# DTE. OF COMMERCIAL TAXES - FINANCE (ENROLLMENT UNDER PROFESSION TAX)

Provided as a service in
Online Single Window of the
State (SILPASATHI)

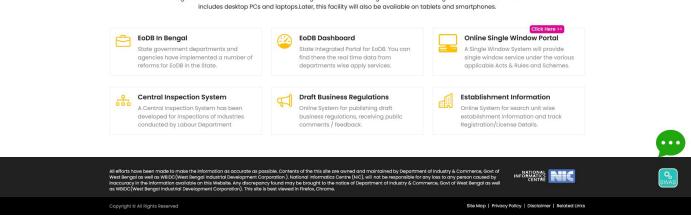
Log on to www.silpasathi.wb.gov.in and click on 'Apply online' button



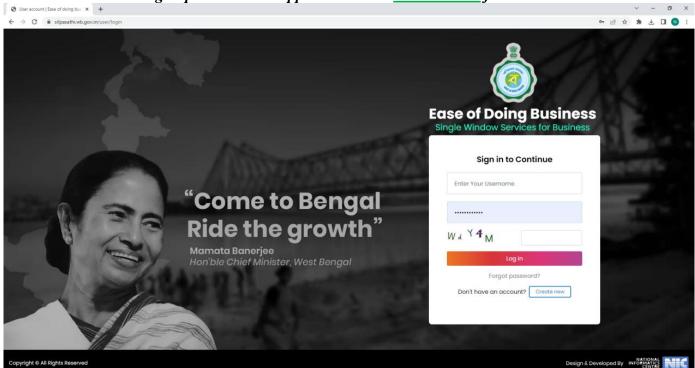
#### **Ease of Doing Business**

Single Window Services for Business

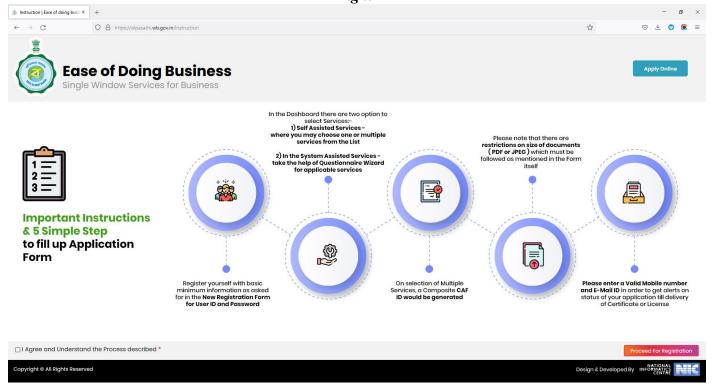
Single Window Services can be accessed through an EODB-Online Single Window Portal using IT-enabled devices which



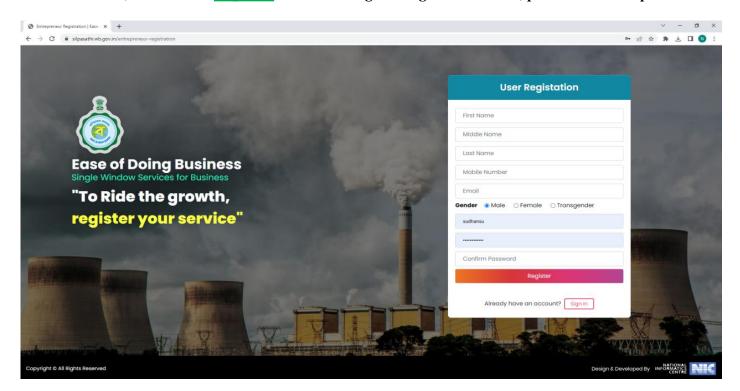
A sign up window will appear. Click on 'Create New' for new user



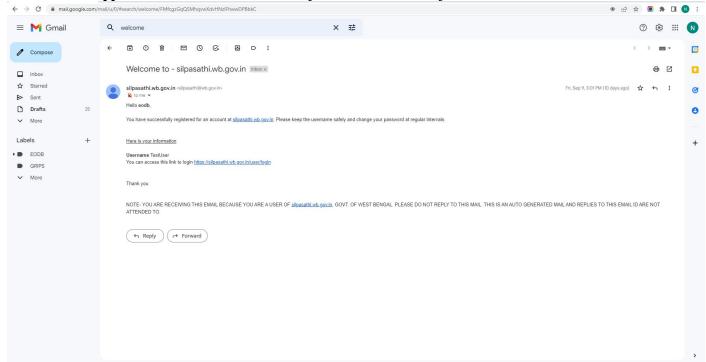
Before proceeding for Registration page, Applicant need to click on the check box of 'I Agree and Understand the Process described' and 'Proceed for Registration' button on the bottom right



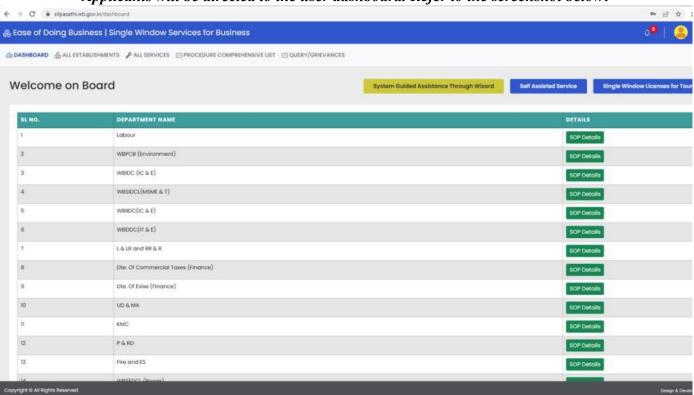
The <u>'User Registration'</u> window will appear with the relevant fields that the applicant need to fill accurately and click on <u>'Register'</u> as shown by the below screenshot. In case the applicant already have an account, click on the <u>'Sign In'</u> button and login using valid User ID, password and Captcha:



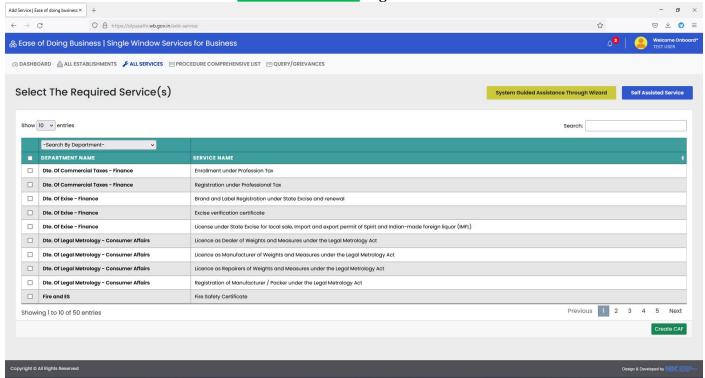
Applicants will receive email confirmation. Please refer to the screenshot below



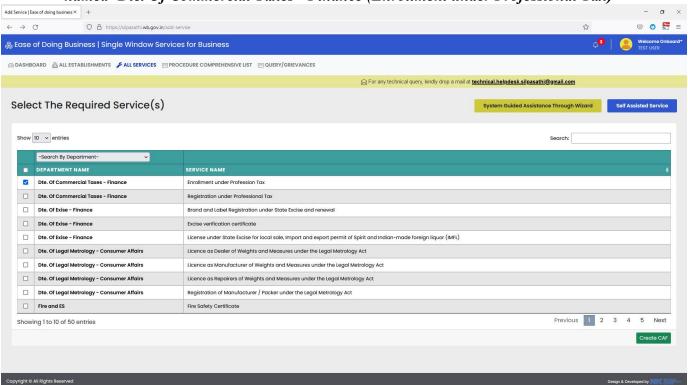
Applicants will be directed to the user dashboard. Refer to the screenshot below:



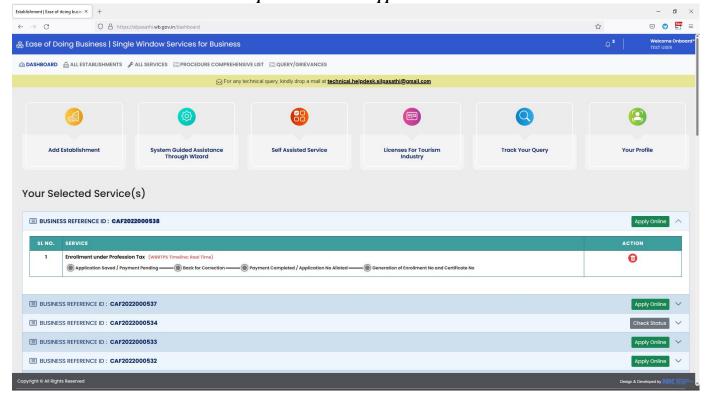
Click on 'ALL SERVICES' to get the desired service-



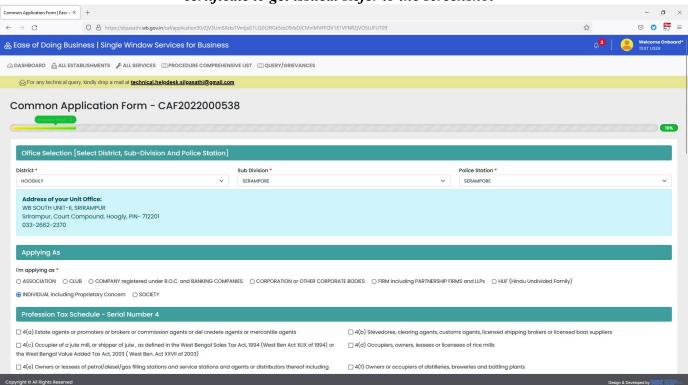
Once done, a list of services will appear. Applicants need to click on the checkbox adjacent to the service named 'Dte. Of Commercial Taxes - Finance (Enrollment under Professional Tax)'-

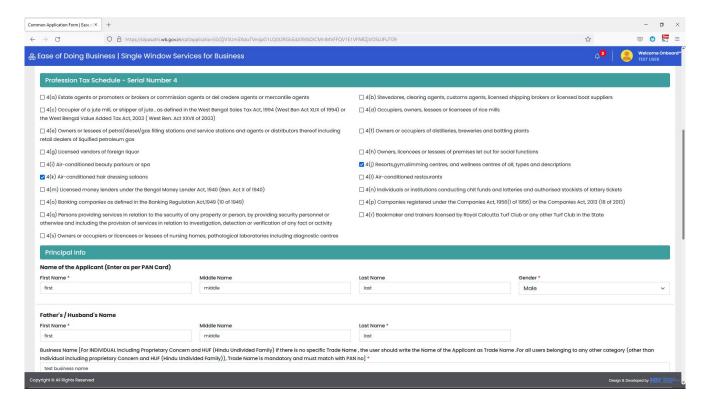


Once done, click on <u>'Create CAF'</u>. Applicant's CAF ID will be created. Click on <u>'Apply Online'</u> to proceed with the application -

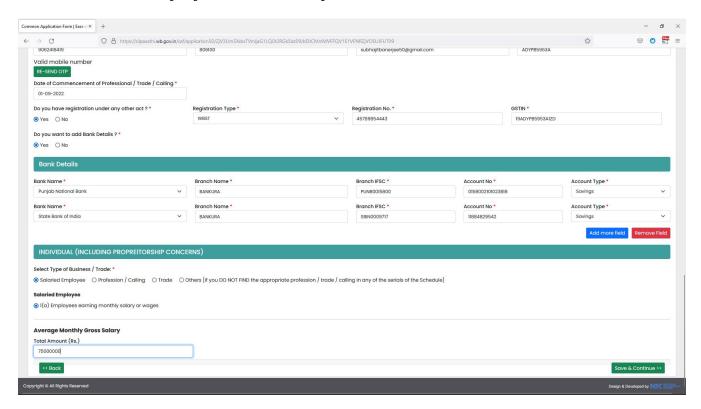


Applicants will be redirected to the common application form with the necessary details required for the certificate to get issued. Refer to the screenshot -

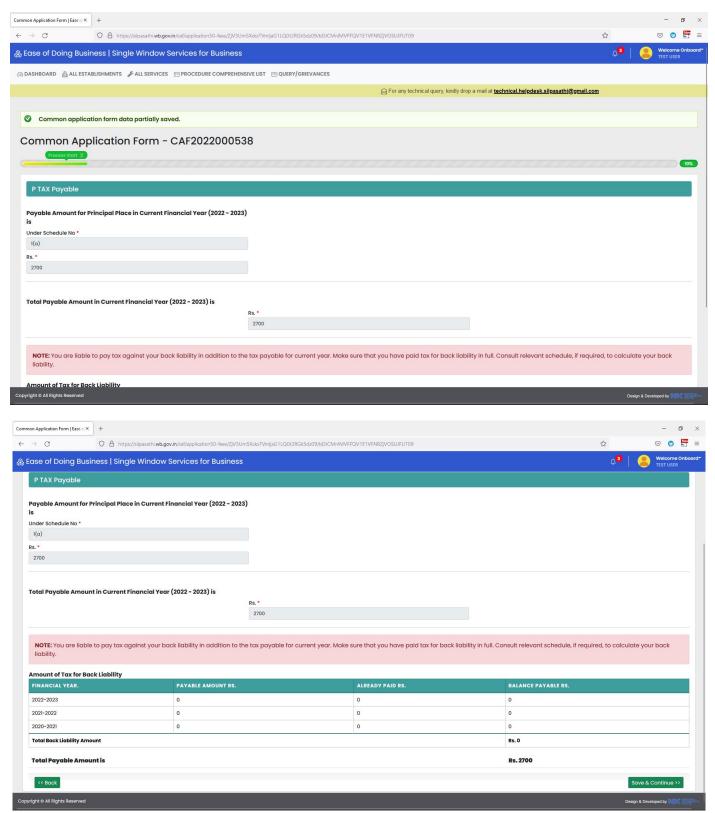




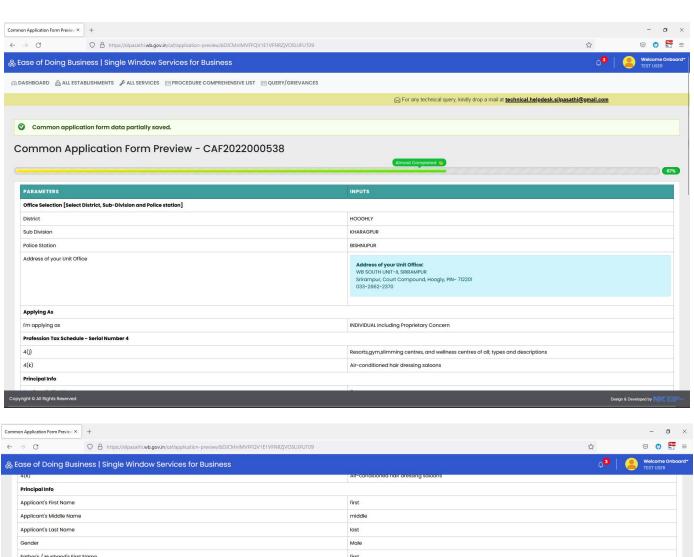
Fill and review the details of the application. Once done, applicant needs to click on <u>Save & Continue</u> for further action as referred on the screenshot below:

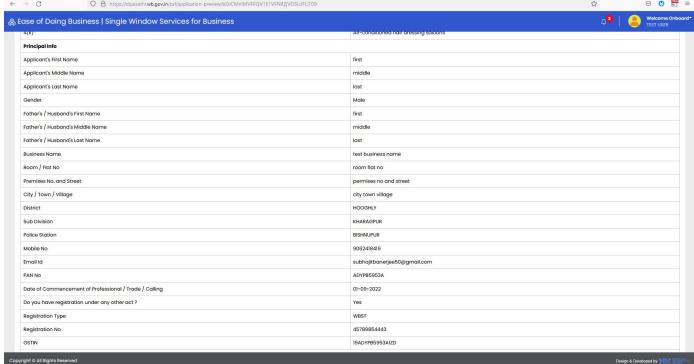


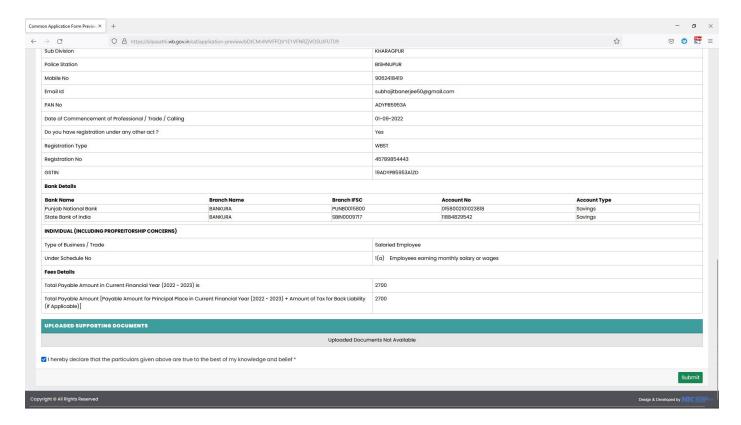
Once done, applicant needs to check the P-TAX Payable and click on <u>Save & Continue</u> for further action as referred on the screenshot below:



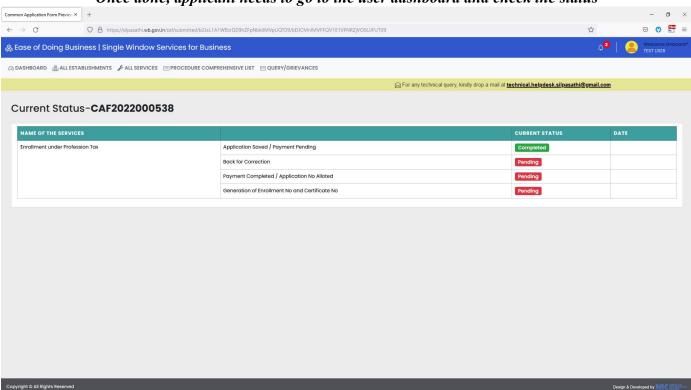
Applicant will be shown the filled application with details provided for final review. Once reviewed, applicant needs to click on <u>the Declaration checkbox</u> on the bottom left of the application page before proceeding to <u>'Submit'</u> button, as mentioned in the preceding screenshots below:







Once done, applicant needs to go to the user dashboard and check the status

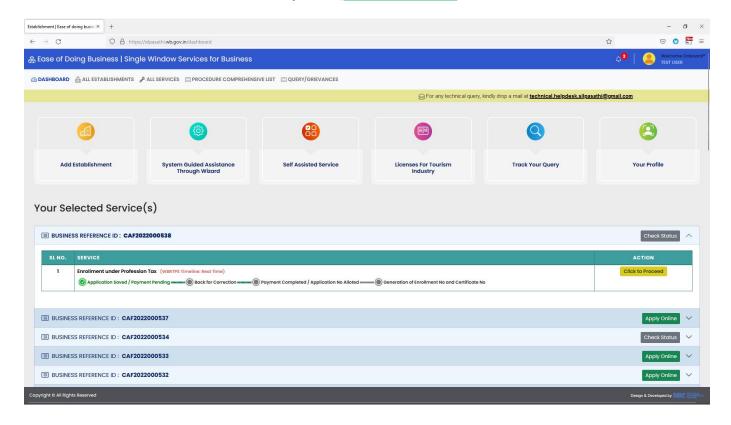


The applicant will receive notifications through <u>SMS and email</u> at critical stages of application processing – application submission, application approval or rejection at various stages as shown under:

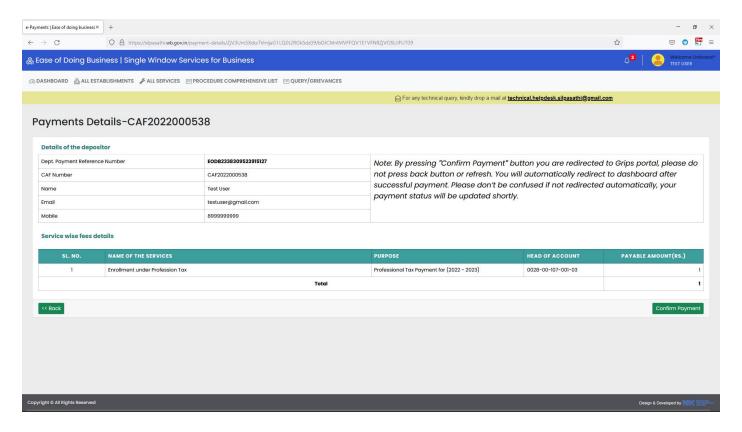




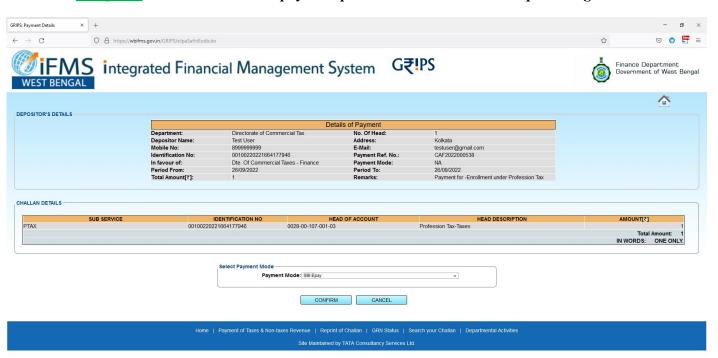
Once submitted, applicants will be able to view the current status of the application submitted which will change based on the actions taken on the same. Applicant needs to go back to the dashboard to view application status and proceed for next step (after the administrative approvals like are cleared) i.e Payment (Click to Proceed)

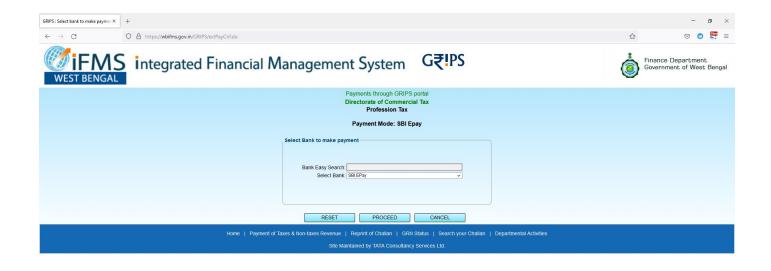


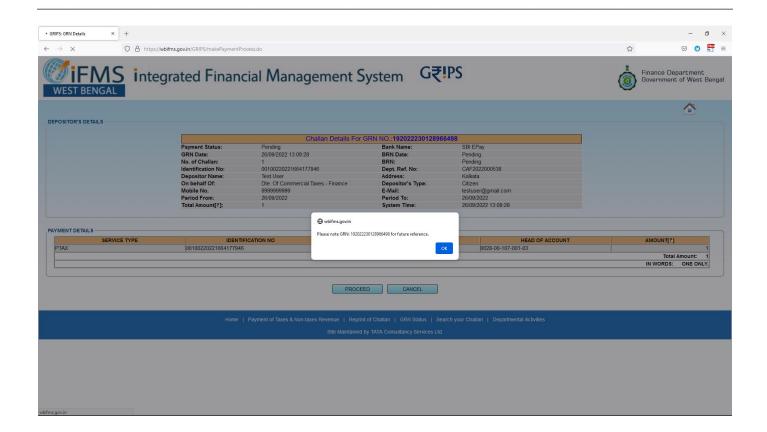
Payment confirmation window will appear, Click on the 'Confirm Payment' option.



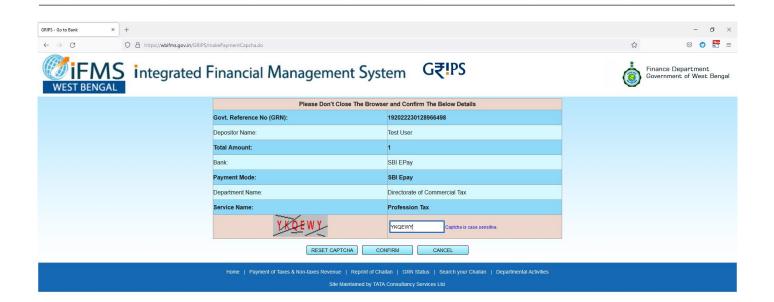
#### Click 'Confirm' to continue with the payment process as mentioned in the preceding screenshots:

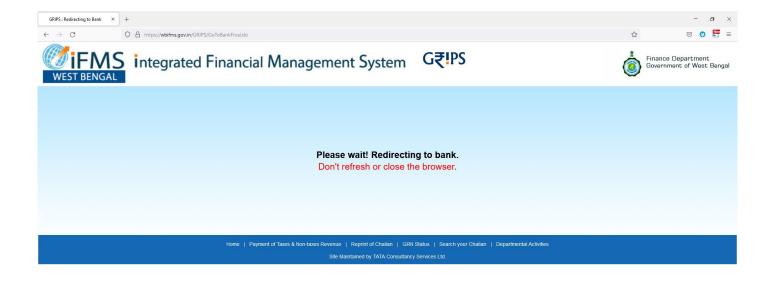


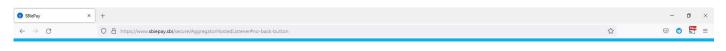


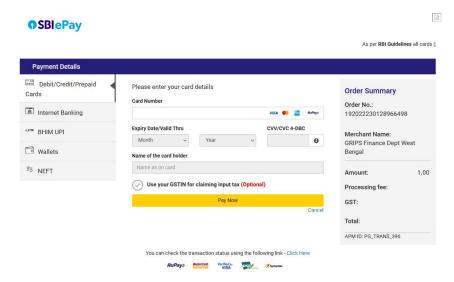


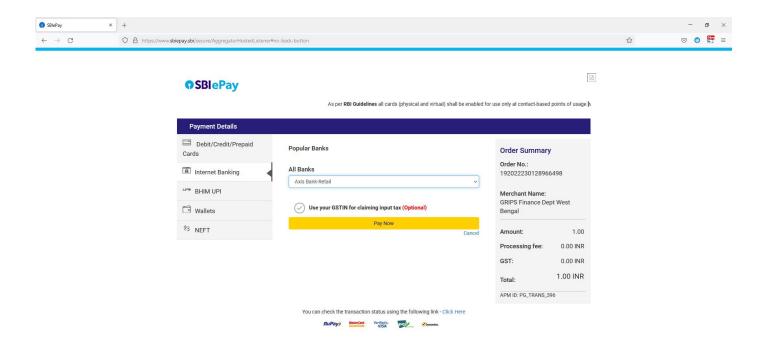


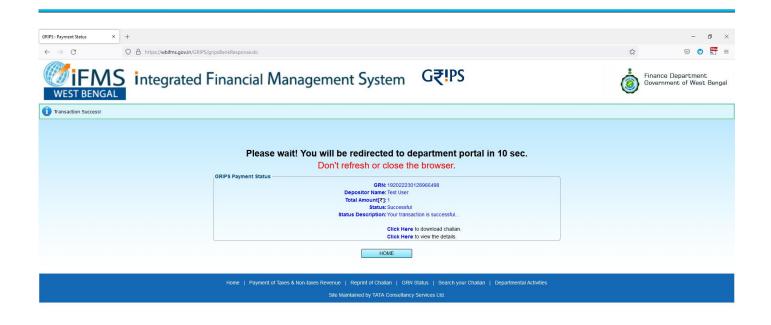




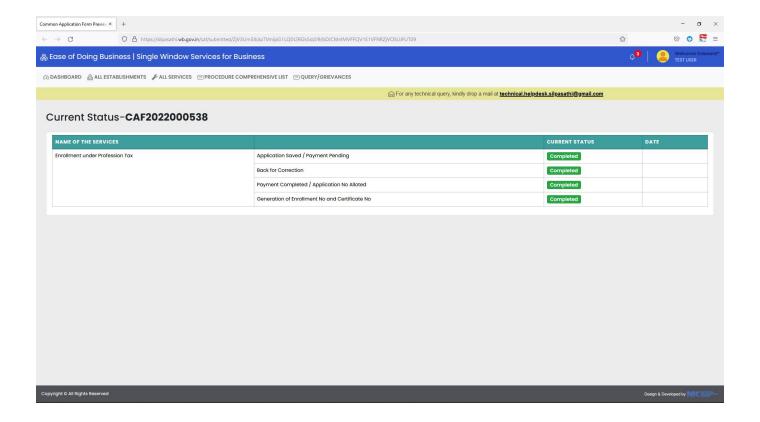








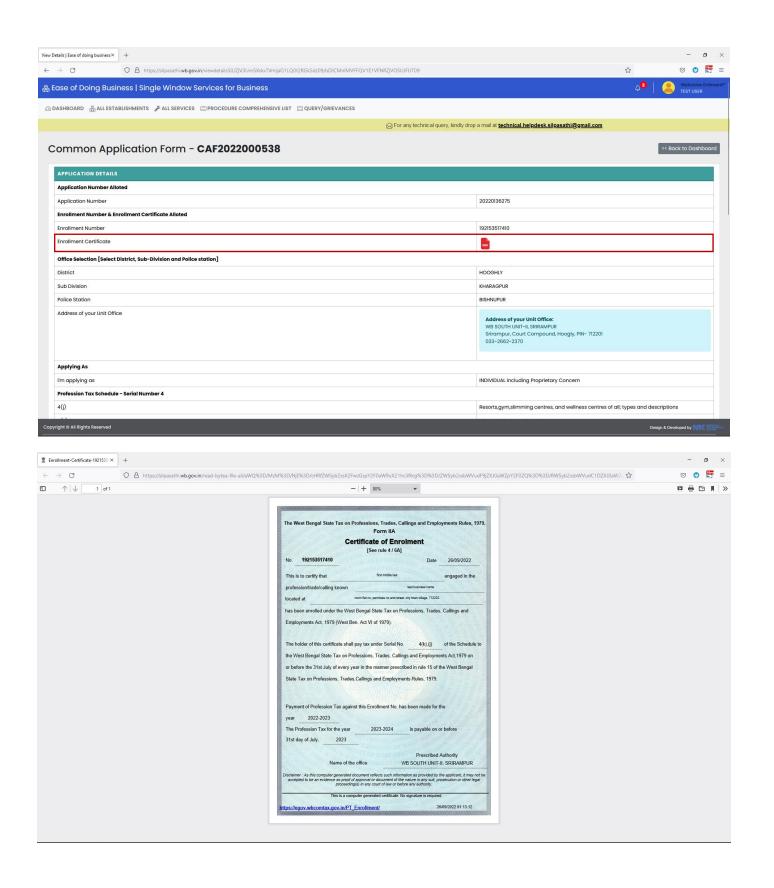
Once done, the applicant will receive in the online system the Registration certificate by the Department:



The Applicant can download Approval Certificates by clicking on the <u>'View/ Download Enrollment Certificate'</u> button as appearing on the screen (as shown in the following screenshots below).



Once done, applicant needs to download the Certificate from '<u>Download Application PDF'</u> section as shown in the screenshots



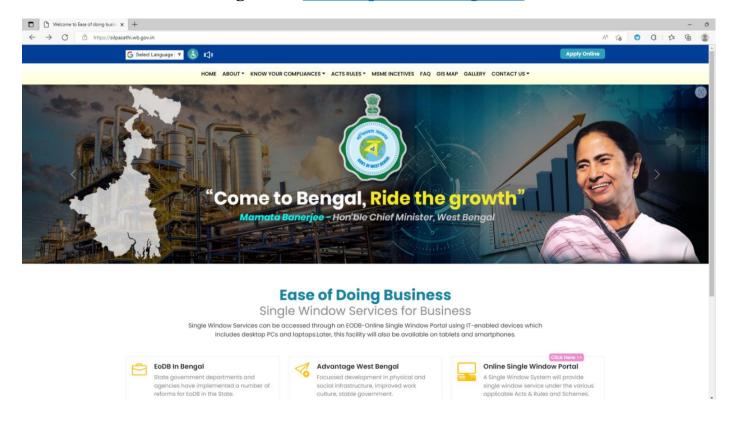
# Sample documents mentioned below:

# Sample Certificate

	Form IIA
	Certificate of Enrolment
	[See rule 4 / 6A]
No.	<b>192153517410</b> Date 26/09/2022
This is	to certify that first middle last engaged in the
profes	sion/trade/calling known test business name
locate	d at room flat no, permises no and street, city town village, 712222
has be	en enrolled under the West Bengal State Tax on Professions, Trades, Callings and
Emplo	yments Act, 1979 (West Ben. Act VI of 1979).
The h	older of this certificate shall pay tax under Serial No. 4(k),(j) of the Schedule to
the W	est Bengal State Tax on Professions, Trades, Callings and Employments Act, 1979 on
or bef	ore 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.
	Tax on Professions, Trades, Callings and Employments Rules, 1979.
Paymo	Tax on Professions, Trades, Callings and Employments Rules, 1979.  ent of Profession Tax against this Enrollment No. has been made for the
year	ent of Profession Tax against this Enrollment No. has been made for the
year The P	ent of Profession Tax against this Enrollment No. has been made for the  2022-2023
year The P	ent of Profession Tax against this Enrollment No. has been made for the  2022-2023  rofession Tax for the year 2023-2024 is payable on or before
year The P	ent of Profession Tax against this Enrollment No. has been made for the  2022-2023  rofession Tax for the year 2023-2024 is payable on or before ay of July, 2023
year The P 31st d	ent of Profession Tax against this Enrollment No. has been made for the  2022-2023  rofession Tax for the year 2023-2024 is payable on or before ay of July, 2023  Prescribed Authority

## Third Party verification details:

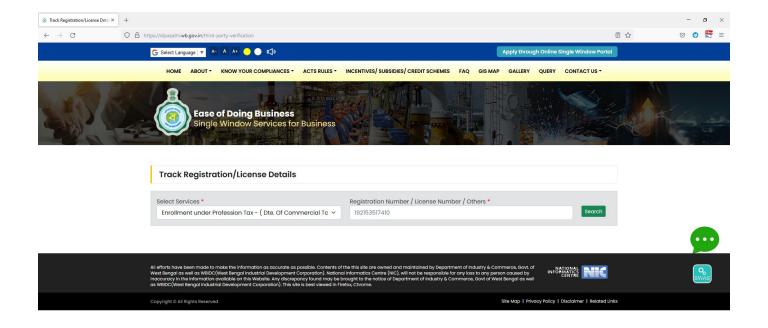
## Log on to www.silpasathi.wb.gov.in



## Click on 'Establishment information' section



Enter the service name and the concerned Registration number/License number



### Sample License details mentioned in the below screenshot:

