
4. User will enter his/her PAN card number mandatorily.
5. Enter date of commencement of profession/trade.
6. If you are registered under any other act like VAT/WBST choose ‘yes’ otherwise choose ‘no’.
7. If you have chosen ‘yes’ on previous option, you have to choose an option from the list ‘Registration Type’ (VAT/WBST).
8. In both cases (VAT/WBST) you must have to enter ‘Registration number’.
   ‘Service tax registration no’ field is optional.
9. Select ‘Bank Name’ from the list.
10. Enter ‘Branch Name’ of the bank selected on previous option.
11. Enter ‘Branch IFSC’ code.
12. Enter ‘Account number’.
13. Select ‘Account Type’ from the list.
14. If you want to delete a bank details you have entered click on ‘Delete’ button.
15. Click ‘Add Another Option’ button if user has another bank account.
16. Click ‘Continue’ button for go to next page.
17. Click ‘Save & Exit’ button if the user wants to fill his/her further details later.

Some special case for (Individual including proprietary and HUF ) option:

- For user “Applying as” “Individual including proprietary and HUF” if there is no specific Trade Name , the user should write the Name of the Applicant as Trade Name .For all users belonging to any other category (other than Individual including proprietary and HUF), Trade Name is mandatory and must match with PAN no.
- Father’s first name and Father’s last name is mandatory to be filled in by an Individual applicant but for the rest of category Father’s first Name and Father’s last Name is not mandatory.

Note: In the PRINCIPAL INFO name of the applicant will be as per PAN CARD if Individual including proprietary and HUF option is chosen. For the rest option in applying as Trade name will be as per PAN card. It is mandatory to fill up all the required fields marked with RED COLOURED STAR (*).
Tick the classes user belongs to Type /nature of PROFESSION as Serial number 2 (if applicable) and Tick the classes user belongs to Type /nature of TRADE as Serial number 3 (if applicable):

1. Legal practitioners including solicitors and notaries public
2. Annual Income: 200000
3. Co-operative societies registered or deemed to be registered under the West Bengal Co-operative Societies Act, 1983 and other registered societies
4. Amount(Inr.): 20000
5. Back | Continue | Save & Exit
6. Developed by HEC
7. Best viewed in Internet Explorer 9.0 / Mozilla Firefox 3.6 or later. All operating systems should be Windows 7 & above or Linux.
1. Choose **Type/Nature of PROFESSION/CALLING**. Here user can choose multiple options.

2. If users belong to “**Nature of Profession/Calling**” and if it is more than one, give the total amount of User’s income.

3. Choose **Type/Nature of TRADE**. Here user can choose multiple options.

4. If users belong to “**Nature of Trade**” and if it is more than one, give the aggregate amount of User’s receipt/turnover.

5. Click **Back** button to go to previous page.

6. Click **Continue** button to go to next page.

7. Click **Save & Exit** button if the user wants to fill his/her further details later.

**Some notes when user is applying as (Individual including proprietary and HUF):**

- If user is below range of lowest annual earing in both Nature of Profession/Calling and Nature of Trade, a screen, shown above will appear. If you want to apply for voluntary enrolment, you will select ‘Yes’ otherwise you will select ‘No’. If you select yes, in case of ‘Nature of Profession’ the amount of PTAX payable is 480 and in case of ‘Trade’ the amount is 300. If you select ‘No’ you will be redirected to Enrolment home page and will not be enrolled.

- If users do not belong to any option under serial no. 4, 2 or 3 then he/she will belong to “others”. In this case just mention the name of Profession and Calling or Trade. You will not get the ‘Others’ option for ‘Company’ and ‘Firm’.

**Note:**

1. For better understanding of schedule in which user belongs to please go through Profession Tax website.

2. Selection of ‘**Other Profession/Calling or Trade**’ is not recommended.

3. The rest applying as option will be same as Individual (Except you will get only ‘Type/Nature of Trade’ option only).

4. In case of ‘**Voluntary Enrolment**’ you will not be able to enter any ‘Branch Details’ information.
Insert Branch Details (If user input in Principal Information page):

This is a view of Branch/Office Details. Here user fills his/her Branches/Offices that are already Enrolled and New Branches/Offices to be enrolled.

It is mandatory to fill up all the required fields marked with RED COLOURED STAR (*).

1. Click on “Add New Branches” button to add a new branch. If you click on this button ‘New Branch Details’ section will be displayed.
2. All the fields of section ‘New Branch Details’ are self-descriptive. From field 2 to 10 are mandatory fields, you must enter these values.
3. The ‘Mobile No’ given here should be different from the mobile no you used for ‘Principal Place of Trade’.

10
4. After you entered all the values click on ‘Add (11)’ button to save the details you entered. After that a new section like below will be displayed above the ‘New Branch Details’ section.

5. To add more branches you have to follow Step 1 to Step 4 repeatedly.

6. If you want to edit any details you provided click on ‘Edit (15)’ button.

7. If you want to edit any branch you added click on ‘Delete (16)’ button.

8. Click on ‘Back (14)’ button to go to previous page.

9. Click on ‘Continue (13)’ button to go to next page.

10. Click ‘Save & Exit (12)’ button if the user wants to fill his/her further details later.
User Total tax for payment and select payment option

This is the view of **PTax Payment** page. Here user can see user’s total tax of payment under selected Schedule numbers.

And user selects the **payment option**.
1. This is the amount of profession tax payable for Principal place of Trade in Current Financial Year.
2. This is the total amount of profession tax payable for all branches in Current Financial Year, entered on previous page.
3. This is the total payable amount in Current Financial Year. This amount should be equal to sum of ‘1’ and ‘2’.
4. These are the ‘Financial Years’ for which you have back liabilities.
5. Here you have to enter the payable amount of back liability for a corresponding financial year.
6. Here you have to enter the amount you have already paid through manual challan for corresponding financial year.
7. This is the balance amount you have to pay for corresponding financial year.
8. This is the total amount of back liability based on the values you will enter on back liability amount fields.
9. This is the total amount you have to pay. This amount will be equal to sum of ‘3’ and ‘6’.
10. You have to choose a payment mode.
   a. If you select “Proceed to GRIPS for Payment” then you will get following options:

   ![GRIPS Payment Mode](image)

   b. If you select “Already Paid through GRIPS” then go to “GRIPS payment details” page.

11. Click on ‘Back’ button to go to previous page.
12. Click on ‘Continue’ to complete your payment. If you have chosen the first option as your payment mode, you will be redirected to ‘Pay through GRIPS’ page.
13. Click Save & Exit button if the user wants to fill his/her further details later.

Note: If you have already paid your back liabilities through GRIPS you should not include that amount on ‘Already paid through manual challan’ option. You will use that GRN on Payment page.
Payment through GRIPS

This is the view of Payment Through GRIPS page. This page comes when user chooses the Proceed to GRIPS for Payment option. Here user can sees user’s Application number, Head of Account, the Amount of payable tax and the time period of the tax.

1. Click Back button for go to PTax Payable page.
2. Click Continue button for go to GRIPS site for payment.
3. Click Save & Exit button if the user wants to fill his/her further details later.
GRIPS Payment Details

This is the view of **GRIPS Payment Details** page. Here user enters user’s GRN number. After enter the GRN no. and click the **Submit** button user gets the details of GRN no. last payment Date, Head of account, Bank name and Amount.

1. Enter GRN Number.
2. Click on ‘Submit’ button. Details of your payment against this GRN will be populated on below table.
3. If you want to delete details of a GRN you have provided, click on ‘Delete’ button.
4. Click **Back** button for go to Payment Through GRIPS page.
5. Click **Continue** button for go to next page.

**Note:** If you have more than one GRN no repeat step 1 and step 2 for each GRN.
Submit

This is the view of Submit page. Click on the checkbox i.e. you declare everything you have inserted in the application is true.

1. Please check the Declaration before Click on ‘Submit’ button.
2. Click on Submit button to get the Acknowledgement for Profession Tax Enrolment.
Acknowledgement

This is the **Acknowledgement** page. This is the **Acknowledgement Certificate** of the user. The following view is for those whose pan number is not verified for any reason and user can not generate demat certificate until Admin approve it. If pan is verified successfully then user can generate demat certificate by sign up and login.

1. Click **Finish** for go to **Enrolment Home** page.
2. Click to get printed copy of the **Acknowledgement**, for future reference.

Note: Once you get this Acknowledgement, you have to wait for ‘PAN Verification’ by your respective Unit/Range officer. On successful verification you will be notified, and you can proceed for Sign Up process.
How to complete previously saved Application

This is the Principal Info page for First Time Applicant. User can click Save & Exit button to complete user’s information later.
Get Application Number

During ‘First Time Application’ of Enrolment, at different stage of your application you can choose to ‘Save & Exit’ from the Application. If you do so, you will get the following page:

1. Please note this Application Number for future reference. You will need this number when you will complete your application for Enrolment.
2. Click ‘Click here’ to go to Home page.

Note: You will get the Application Number through sms and email during ‘Application for First Time’, when you will put your ‘otp’ for mobile verification or on ‘Continue’ in case of ‘Update Old Enrolment’. If your application process stopped accidentally (Power failure/ Network failure) you will not get the above page. So be careful with the message/email containing the Application Number. In case you lost them you will be in trouble to complete your application.
How to Start Complete Previous Saved Application

User chooses the option **Complete Previously Saved Application**. User enters user’s Application number and mobile number (used during Enrolment process) to complete the application.

Click *Continue* button for go to next page.

Note: If you have left your application incomplete after you done your payment during ‘Application for First Time’ or ‘Update old Enrolment’ you will be redirected to final submission page, you have not to traverse through all the pages you have already completed.
Office Selection

This is Office Selection page in Complete Previous Saved Application. Here all data are fetched as user inserted previously. User will get all data up to the page where user clicked Save & Exit before or left the application incomplete anyway. User must fill the rest of the data like ‘First time Applicant’.
Update Old Enrolment Record

Users who had previous enrolment records can edit data through this section

- Choose the option **Update Old Enrolment Record**
- Put your old enrolment number.
- Click **Continue** button to continue.

If you enter wrong Enrolment No or your enrolment does not exist on database will get following dialog box

To continue with the number you have choose ‘Yes’ and you have to fill all the data like ‘First Time Applicant’. If you choose ‘No’ you will stay on Enrolment Home page.

**Note:** If you have an old Enrolment No, you should choose this option. If you continue as a ‘First Time Applicant’ instead of having an old Enrolment No you will have get trouble to link up your old EC with the new (12 digit number) one.
Change Your Range Office Address (if applicable)

This is the view of **Office Selection** page. Here user can see user’s area.

- If user want to change user’s area (District, sub division & Police Station) then click on the box **Click to change**.
- Click **Continue** for go to next page.
Change and Edit Your Data (if applicable)

This is view of Principle Info page of Update Old Enrolment Records. Here user can see user’s all data (with Old Enrolment Number and it’s date) that user enter previously. Data of option1 and 5 is read only that user cannot edit .If user want to edit it then click the box *Click to Change*. 

1. Name of the Applicant
   First Name:
   Middle Name:
   Last Name:
2. Gender:
3. Father’s/Husband’s Name:
   First Name:
   Middle Name:
   Last Name:
4. Trade Name *(Enter as per PAN Card)*:
5. Address of Principal Place of Work
   Room/Flat No:
   Premises No. & Street:
   City/Town/Village :
   District:
   Pin Code:
   Police Station:
6. Mobile No*:
7. Email-ID*:
8. PAN No:
9. Date of Commencement of Profession/Trade/Calling(DD/MM/YYYY)*:
10. Do you have registration under any other act? ☐ Yes ☐ No
11. Bank Details:
   Bank Name:
   Branch Name:
   Branch IFSC:
   Account No:
   Account Type:
   ▼ Select ▼
   Add Another Option
12. Upload Copy of first page of bank passbook/Leaflet of Cheque Book
   Do not use special characters (*=[<>][:]) to fill up the form
   [Continue] [Save & Exit]

In case any technical problem arises with the website, please mail us at it.grievance@nic.in and
Developed by NIC

(Best viewed in Internet Explorer 9.0/Mozilla Firefox 3.6/Google Chrome or higher version & Operating System should be Linux or Windows 7 & above)
- It is mandatory to fill up all the required fields marked with **RED COLOURED STAR (*).**
- File Upload is not mandatory. If user willing to upload it click on the link.
- Pan must be verified to proceed further.
- If user clicks to change then Address related file upload link will appear which is optional.
- User must fill the rest data as follow as **Frist time Applicant.**

![Upload Files](image)

When user click on the link of option 14 i.e. **upload copy of first page of bank passbook/leaflet of cheque book** this page is opened.

1. User chooses option of user’s documents type by clicking on the list.
2. Click **Browse** button to browse user’s documents.
3. Click **Upload** button to upload the documents.
Reprint Acknowledgement

Enter generated Application No. and Mobile No. used to get enrolled. And click on Continue button. Acknowledgement Certificate will be regenerated.

Acknowledgement

Reprint Acknowledgement for First time application

Application No.: 20150114649
Application Date: 12/06/15
Trade Name: DSDD
Applicant Name: GANGARAMPUR
Police Station: GANGARAMPUR
Sub Division: DAKSHIN DINAJPUR
District: WB NORTH UNIT-III, RAIGANJ
Name of Concerned PT Office: WB NORTH UNIT-III, RAIGANJ

*Verification of given TAN/PAN is under process. On verification you will receive an sms for signup. If no sms received within 7 days, contact the above mentioned office.
How To Sign Up And Generate User Id

User enters users:-

1. Application number
2. Mobile number
3. PAN number
4. Password (User must follow the password format)
5. Confirm Password (Re-type the password which entered in Password text).
6. Click **Sign Up** button for sign up.
After Sign-Up

1. This 12 digit number is your Enrolment number as well as user id.
2. Click here to Login.
3. Click here to be redirected at Registration portal.
1. Enter your User Id (Enrolment No.).
2. Password entered during Sign up process of Enrolment.
3. Click **Login** button for sign in.
4. If you forgot your password then click ‘**Forgot your Password?**’ link.
Generate Demat Certificate

1. After login you will see this page. To generate Demat Certificate you have to click this link.

After that you will see the following page:
When user clicks *Generate Enrolment Certificate* link, then a download window is opened, where user choose option *Open With* or *Save File*. Then click *OK* button.

- If user chooses *Open with* option then the certificate opened in *Adobe Reader* (by default).
- If user chooses option *Save File* option then the Certificate is downloaded in user computer.
- Click *Generate Registration Certificate* to get the Registration Certificate.
  1. Click *Logout* to log out.
  2. Click *Change Password* if user wants to change the password.
Demat Certificate

Form 11A
Certificate of Enrolment
[See rule 4 / 6A]

No. 192013407312 Date 05/06/2015
Old No. ECE0101362

This is to certify that DIWANG KUMAR DASHA engaged in the profession/trade/calling STAR OVERSEAS located at ECE79, DIOHAN NAGAR, SALT LAKE, DIOHAN NAGAR, 700094, P.S., SALT LAKE has been enrolled under the West Bengal State Tax on Professions, Trades, Callings and Employments Act, 1979 (West Ben. Act VI of 1979).

The holder of this certificate shall pay tax under Serial No. 3(a) of the Schedule to the West Bengal State Tax on Professions, Trades, Callings and Employments Act 1979 on or before the 31st July of every year in the manner prescribed in rule 15 of the West Bengal State Tax on Professions, Trades, Callings and Employments Rules, 1979.

Payment of Profession Tax against this Enrollment No. has been made for the year 2015-2016.

The Profession Tax for the year 2016-2017 is payable on or before 31st day of July, 2016

Prescribed Authority
Name of the office: WB CENTRAL UNIT-Y, BARASAT

Disclaimer: As this computer generated document reflects such information as provided by the applicant, it may not be accepted to be an evidence as proof of approval or document of like nature in any suit, prosecution or other legal proceeding(s) in any court of law or before any authority.

http://egov.wbcomtax.gov.in/PT_Enrollment/ 12/06/2015 04:51:12

This is the user’s demat certificate. Here user gets Enrolment number, date of the certificate, Trade name, Address, serial number of act.
Registration certificate

This is the Registration Certificate of user.
Forgot Password

When user clicks the **Forgot Password** link on login page (when user forgot user’s given password), then page will come. Here user enters user’s ID and click on **Reset**.

When user clicks the **Forgot Password** link on login page (when user forgot user’s given password), then page will come. Here user enters user’s ID and click on **Reset**.
After click on **Reset** this page will come. The password will be send to user as an **e-mail** or as a **sms**.

Click **Reset Password** link to reset the password.
When user clicks **Reset Password**, then this page will come. Here user enter the **new password** and re-type the **password** in **Confirm Password** box. Then click on **Reset**.

After clicks on **Reset** then user get this Message

![Message](image)

Here user clicks **Go Home** link to go to **Home** page.
Change Password

When user clicks **Change Password**, then this page will come. Here user enter user’s **old password**, then enters the **new password** and re-type the **password** in **Confirm Password** box. Then click on **Login**.

- The old password and the new password must be different.

After clicks on **login** then user goes to after login page(Generate Demat Certificate).
Amendment and Surrender of Enrolment and Registration:

1. Click to generate Amendment Request.
2. Click to generate Cancellation Request.

If user apply for both Enrolment and Registration. In that case Amendment for both Enrolment and Registration both will appear.

1. User can choose any one option for the Amendment one time. If user wants to amendment the Registration/Amendment then the user must choose the option again complete the previous request.
2. Click Continue to continue the process
3. Click Back to back the previous page.
User can choose any one option for the Amendment one time. If user wants to amend the Registration/Amendment then the user must choose the option again complete the previous request.
- Click Continue to continue the process.
- Click Back to back the previous page.

TRADE NAME

1. Write your New Trade name
2. Click on Select for Choose the option for updated documents.
3. Click **Browse** to browse the file.
4. Click **Upload** to upload the file
5. Click **Add Another File** to add more than one file.
6. Click **Continue** to continue the process.

**ADDRESS OF TRADE AMENDMENT:**

1. Fill all the field (*) Mark (Please write the new address).
2. Click on **Select** for Choose the option for updated documents.
3. Click **Browse** to browse the file.
4. Click **Upload** to upload the file
5. Click **Add Another File** to add more than one file.
6. Click **Continue** to continue the process.

**AMENDMENT OF CONSTITUTION:**
1. Select new Constitution.
2. Click on Select for Choose the option for updated documents.
3. Click Browse to browse the file.
4. Click Upload to upload the file
5. Click Add Another File to add more than one file.
6. Click Continue to continue the process.

Note: Any changes from existing constitution to Individual including Proprietary Concern and HUF and vice versa Pan Verification are mandatory. From existing constitution to Individual including Proprietary Concern and HUF Pan Verification with applicant’s name and from Individual including Proprietary Concern and HUF to any other pan verification with existing trade name is mandatory.

AMENDMENT OF TYPE OF BUSINESS:
Existing will be checked.

1. Choose your new Type of Business.
2. Click on Select for Choose the option for updated documents.
3. Click Browse to browse the file.
4. Click Upload to upload the file
5. Click Add Another File to add more than one file.
6. Click Continue to continue the process.

**BANK DETAILS:**
1. Change the Bank name, branch, IFSC, Account number and Account Type.
2. Click on **Select** for Choose the option for updated documents.
3. Click **Browse** to browse the file.
4. Click **Upload** to upload the file
5. Click **Add Another File** to add more than one file.
6. Click **Continue** to continue the process.

**** File Upload is optional for each above cases ***

1. Enter your existing PAN.
2. Enter your mobile number.
3. Click **Generate OTP**. Then the OTP is sent to your mobile.
4. Enter the OTP in Enter OTP field.
5. Click **Verify OTP** to verify the OTP.
6. Click **Submit** to continue.

**EMAIL ID:**
1. Enter Your new e-mail id.
2. Click Continue to continue the process.

**MOBILE NUMBER:**

1. Enter your new mobile number.
2. Click Generate OTP. Then the OTP is sent to your mobile.
3. Enter the OTP in Enter OTP field.
4. Click Verify OTP to verify the OTP.
5. Click Continue to verify the OTP.

**APPLICANT NAME FOR INDIVIDUAL:**
1. Enter new Applicant Name.
2. Enter PAN No (Corresponding to new Applicant Name).
3. Enter remarks if needed.
4. Click Continue to continue the process.

APPICANT NAME EXCEPT INDIVIDUAL:
2. Enter remarks if needed.
3. Click **Continue** to continue the process.

**Acknowledgement:**

Final Acknowledgment contains Request ID, amendment date, amendment type, applicant name, name of concerned PT Office. Message of Amendment Status.

***Amendment Request of registration contains same fields for amendment. Everything shown above will be same***
This option is to reprint acknowledgment for the user Id logged in. By searching amendment request Id by clicking on search icon user can reprint acknowledgment.

- Click *Continue* to continue the process.
- Click *Back* to back the previous page.
- Click *Log out* to Log out

***Amendment Request of registration contains same fields for amendment. Everything shown above will be same***
Surrender Request:

If Users apply for both Enrolment and Registration. In that case Surrender for both Enrolment and Registration both will appear.

- Choose option any one.

**SURRENDER OF ENROLMENT AND REGISTRATION CERTIFICATE**

1. Select the option for Reason of cancellation.
2. Click on Select for Choose the option for updated documents.
3. Click Browse to browse the file.
4. Click to upload the file.
5. Enter PAN Number
6. Enter mobile number.
7. Get OTP as sms.
8. Enter OTP to verify mobile number.
9. Click **Continue** to continue the process.

1. Select the option for Reason of cancellation.
2. Click on **Select** for Choose the option for updated documents.
3. Click **Browse** to browse the file.
4. Click to upload the file
5. Enter PAN Number
6. Enter mobile number.
7. Get OTP as sms.
8. Enter OTP to verify mobile number.
9. Click **Continue** to continue the process.

**** File Upload is optional for each above cases ****
**ACKNOWLEDGEMENT:**

Acknowledgment for Surrender contains Registration Number/ Enrolment Number. Request ID. Reason of closure, Request Date and name of concerned PT Office.

**Acknowledgement for Surrender of Enrolment**

- **Surrender Request Id ID:** C2015000000
- **Enrolment No:** 192000013649
- **Reason of Closure:** Death of Proprietor
- **Request Date:** 18/06/2015
- **Name of Concerned PT Office:** WB SOUTH UNIT-IV, TAMLUK
  Tamluk, Medinipur(East), PIN 721636
  03228-266410

*Your Cancellation Request ID is pending for approval with Officer of above mentioned PT Office. You will be informed through SMS on approval.*

No Payment record(s) is found against this Applicant for current Financial Year.