



TAMILNADU SINGLE WINDOW PORTAL

APPLICANT MANUAL

Issue of Assessment Number for Professional Tax

Greater Chennai Corporation



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1. Home Page

1) The journey of the new applicant starts with Tamil Nadu Single Window Portal (TNSWP) homepage that can be accessed through <https://tnswp.com> website wherein it gives various information’s, useful links, and functionalities about TNSWP.

2) **Applicant can reach the helpdesk Toll free number-1800-258-3878 and Helpdesk Email.**

**TNSWP website
(www.tnswp.com)**

**Toll free number
and Mail Id**

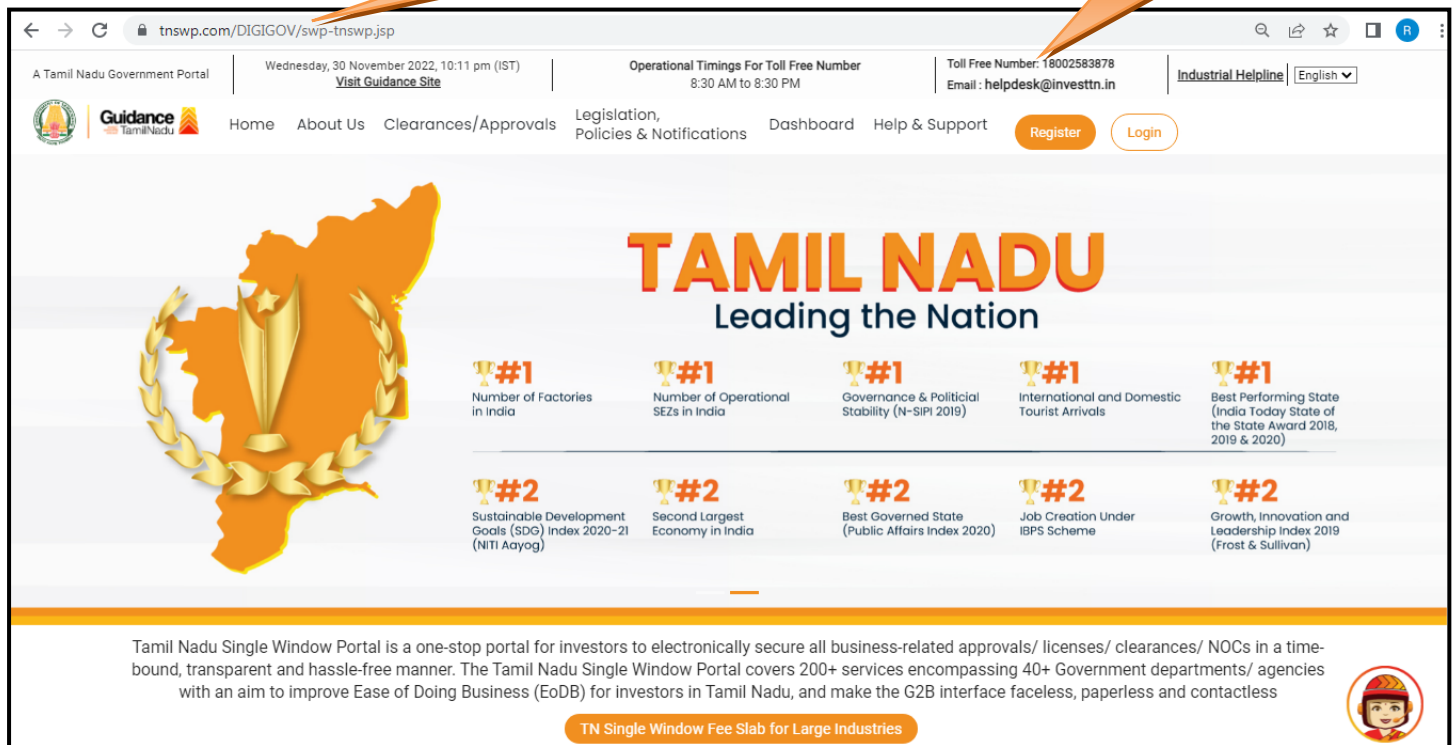


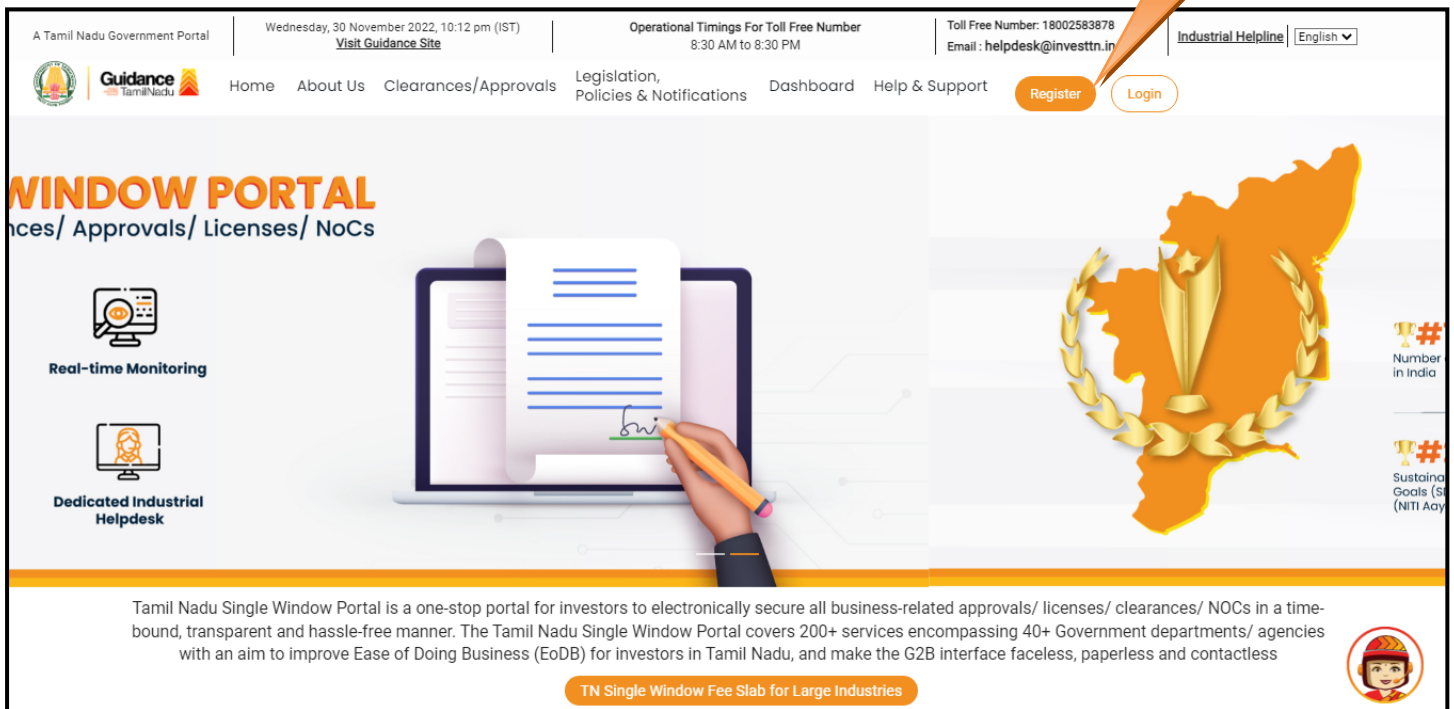
Figure 1. Single Window Portal Home Page

2. Registration

To access the TNSWP and to apply for various clearances the applicant needs to complete the Registration process.

1) Click on '**Register**' button on TNSWP.

**Register
on TNSWP**



A Tamil Nadu Government Portal | Wednesday, 30 November 2022, 10:12 pm (IST) | Visit Guidance Site | Operational Timings For Toll Free Number 8:30 AM to 8:30 PM | Toll Free Number: 18002583878 | Email : helpdesk@investtn.in | Industrial Helpline | English

Home About Us Clearances/Approvals Legislation, Policies & Notifications Dashboard Help & Support Register Login

WINDOW PORTAL
Clearances/ Approvals/ Licenses/ NoCs

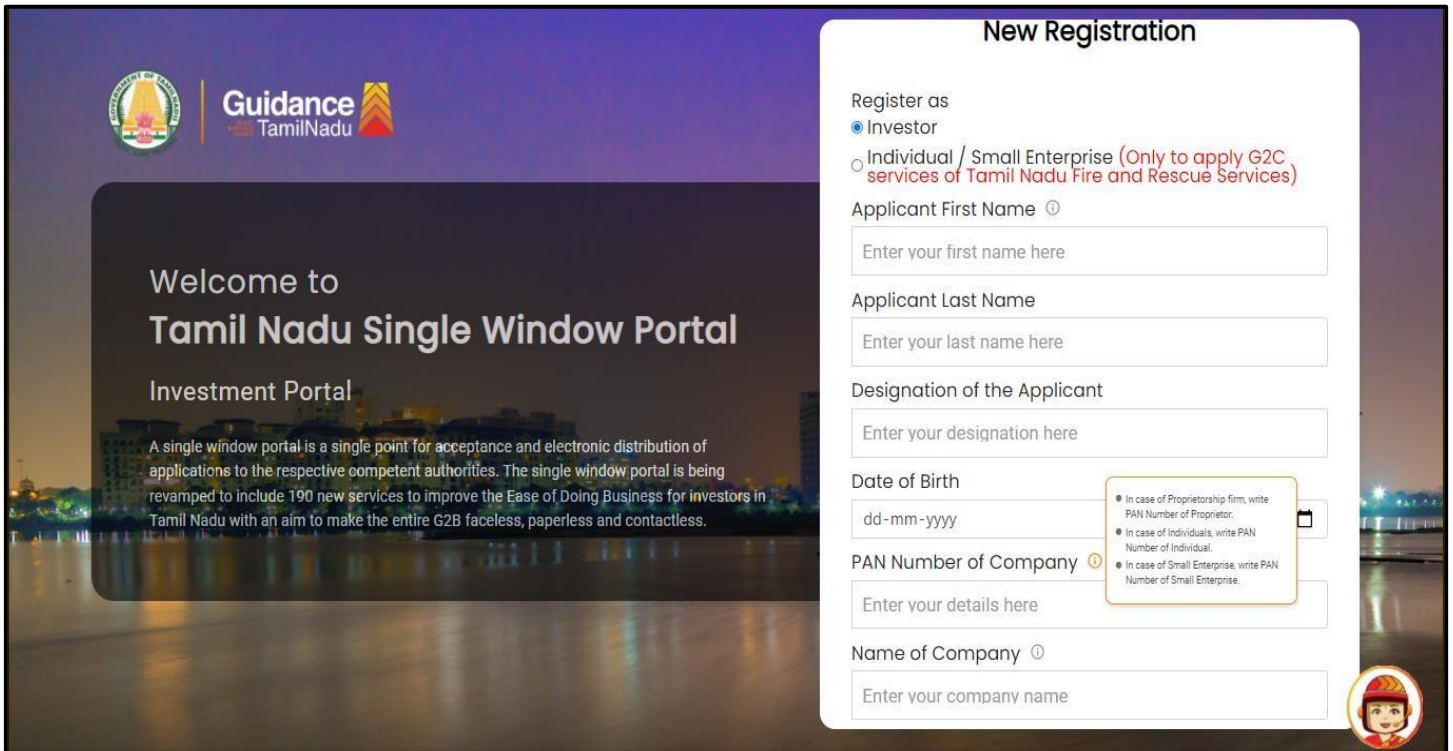
Real-time Monitoring
Dedicated Industrial Helpdesk


Tamil Nadu Single Window Portal is a one-stop portal for investors to electronically secure all business-related approvals/ licenses/ clearances/ NOCs in a time-bound, transparent and hassle-free manner. The Tamil Nadu Single Window Portal covers 200+ services encompassing 40+ Government departments/ agencies with an aim to improve Ease of Doing Business (EoDB) for investors in Tamil Nadu, and make the G2B interface faceless, paperless and contactless

TN Single Window Fee Slab for Large Industries

Figure 2. Register

- 2) New Investor Registration page will appear (Refer Figure 3 & 4)
- 3) Select the 'Investor' option and continue with the Registration process.
- 4) Only for applying Government to Citizen (G2C) fire clearances, click on option '**G2C clearances of Tamil Nadu fire and rescue clearances under the category individual/small enterprise**'.
- 5) The information icon ⓘ gives a brief description about the fields when the applicant hovers the cursor on these icons.





Welcome to Tamil Nadu Single Window Portal

Investment Portal

A single window portal is a single point for acceptance and electronic distribution of applications to the respective competent authorities. The single window portal is being revamped to include 190 new services to improve the Ease of Doing Business for investors in Tamil Nadu with an aim to make the entire G2B faceless, paperless and contactless.

New Registration

Register as

Investor

Individual / Small Enterprise (Only to apply G2C services of Tamil Nadu Fire and Rescue Services)

Applicant First Name

Applicant Last Name

Designation of the Applicant

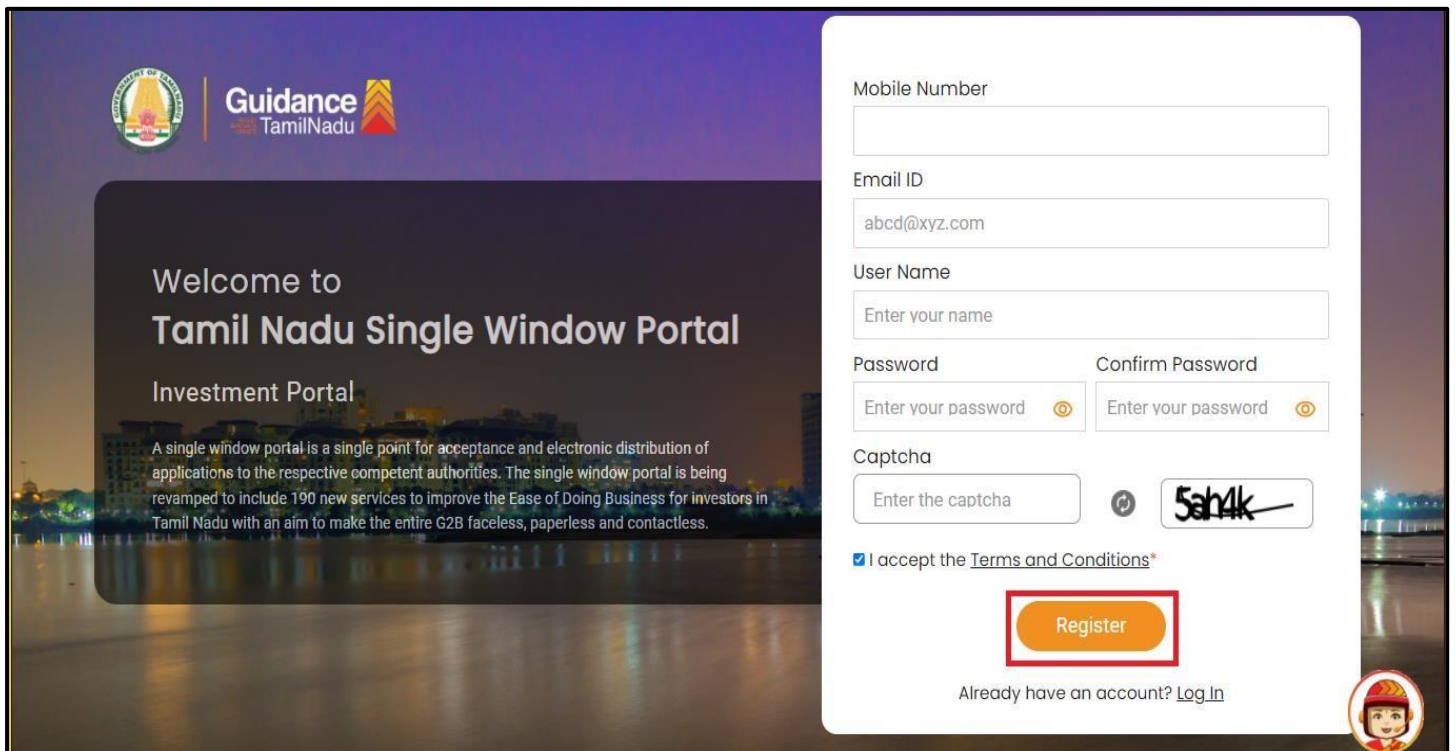
Date of Birth


PAN Number of Company

Name of Company

- In case of Proprietorship firm, write PAN Number of Proprietor.
- In case of Individuals, write PAN Number of Individual.
- In case of Small Enterprise, write PAN Number of Small Enterprise.

Figure 3. Registration Form





Welcome to Tamil Nadu Single Window Portal

Investment Portal

A single window portal is a single point for acceptance and electronic distribution of applications to the respective competent authorities. The single window portal is being revamped to include 190 new services to improve the Ease of Doing Business for investors in Tamil Nadu with an aim to make the entire G2B faceless, paperless and contactless.


Mobile Number

Email ID

User Name

Password

Confirm Password

Captcha 

I accept the [Terms and Conditions*](#)

Register

Already have an account? [Log In](#)

Figure 4. Registration Form Submission

- 6) The Email ID would be the Username to login the TNSWP.
- 7) Future communications would be sent to the registered mobile number and Email ID of the applicant.
- 8) Create a strong password and enter the Captcha code as shown.
- 9) The applicant must read and accept the terms and conditions and click on 'Register' button.

3. Mobile Number / Email ID – 2-Step Verification Process

- '2-Step Verification Process' screen will appear when the applicant clicks on 'Register' button.

- **Mobile Number Verification**

- 1) For verifying the mobile number, the verification code will be sent to the given mobile number.
- 2) Enter the verification code and click on the '**Verify**' button.

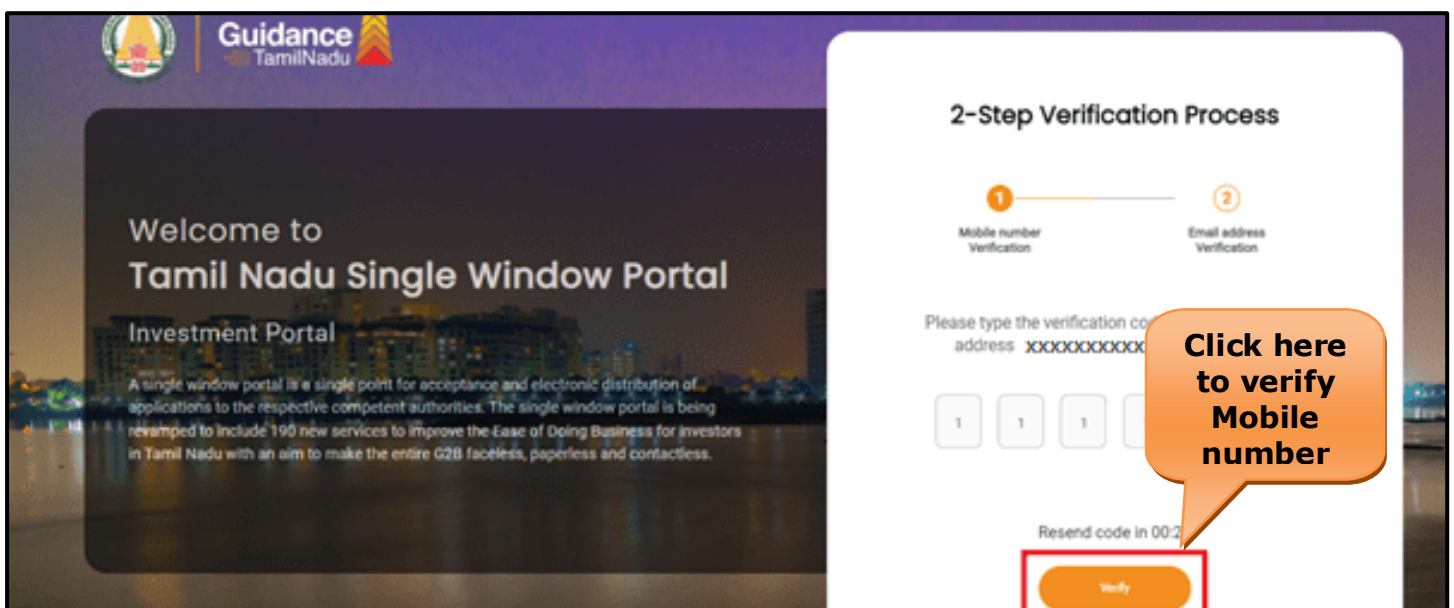


Figure 5. Mobile Number Verification

o **Email ID Verification**

- 1) For verifying the Email ID, the verification code will be sent to the given Email ID.
- 2) Enter the verification code and click on the **'Verify'** button.

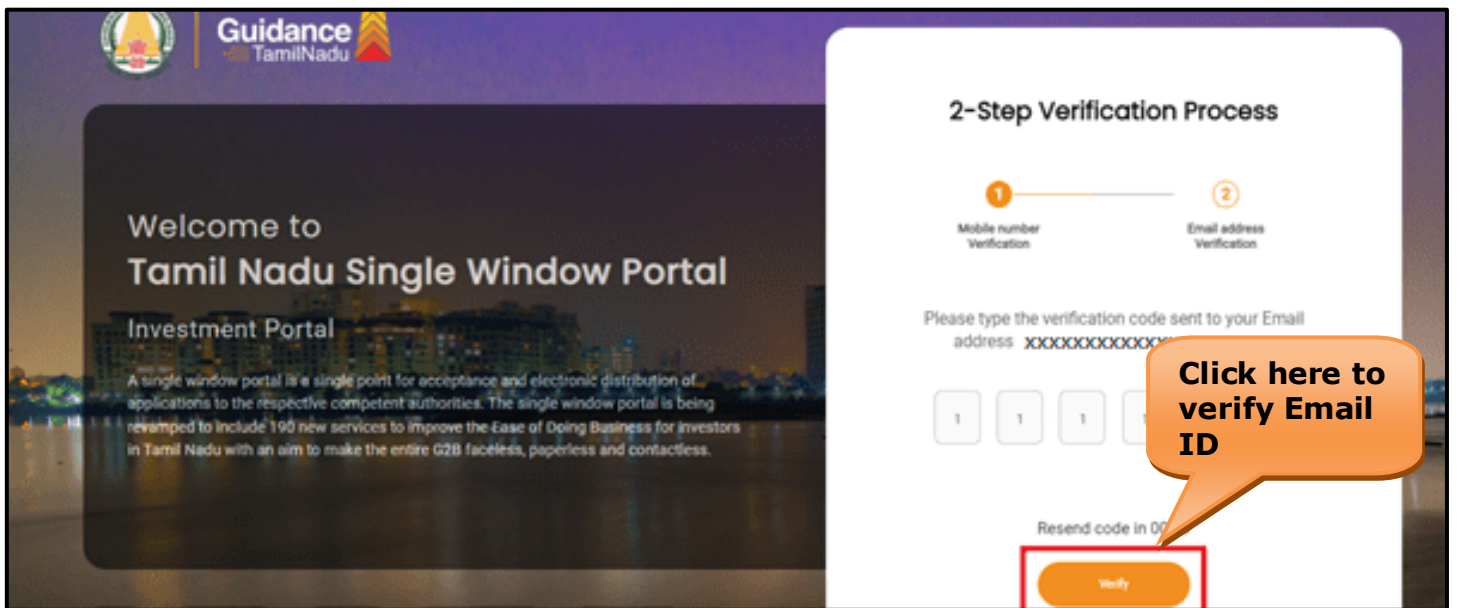


Figure 6. Email ID Verification

- 3) After completion of the 2-Step Verification process, registration confirmation message will pop-up stating as **'Your registration was successful'** (Refer Figure 7).
- 4) Registration process is completed successfully.

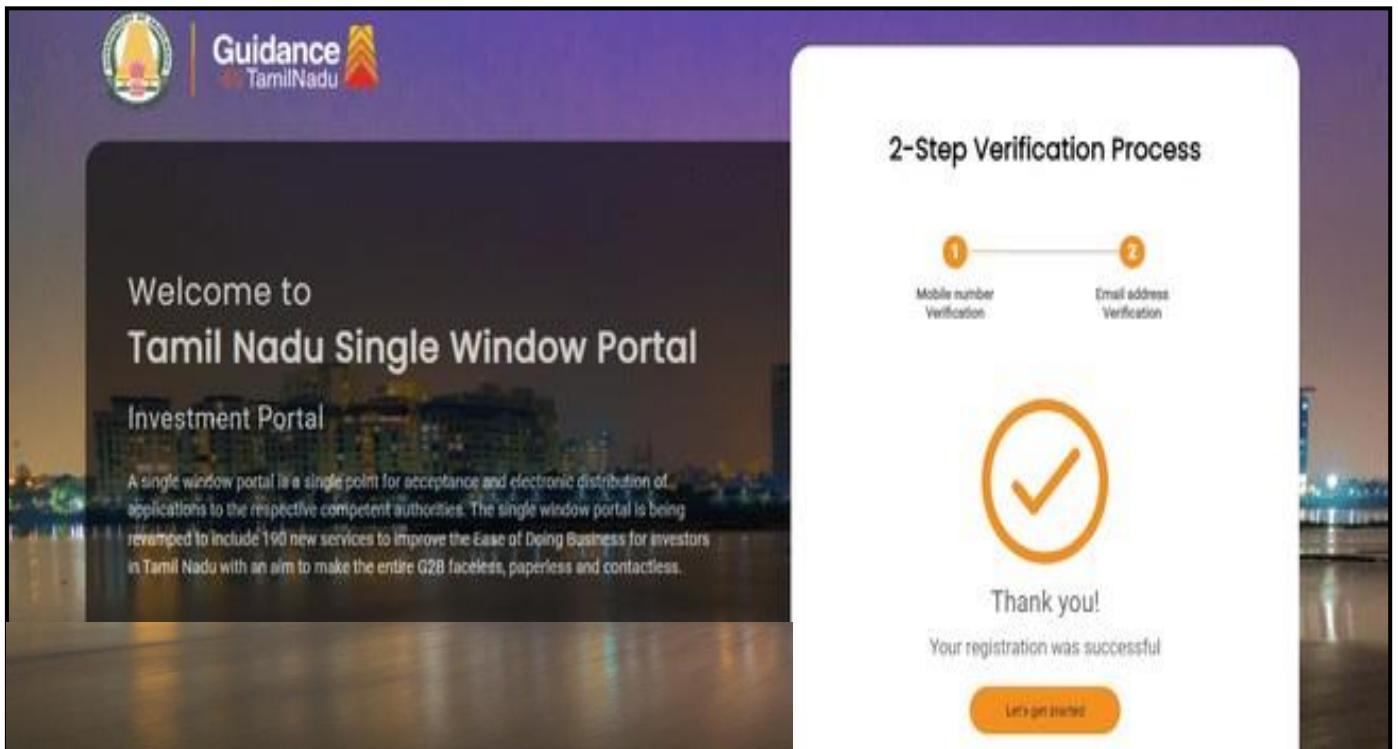
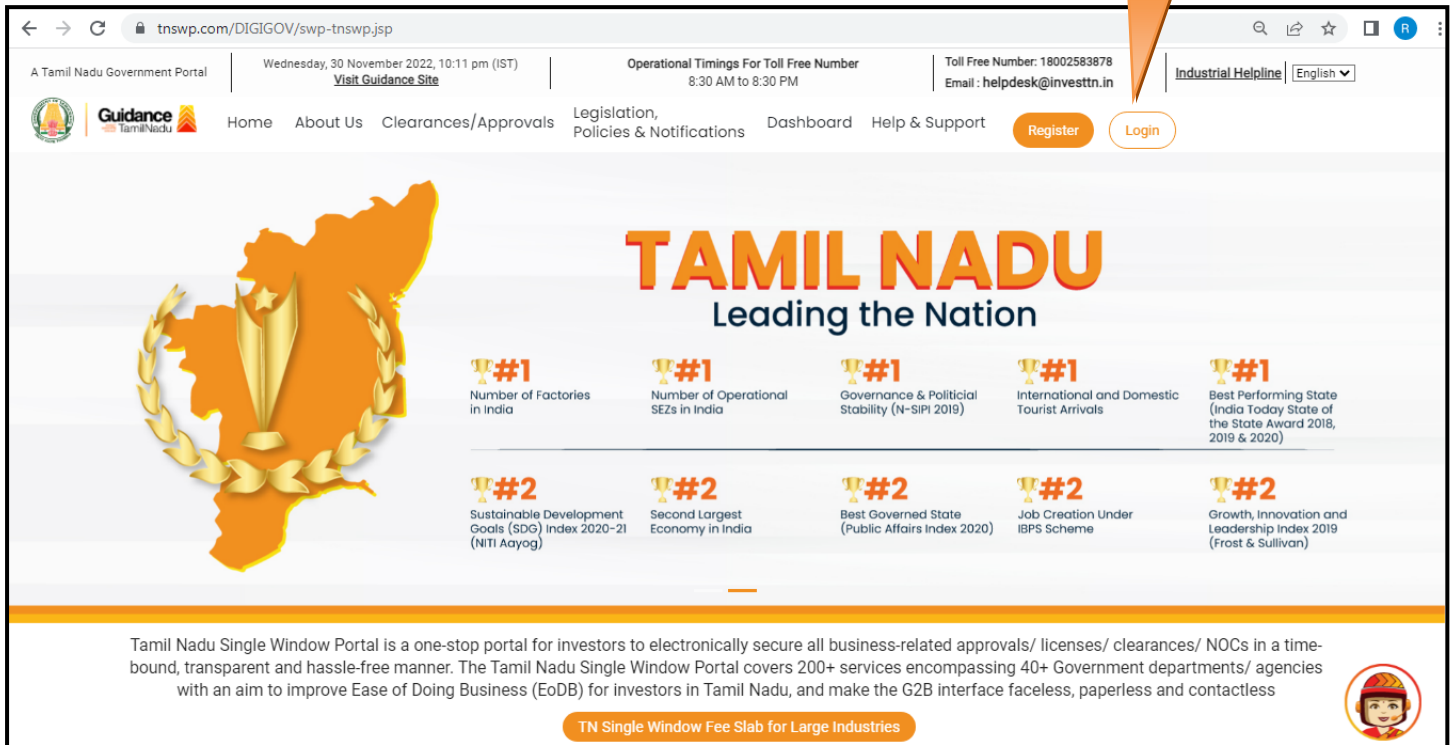


Figure 7. Registration Confirmation Pop-Up

4. Login

- 1) The applicant can login to TNSWP with the Username and Password created during the registration process.
- 2) Click on login button to enter TNSWP.

Login to TNSWP



The screenshot shows the TNSWP website interface. At the top, there is a navigation bar with links for Home, About Us, Clearances/Approvals, Legislation, Policies & Notifications, Dashboard, and Help & Support. A 'Login' button is highlighted with an orange callout bubble. Below the navigation bar is a large banner for 'TAMIL NADU Leading the Nation' featuring a map of Tamil Nadu and several award statistics:

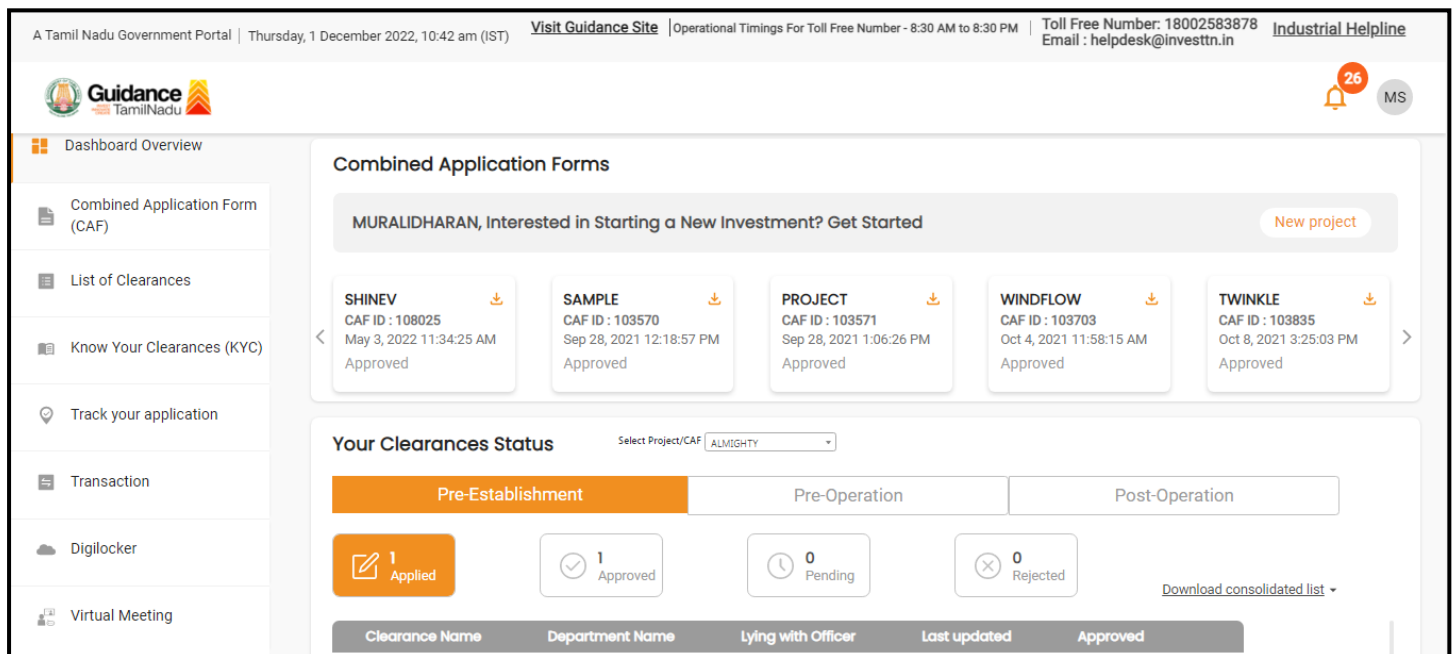
Award Rank	Category
#1	Number of Factories in India
#1	Number of Operational SEZs in India
#1	Governance & Political Stability (N-SIPI 2019)
#1	International and Domestic Tourist Arrivals
#1	Best Performing State (India Today State of the State Award 2018, 2019 & 2020)
#2	Sustainable Development Goals (SDG) Index 2020-21 (NITI Aayog)
#2	Second Largest Economy in India
#2	Best Governed State (Public Affairs Index 2020)
#2	Job Creation Under IBPS Scheme
#2	Growth, Innovation and Leadership Index 2019 (Frost & Sullivan)

Below the banner, there is a paragraph describing the portal: 'Tamil Nadu Single Window Portal is a one-stop portal for investors to electronically secure all business-related approvals/ licenses/ clearances/ NOCs in a time-bound, transparent and hassle-free manner. The Tamil Nadu Single Window Portal covers 200+ services encompassing 40+ Government departments/ agencies with an aim to improve Ease of Doing Business (EoDB) for investors in Tamil Nadu, and make the G2B interface faceless, paperless and contactless'. At the bottom, there is a button for 'TN Single Window Fee Slab for Large Industries' and a small cartoon character icon.

Figure 8. Login

5. Dashboard Overview

- 1) When the Applicant logs into TNSWP, the dashboard overview page will appear.
- 2) Dashboard overview is Applicant-friendly interface for the Applicant's easy navigation and to access various functionalities such as Menu bar, Status whether the application is Approved, Pending, Rejected and Data at-a glance on a unified point.



A Tamil Nadu Government Portal | Thursday, 1 December 2022, 10:42 am (IST) | [Visit Guidance Site](#) | Operational Timings For Toll Free Number - 8:30 AM to 8:30 PM | Toll Free Number: 18002583878 | Email : helpdesk@investtn.in | [Industrial Helpline](#)

Guidance TamilNadu 26 MS

Dashboard Overview

- Combined Application Form (CAF)
- List of Clearances
- Know Your Clearances (KYC)
- Track your application
- Transaction
- Digilocker
- Virtual Meeting

Combined Application Forms

MURALIDHARAN, Interested in Starting a New Investment? [Get Started](#) New project

SHINEV	SAMPLE	PROJECT	WINDFLOW	TWINKLE
CAF ID : 108025	CAF ID : 103570	CAF ID : 103571	CAF ID : 103703	CAF ID : 103835
May 3, 2022 11:34:25 AM	Sep 28, 2021 12:18:57 PM	Sep 28, 2021 1:06:26 PM	Oct 4, 2021 11:58:15 AM	Oct 8, 2021 3:25:03 PM
Approved	Approved	Approved	Approved	Approved

Your Clearances Status Select Project/CAF: ALMIGHTY

Pre-Establishment	Pre-Operation	Post-Operation
1 Applied	1 Approved	0 Pending
		0 Rejected

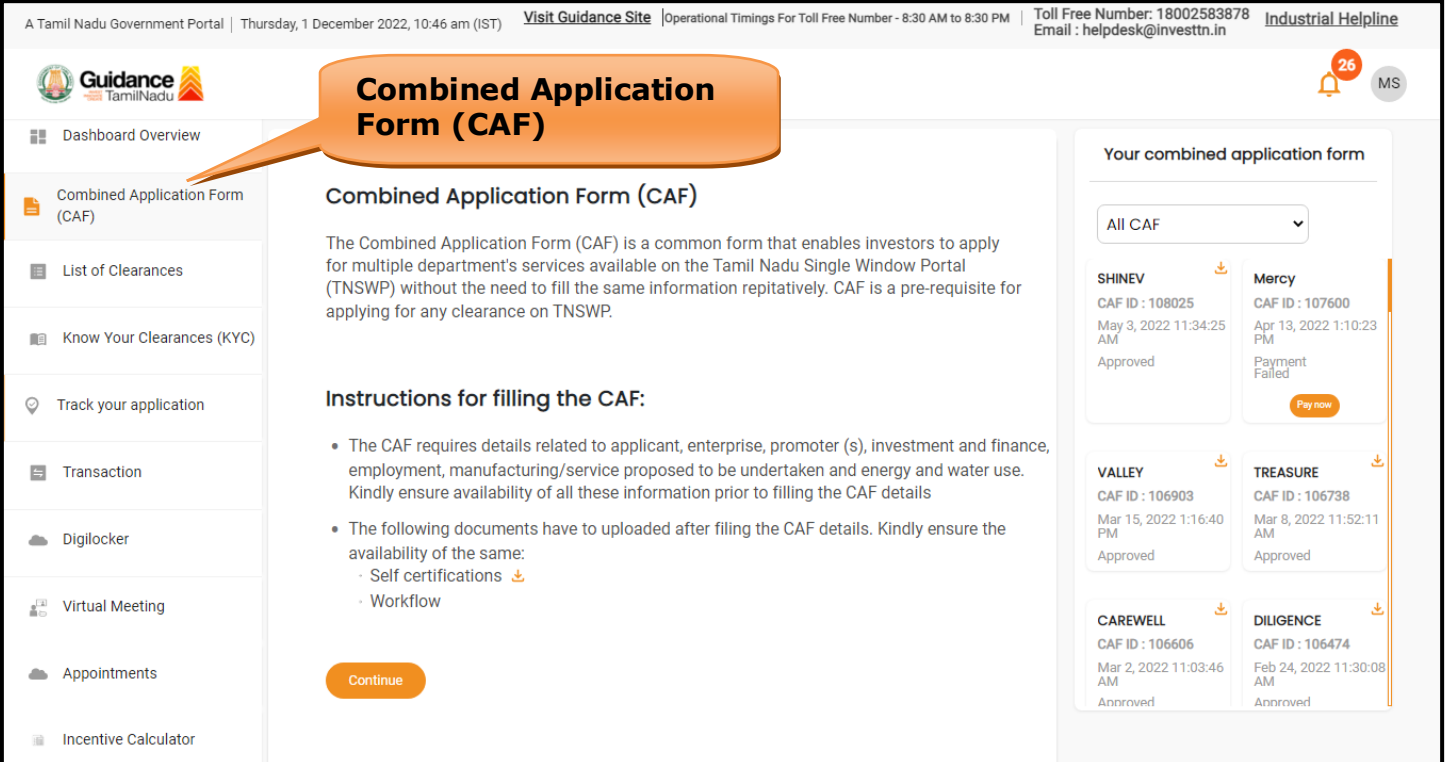
[Download consolidated list](#)

Clearance Name	Department Name	Lying with Officer	Last updated	Approved
----------------	-----------------	--------------------	--------------	----------

Figure 9. Dashboard Overview

6. Combined Application Form (CAF)

- 1) Prior to applying for various clearances on TNSWP, the applicant must create a project by filling in the combined application form (CAF).
- 2) Click on Combined Application Form (CAF) from the menu bar on the left.
- 3) The details which are commonly required for applying various clearances are stored in Central Repository through CAF. So, whenever the applicant applies for various clearances for a specific project, the details stored in CAF gets auto populated in the application form which minimizes the time spent on entering the same details while filling multiple applications.
- 4) The Overview of the Combined Application Form (CAF) and the instructions to fill in the Combined Application Form (CAF) are mentioned in the below Figure.
- 5) Click on '**Continue**' button to fill in the Combined Application Form.



The screenshot displays the 'Combined Application Form (CAF)' page on the Tamil Nadu Government Portal. The page header shows the date and time (Thursday, 1 December 2022, 10:46 am (IST)) and provides contact information for the Toll Free Number (18002583878) and Industrial Helpline. The navigation menu on the left includes options like Dashboard Overview, Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), Track your application, Transaction, Digilocker, Virtual Meeting, Appointments, and Incentive Calculator. The main content area features a 'Continue' button and instructions for filling the CAF. The right-hand panel, titled 'Your combined application form', shows a list of CAFs for various departments: SHINEV, Mercy, VALLEY, TREASURE, CAREWELL, and DILIGENCE, each with its respective CAF ID, date, time, and status.

Figure 10. Combined Application Form (CAF)

6.1 Sections of Combined Application Form

1) To complete the combined application form (CAF) the applicant has to fill 7 Sections of CAF as displayed in Figure 11. (**CAF payment tab** will be displayed only for large enterprises).

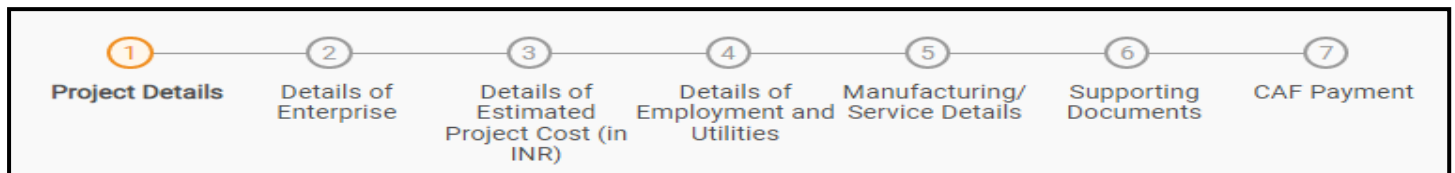


Figure 11. Section of Combined Application Form (CAF)

2) After filling the CAF details, the applicant has to upload the requisite supporting documents under '**Section 6: Supporting Documents**'

- **Self-Certification:**

- Download the template.
- Prepare the self-certification documents as per the instructions given in the template and upload.

- **Workflow:**

- Prepare and upload the business process flow chart.

3) After filling all the sections in combined application form (CAF), the applicant can submit the form.

4) When the applicant submits the combined application form (CAF), confirmation message will pop-up stating, '**Your request has been saved successfully**' (Refer Figure 12).

The screenshot displays the Guidance TamilNadu portal interface. At the top, there is a navigation bar with the Guidance TamilNadu logo and a notification bell icon showing 309 alerts. Below the navigation bar, a progress indicator shows seven steps: 1. Project Details, 2. Details of Enterprise, 3. Details of Estimated, 4. Details of Employment and Manufacturing Utilities, 5. Details of Manufacturing, 6. Supporting Documents, and 7. CAF Payment. The current step is CAF Payment. A confirmation message box is overlaid on the screen, titled "Information" and contains the text: "Your CAF details have been successfully saved. Kindly review the CAF fees amount and make applicable payment to submit the CAF." Below the message is an "OK" button. The background shows the "Payment Details" section with a form for choosing a preferred fee slab (Lump sum or à la carte) and an input field for the amount to be paid (in INR), currently set to 500000 (Five Lakh). A "Calculate Fee" button is visible at the bottom right of the form.

Figure 12. Combined Application Form (CAF) - Confirmation Message

Note:

If the applicant belongs to large industry, single window fee would be applicable according to the investment in Plant & Machinery or Turnover amount. [Clickhere](#) to access the Single Window Fee Slab.

7. Apply for Issue of Assessment Number for Professional Tax

1. Click on **“List of Clearances”**

List of Clearances

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	
1	Allotment of Land by SIDCO	Tamil Nadu Small Industries Development Corporation Limited (SIDCO)	60 Days	View	Apply
2	Allotment of Land in industrial area	State Industries Promotion Corporation of Tamil Nadu Ltd	60 days	View	Apply

Figure 13. List of Clearances

2. The list of clearances is segregated into three stages.

- **Pre-Establishment Stage Clearance**
- **Pre-Operation Stage Clearance**
- **Post-Operation Stage Clearance**

3. Select **‘Post-Operation Stage Clearance’** and find the clearance **‘Issue of Assessment Number for Professional Tax’** by using Search option as shown in the figure given below.

Search for Clearance

Post-Operation Stage Clearance

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual	
52	Issue of Assessment Number for Professional Tax	Greater Chennai Corporation	On the spot	View	-	Apply

Figure 14. Search for Clearance

4. Applicant can view information on workflow, checklist of supporting documents to be uploaded by the applicant and fee details. Click on 'view' to access the information (Refer Figure 15)
5. To apply for the clearance, click on 'Apply' to access the department application form (Refer Figure 15).
6. The Applicant can apply to obtain license for more than 1 establishment using a single login, but the applicant must create multiple Combined Application Form (CAF) for each of the establishment.

View Information**Apply for Clearance**

Dashboard Overview

Combined Application Form (CAF)

List of Clearances

Know Your Clearances (KYC)

Track your application

Transaction

Pre-Establishment Stage Clearance

Pre-Operational Stage Clearance

Post-Operational Stage Clearance

Issue of Assessment Number for Professional Tax

Sr. No.	Clearance Name	Department Name	Time Limit (Working days)	Information (Prerequisites, Procedure, Checklist, Fee)	User Manual
52	Issue of Assessment Number for Professional Tax	Greater Chennai Corporation	On the spot	View	-

Showing 1 to 2 of 2 rows

10 rows per page

36 YC

Figure 15. Apply for Clearance

1) Select **PROJECT / CAF** from the drop-down menu.

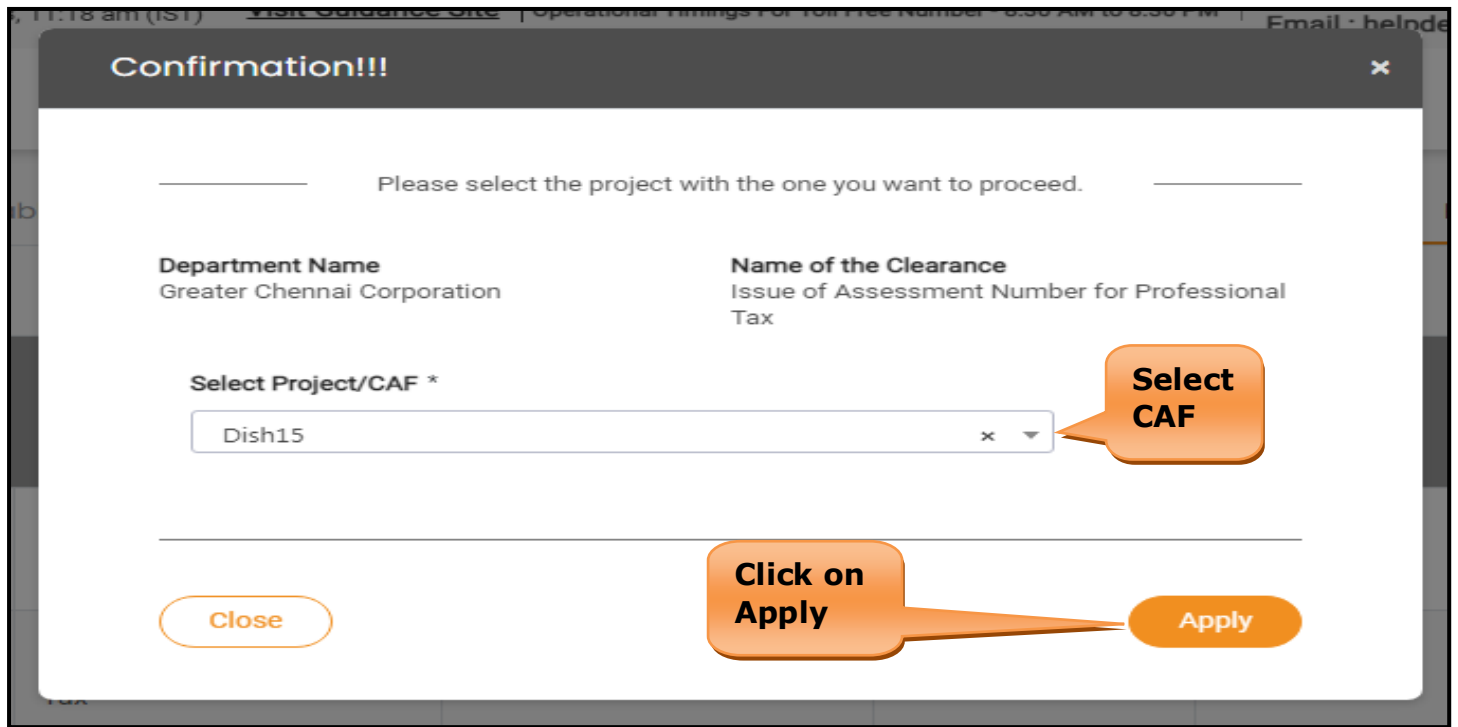


Figure 16. Project/CAF

2) Click on the Apply button and the Page would get redirected to Issue of Assessment Number for Professional Tax Portal.

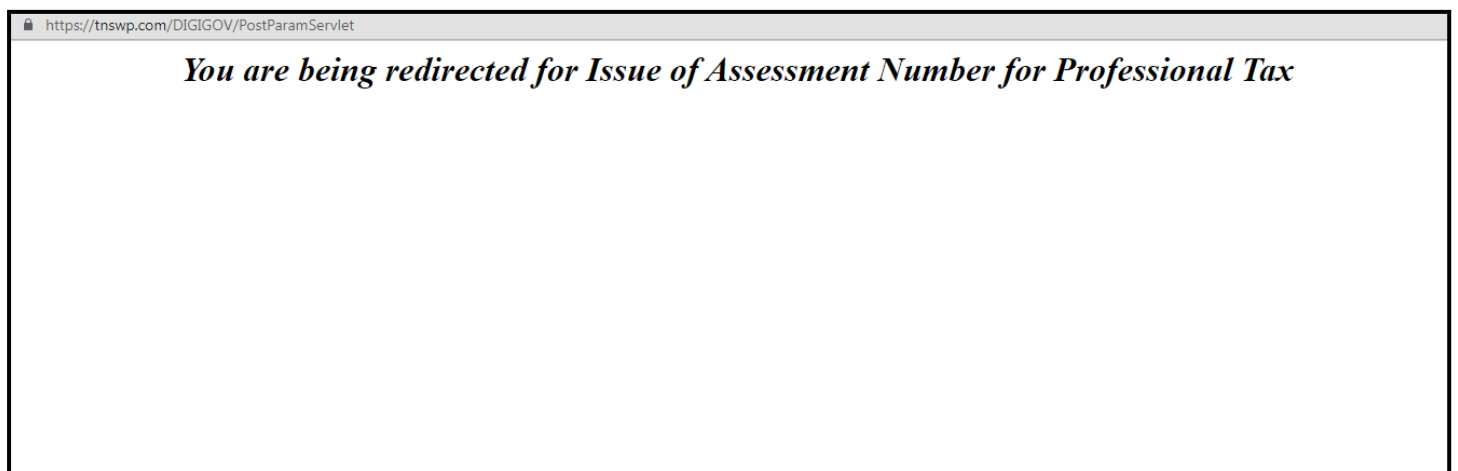


Figure 17. Redirecting to Professional Tax Portal

3) Enter all the mandatory details in the application for Professional tax.

Professional Tax - Returns Filing

cocapp3 Welcome SWM_Chinnakannu Today is: 24/07/2023

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

Assessee Details			
Name (Trade / Firm / Company / Organisation / Professional) : *	<input type="text" value="fghjkl"/>	Application Date : *	<input type="text" value="24/07/2023"/>
Nature of Profession (in Brief) :	<input type="text"/>	Category Type : *	<input type="text" value="-----Select-----"/>
Category Sub Type : *	<input type="text" value="-----Select-----"/>	Category Sub Type : * <input type="text" value="-----Select-----"/>	
Location Details Know Your Zone and Division			
Property ID :	<input type="text"/>	Name of the Building :	<input type="text"/>
New Door No : *	<input type="text" value="3456789"/>	Old Door No:	<input type="text"/>
Zone : *	<input type="text" value="-----Select-----"/>	Division : *	<input type="text" value="-----Select-----"/>
Area : *	<input type="text" value="-----Select-----"/>	Location : *	<input type="text" value="-----Select-----"/>
Street : *	<input type="text" value="-----Select-----"/>	Pincode : *	<input type="text" value="600076"/>
Remitter Details			
Drawing officer/ Contact person : *	<input type="text" value="sekar Chinnakannu"/>	Mobile No: *	<input type="text" value="9092653218"/>
Email Address :	<input type="text" value="yokesh4995@gmail.com"/>		
Contact Address (If Different) :	<input type="checkbox"/>		

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

S.No	Description	Slab Value	No. of Employers	No. of Employees	Tax Amount
1	Upto Rs.21,000	0	0	0	0
2	Rs.21,001 to Rs.30,000	135	0	0	0
3	Rs.30,001 to Rs.45,000	315	0	0	0
4	Rs.45,001 to Rs.60,000	690	0	0	0
5	Rs.60,001 to Rs.75,000	1025	0	0	0
6	Rs.75,001 and above	1250	0	0	0

No. of Employers : *	<input type="text"/>	No. of Employees : *	<input type="text"/>
Half yearly gross income : *	<input type="text"/>	Employers Establishment Amount : *	<input type="text"/>
Employers Establishment Amount : *	<input type="text"/>	Employees Establishment Amount : *	<input type="text"/>
Date of commencement of the Trade/business: *	<input type="text" value="DD/MM/YYYY"/>	Effective period from: *	<input type="text" value="-----Select-----"/>
Half year Tax*:	<input type="text"/>		

Other Details

Remarks : *

* Mandatory Fields

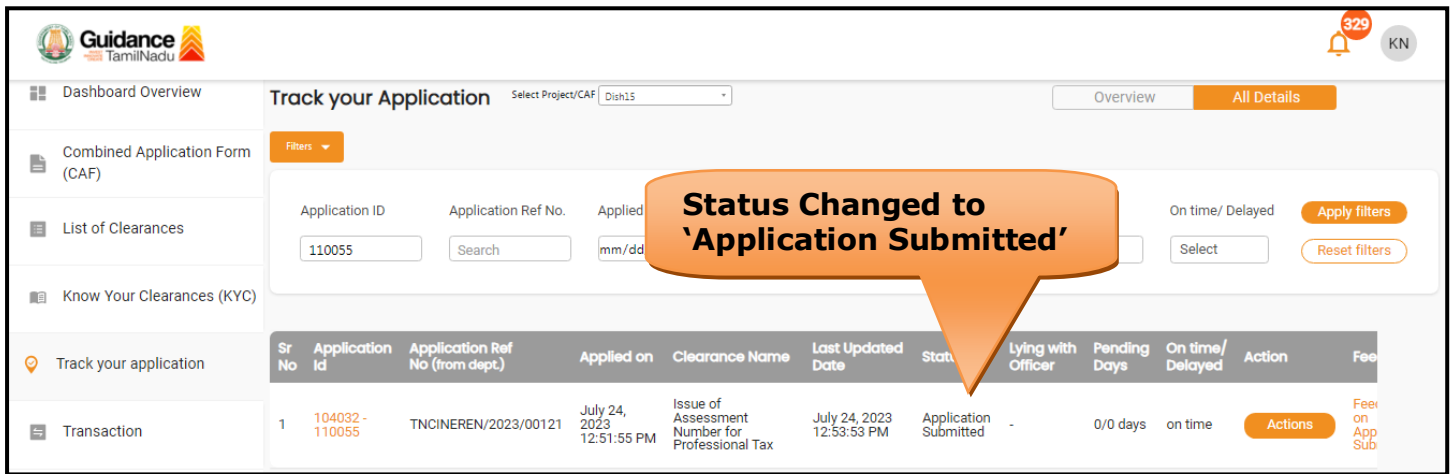
Note : The detailed Form 1 to be worked out and the summary data of that working should be entered

Click on 'Submit'

Figure 18. Professional Tax

Application Submitted

- 1) After the applicant has completed the application form, the application is submitted successfully to the Department for further processing. The applicant can view the status of the application under **Track your application** → **Select the CAF from the Dropdown** → **All details**



The screenshot displays the 'Track your Application' page. At the top, there's a navigation bar with 'Dashboard Overview', 'Track your Application', and 'All Details'. Below this, there are search filters for Application ID (110055) and Application Ref No. (TNCINEREN/2023/00121). A table lists the application details:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Fee
1	104032 - 110055	TNCINEREN/2023/00121	July 24, 2023 12:51:55 PM	Issue of Assessment Number for Professional Tax	July 24, 2023 12:53:53 PM	Application Submitted	-	0/0 days	on time	Actions	Fee on App Sub

An orange callout bubble highlights the 'Status' column, stating: **Status Changed to 'Application Submitted'**.

Figure 19. Status of the Application

8. Track Your Application

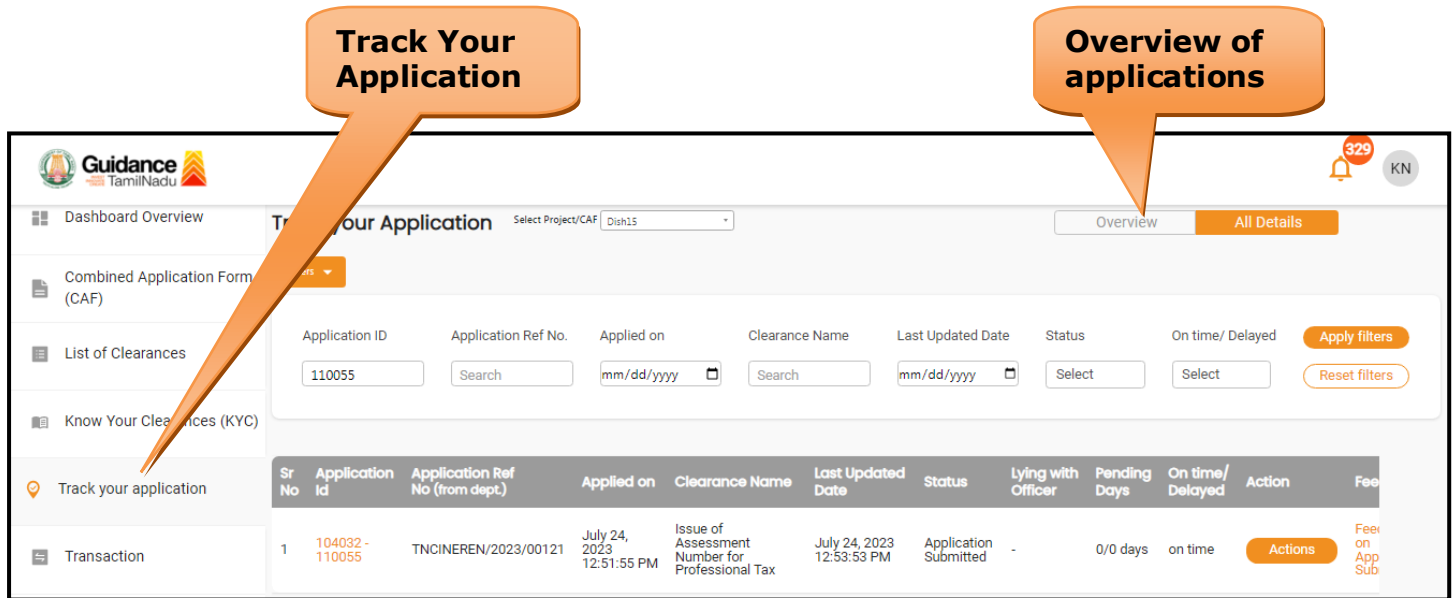
1) After submitting the application, unique 'token ID' would be generated. Using the '**Token ID**' the Applicant can track the status of clearances by clicking on 'Track your application' option.'

2) Applicant to choose the name of the project created during CAF from the dropdown '**Select Project / CAF**' displayed at the top of the page.

- **Track your application– Overview Option**

By clicking on 'Overview' tab, Applicant can view the count of various clearance statuses as follows.

- **Total Pending Clearances**
- **Total Approved Clearances**
- **Total Rejected Clearances**



Track Your Application

Overview of applications

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Fee on App Sub
1	104032-110055	TNCINEREN/2023/00121	July 24, 2023 12:51:55 PM	Issue of Assessment Number for Professional Tax	July 24, 2023 12:53:53 PM	Application Submitted	-	0/0 days	on time	Actions	

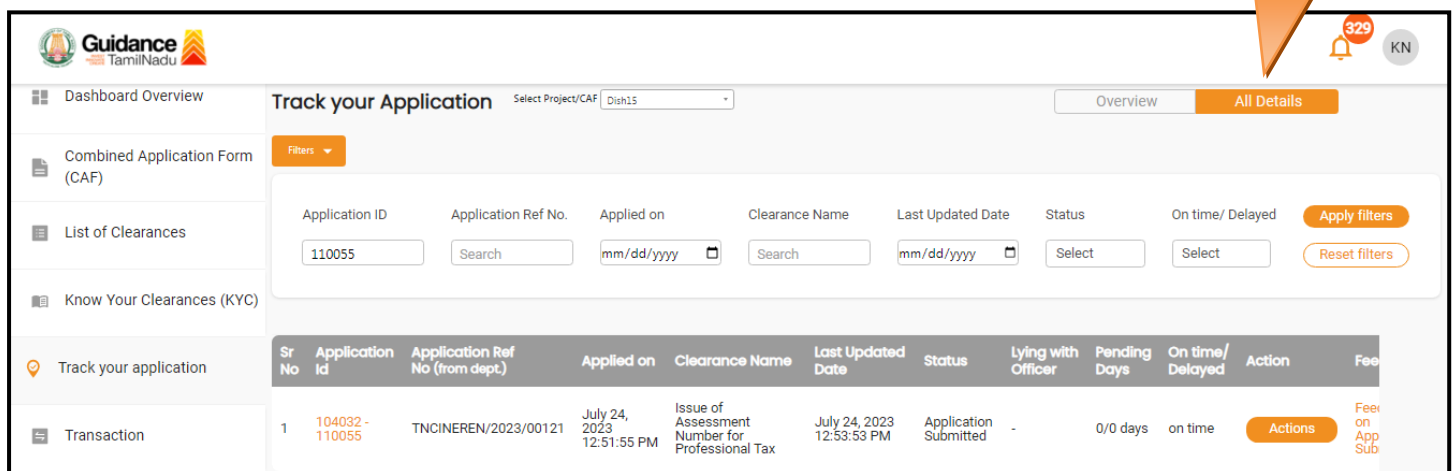
Figure 20. Track Your Application

- **Track your application– ‘All Details’ Option**

By clicking on ‘All details’ tab, Applicant can view the following statuses of the list of clearances applied for the specified project.

- **Applied on**
- **Last updated date**
- **Status of the application**
- **Lying with officer**
- **Pending days**
- **On time / Delayed Action**

All Details Options

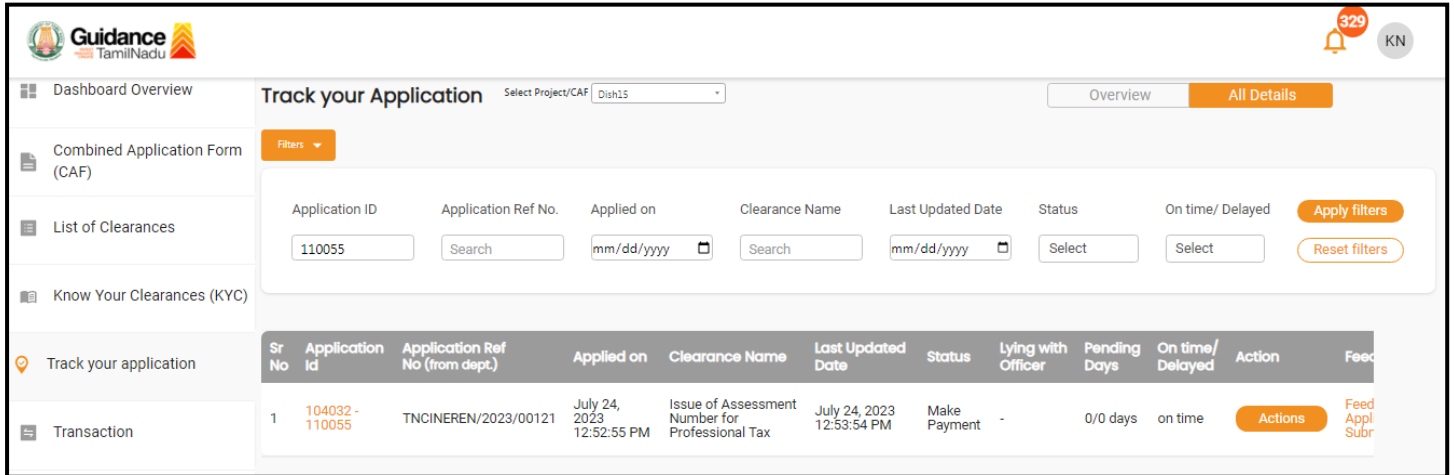


Sr No	Application Id	Application Ref No (from dept)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Fee
1	104032 - 110055	TNCINEREN/2023/00121	July 24, 2023 12:51:55 PM	Issue of Assessment Number for Professional Tax	July 24, 2023 12:53:53 PM	Application Submitted	-	0/0 days	on time	Actions	Fee on App Sub

Figure 21. ‘All Details’ tab

9. Payment Process

1. Make payment through online



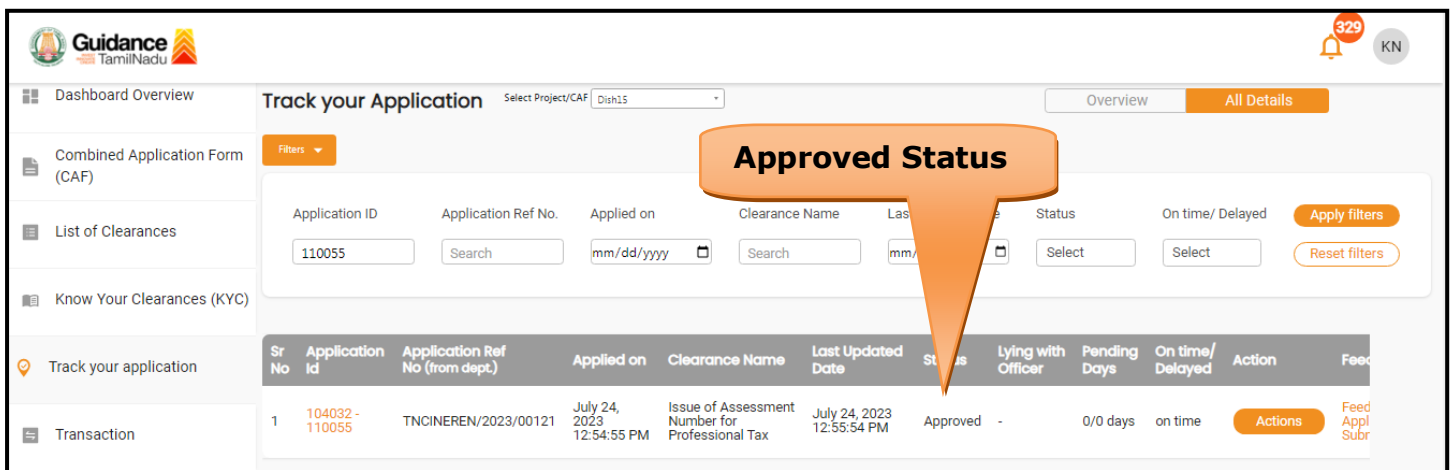
The screenshot shows the 'Track your Application' page with a search filter for Application ID '110055'. The table below displays the application details:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Feed
1	104032 - 110055	TNCINEREN/2023/00121	July 24, 2023 12:52:55 PM	Issue of Assessment Number for Professional Tax	July 24, 2023 12:53:54 PM	Make Payment	-	0/0 days	on time	Actions	Feed Appl Subr

Figure 22. Payment Process

10. Application Processing

1) After completing the payment process ,The Department scrutinizes and reviews the application and updates the status as **“Approved”**



The screenshot shows the same 'Track your Application' page, but the status has changed to 'Approved'. An orange callout bubble with the text 'Approved Status' points to the 'Status' column in the table below:

Sr No	Application Id	Application Ref No (from dept.)	Applied on	Clearance Name	Last Updated Date	Status	Lying with Officer	Pending Days	On time/ Delayed	Action	Feed
1	104032 - 110055	TNCINEREN/2023/00121	July 24, 2023 12:54:55 PM	Issue of Assessment Number for Professional Tax	July 24, 2023 12:55:54 PM	Approved	-	0/0 days	on time	Actions	Feed Appl Subr

Figure 23. Application Processed

2) If the application is '**Approved**' by the Department, the applicant can download the Certificate under **Track your application – > Action button -> Download certificate** (Refer Figure 24)

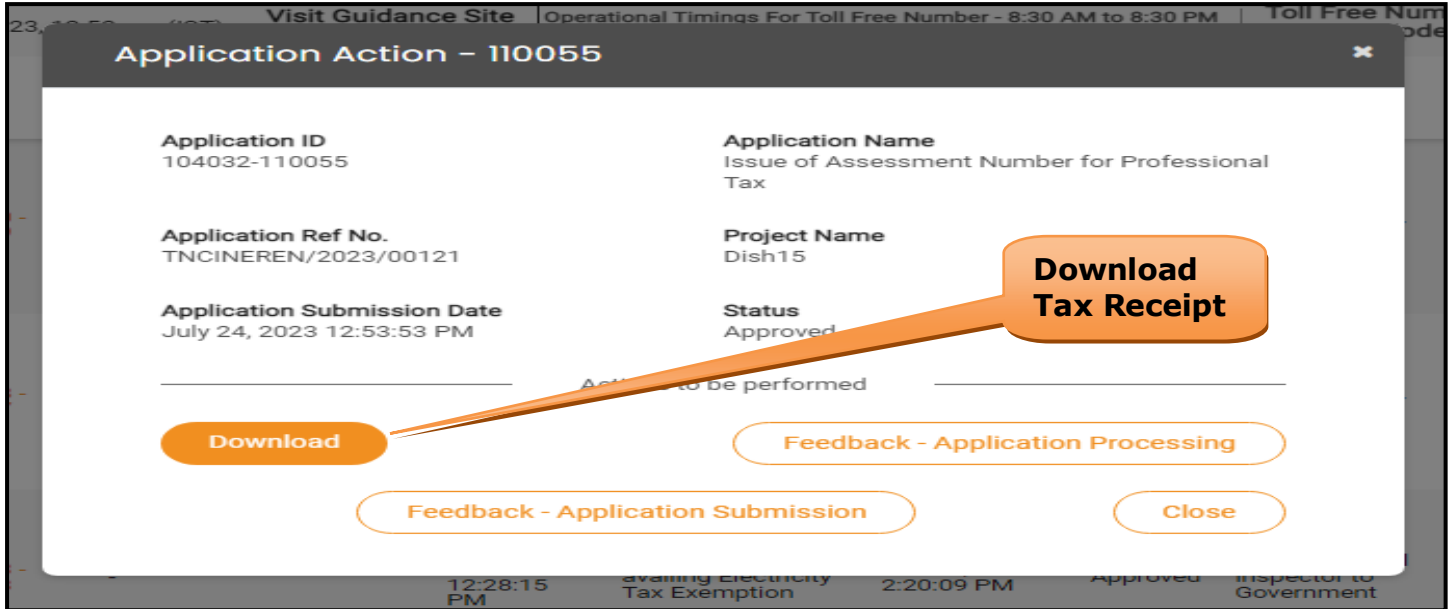


Figure 24. Download the Certificate

