



Proposal for “Professional Tax Registration”

Commercial:

➤ **Professional Tax Registration Charges Package Includes**

1. Preparation of Documents & Declarations
2. Submission of Application for PT Registration
3. Filing of Pending PT Return (if old registration)
4. Issuance of PRC and PEC Certificate

➤ **Charges: -**

1. **Professional Fees:** Rs. 8,000/-
2. **Additional Fees:** Rs. 250/- per month for backdated registrations
3. **Government Charges:** Rs. 200/- per employee per month, and Rs. 2,400 per year for the company

➤ **Documents Requirement for Professional Tax Registration:**

A. Owner Documents:

1. PAN Card
2. Aadhar or any other ID
3. Photograph
4. Residential Address Proof
5. Mobile Number and Email id
6. Cancelled Cheque

B. Business Premises Documents:

1. Office/Shop Address – Rent Agreement (if rented)
2. Shop/Office – Property Tax Bill or Registry Agreement (Any One)

C. Company Documents (if any)

1. PAN Card of Business
2. Partnership Deed/MoA-AoA

3. Company Registration Certificate
4. Employee List – Joining Date and Salary

➤ **Compliance of Professional Tax (Gujarat) :-**

1. Monthly PRC Return Filling: - Rs 200/- Per Employee per month (Due date within 15 day of month end)
2. Yearly PEC Payment: - Rs 2400/- (For Companies)

➤ **Start Process Now – Get Professional Tax Registration**

- Step 1: Send us Documents Via Email or WhatsApp
 - Email: office@legaladda.com
 - WhatsApp: +91 9726365804
- Step 2: Preparation of Documents & Processing
- Step 3: Get Professional Tax Registration

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Thank You :)

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