



# **TAMILNADU SINGLE WINDOW PORTAL**

## **APPLICANT MANUAL**

**Issue of Assessment Number for Professional Tax**

**Commissionerate of Municipal Administration**



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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](http://www.tnswp.com))

Toll free number  
and Mail Id



← → ↻ 🔒 tnswp.com/DIGIGOV/swp-tnswp.jsp 🔍 🌐 ☆ 📱

A Tamil Nadu Government Portal | Wednesday, 30 November 2022, 10:11 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](#)

# TAMIL NADU

## Leading the Nation

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

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](#)



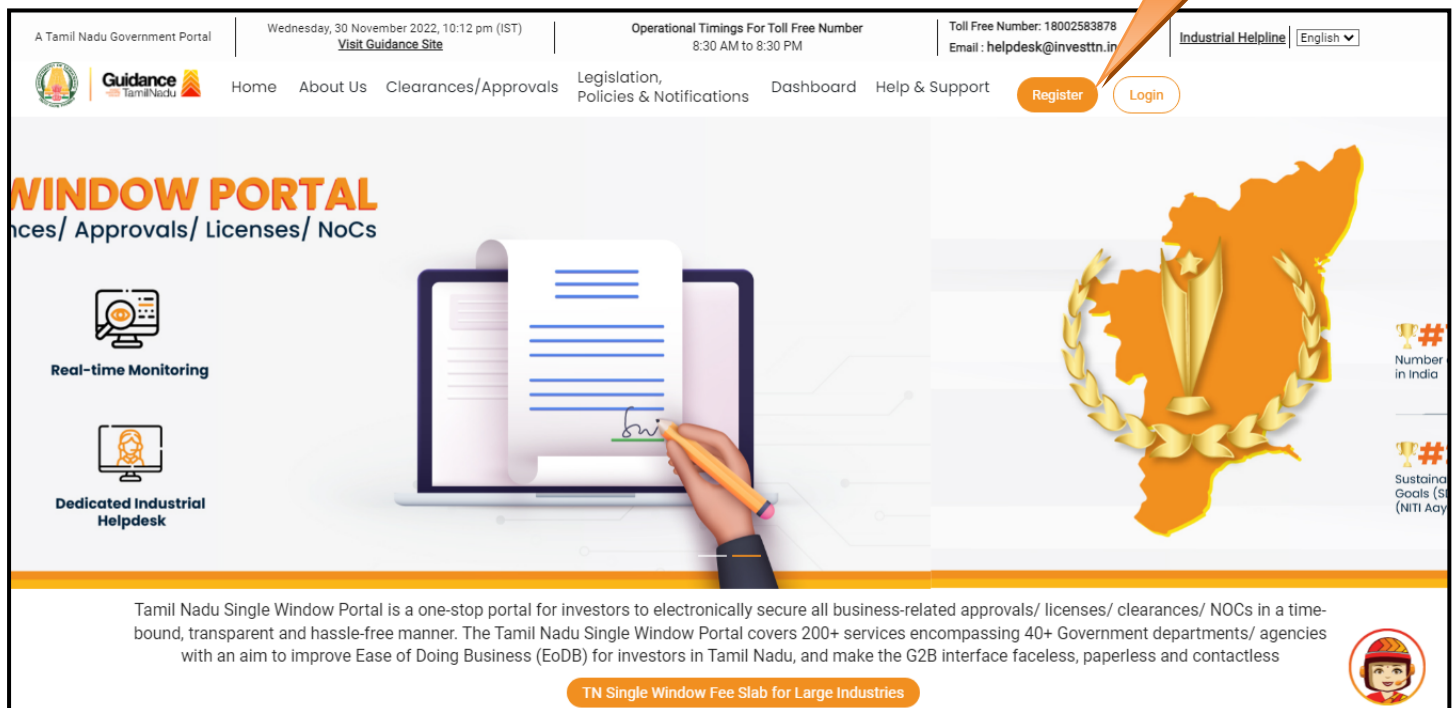
**Figure 1. Single Window Portal Home Page**

## 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

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

**SINGLE WINDOW PORTAL**  
Clearances/ Approvals/ Licenses/ NoCs

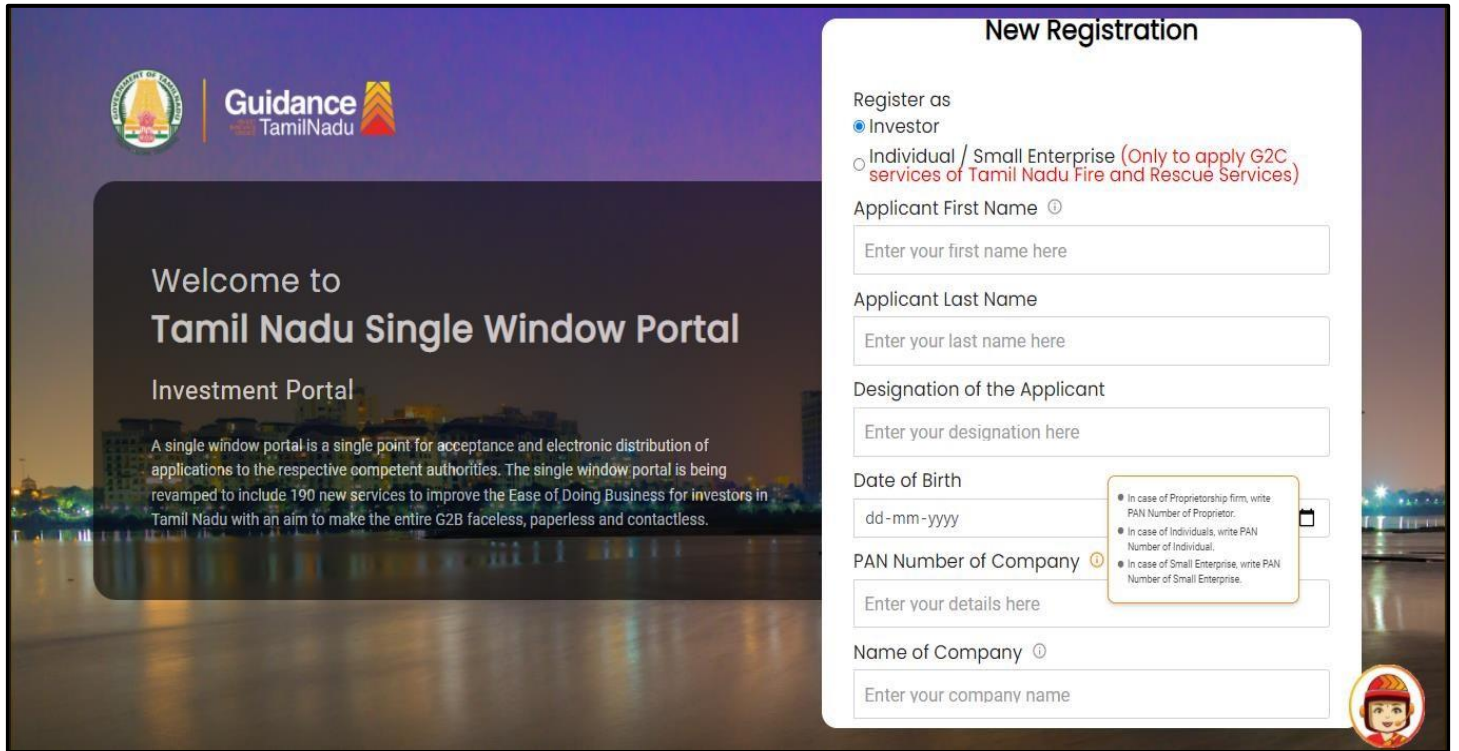
Real-time Monitoring  
Dedicated Industrial Helpdesk

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

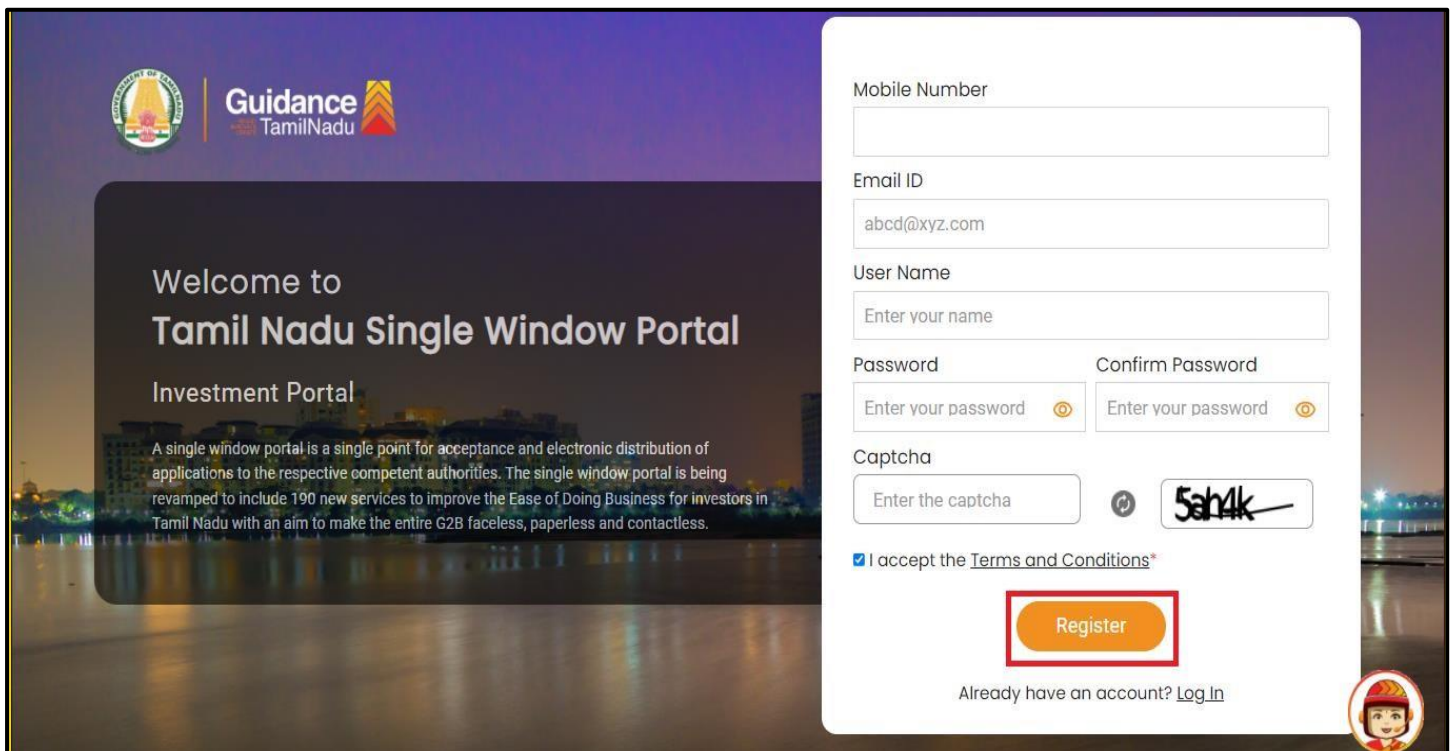
 📅

PAN Number of Company ⓘ

- 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.

Name of Company ⓘ

**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

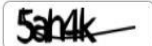
Email ID

User Name

Password 👁 Confirm Password

 Enter your password 👁

Captcha

 🔄 

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

Register

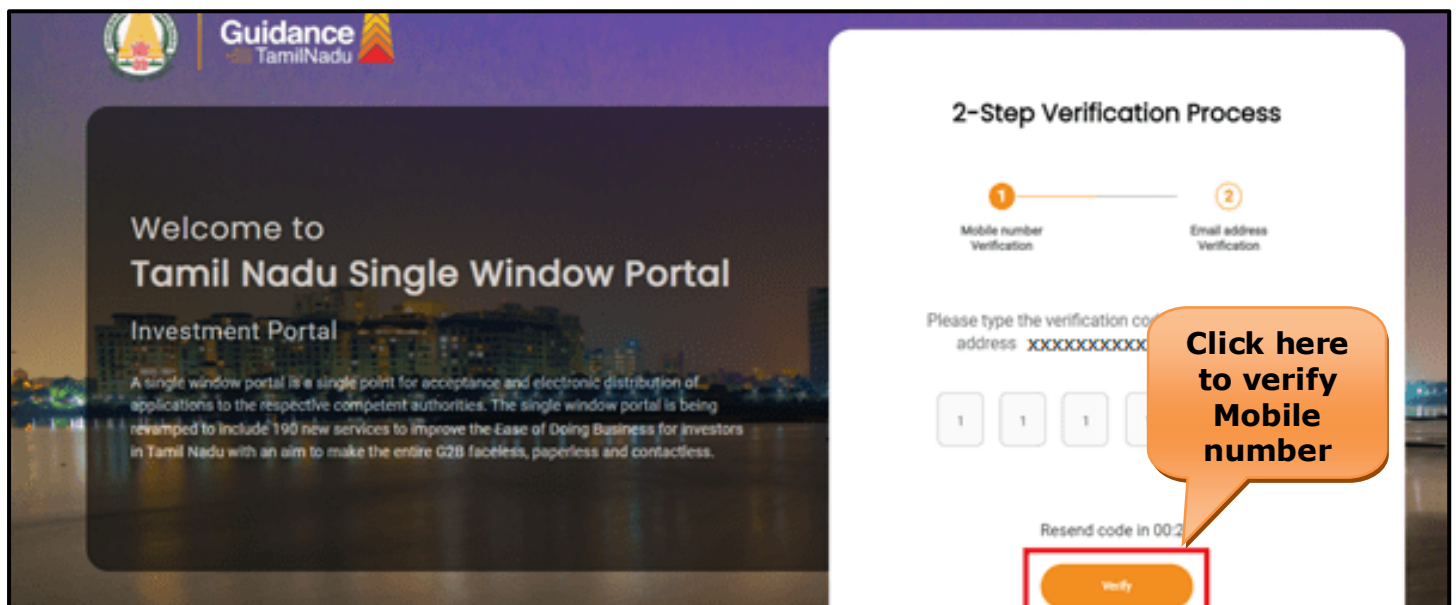
Already have an account? [Log In](#)

**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.

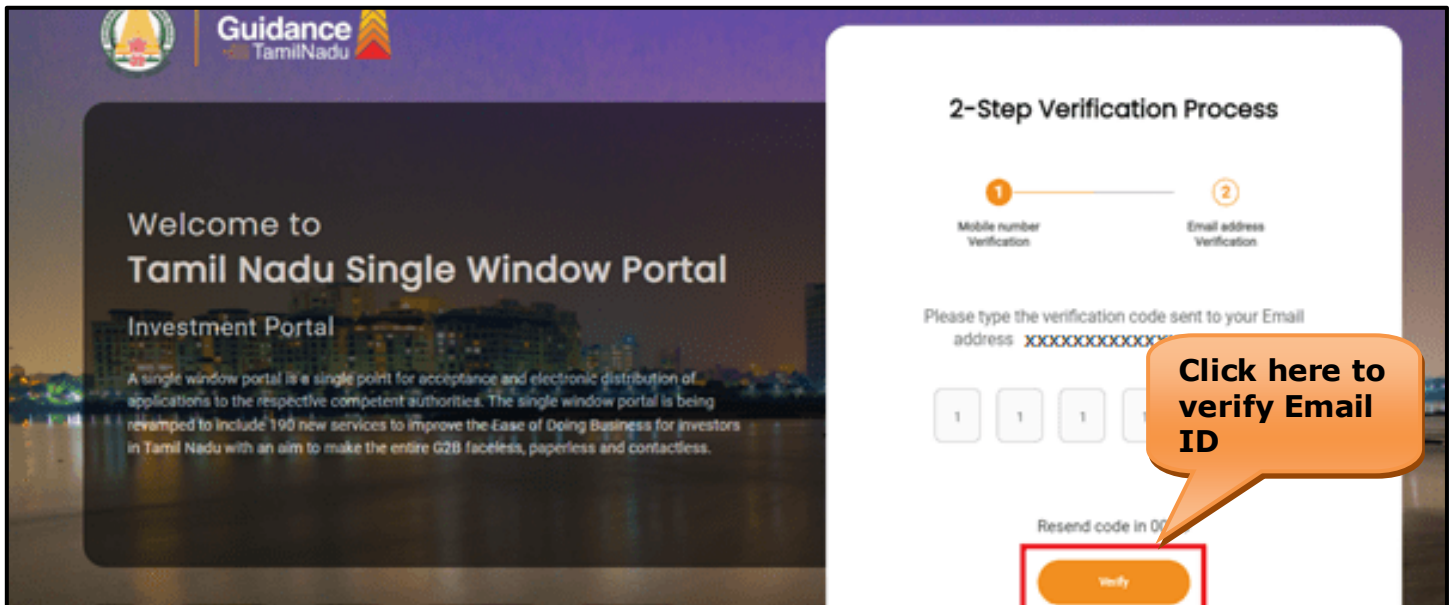


**Figure 5. Mobile Number Verification**



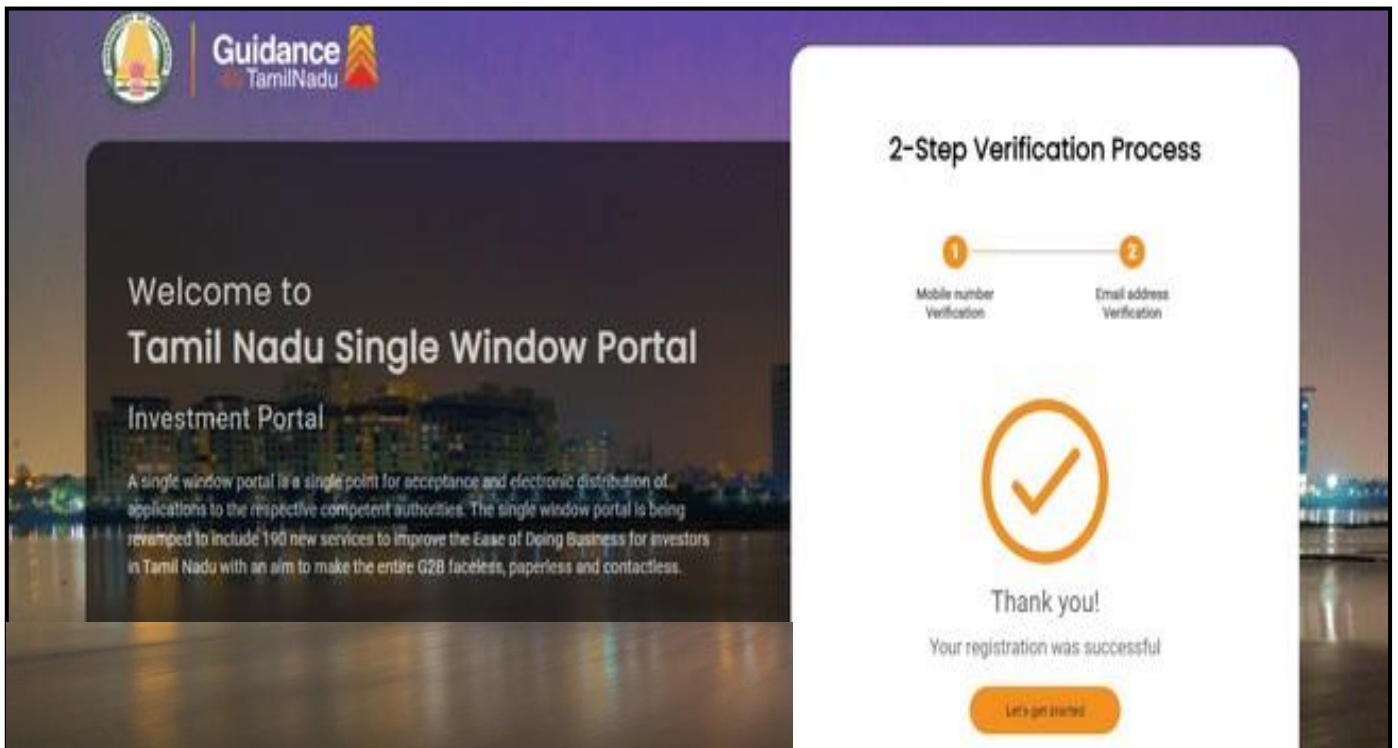
- o **Email ID Verification**

- 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. The browser address bar displays 'tnswp.com/DIGIGOV/swp-tnswp.jsp'. The page header includes the Tamil Nadu Government Portal logo, the date 'Wednesday, 30 November 2022, 10:11 pm (IST)', operational timings '8:30 AM to 8:30 PM', and contact information 'Toll Free Number: 18002583878' and 'Email: helpdesk@investtn.in'. The main navigation menu contains 'Home', 'About Us', 'Clearances/Approvals', 'Legislation, Policies & Notifications', 'Dashboard', and 'Help & Support'. There are 'Register' and 'Login' buttons. The main content area features a large orange map of Tamil Nadu with a star and the text 'TAMIL NADU Leading the Nation'. Below this, there are ten award statistics:
 

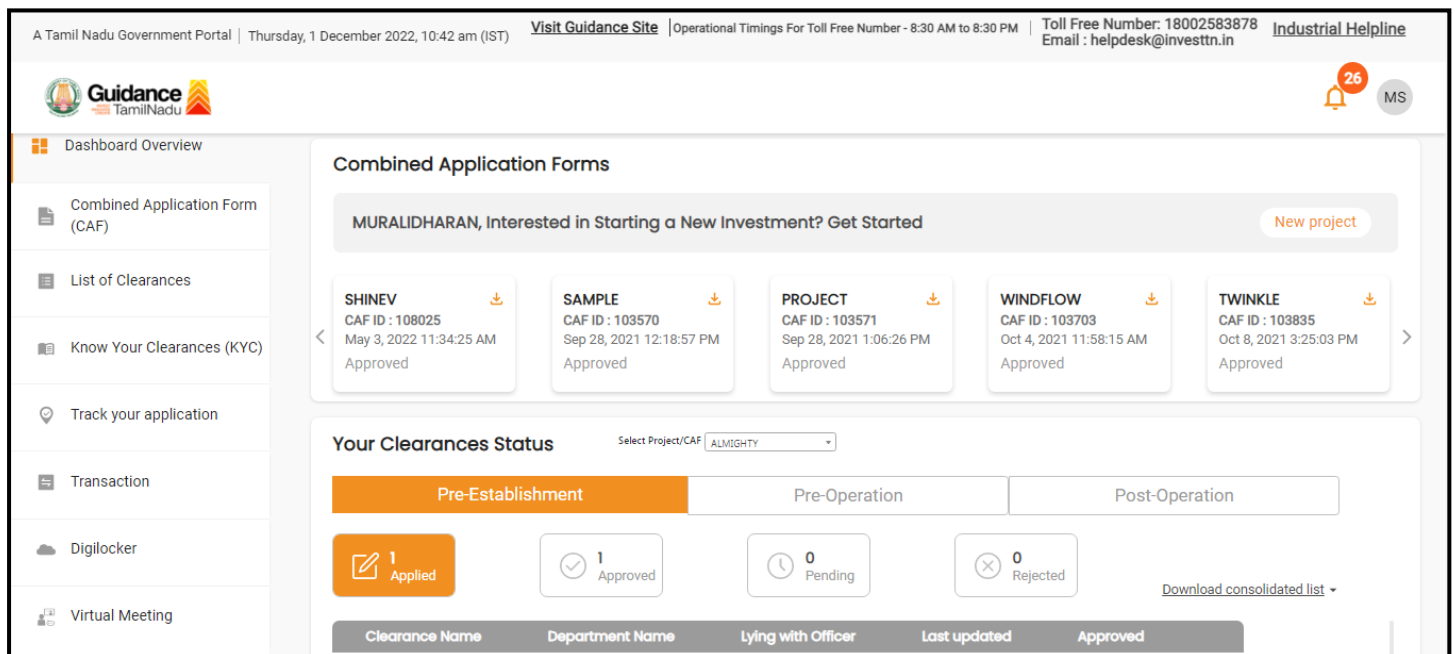
- #1 Number of Factories in India
- #1 Number of Operational SEZs in India
- #1 Governance & Political Stability (N-SIPI 2019)
- #1 International and Domestic Tourist Arrivals
- #1 Best Performing State (India Today State of the State Award 2018, 2019 & 2020)
- #2 Sustainable Development Goals (SDG) 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)

 At the bottom, there is a text block describing the portal as a one-stop portal for investors and a 'TN Single Window Fee Slab for Large Industries' button. A small cartoon character icon is visible in the bottom right corner.

**Figure 8. Login**

## 5. Dashboard Overview

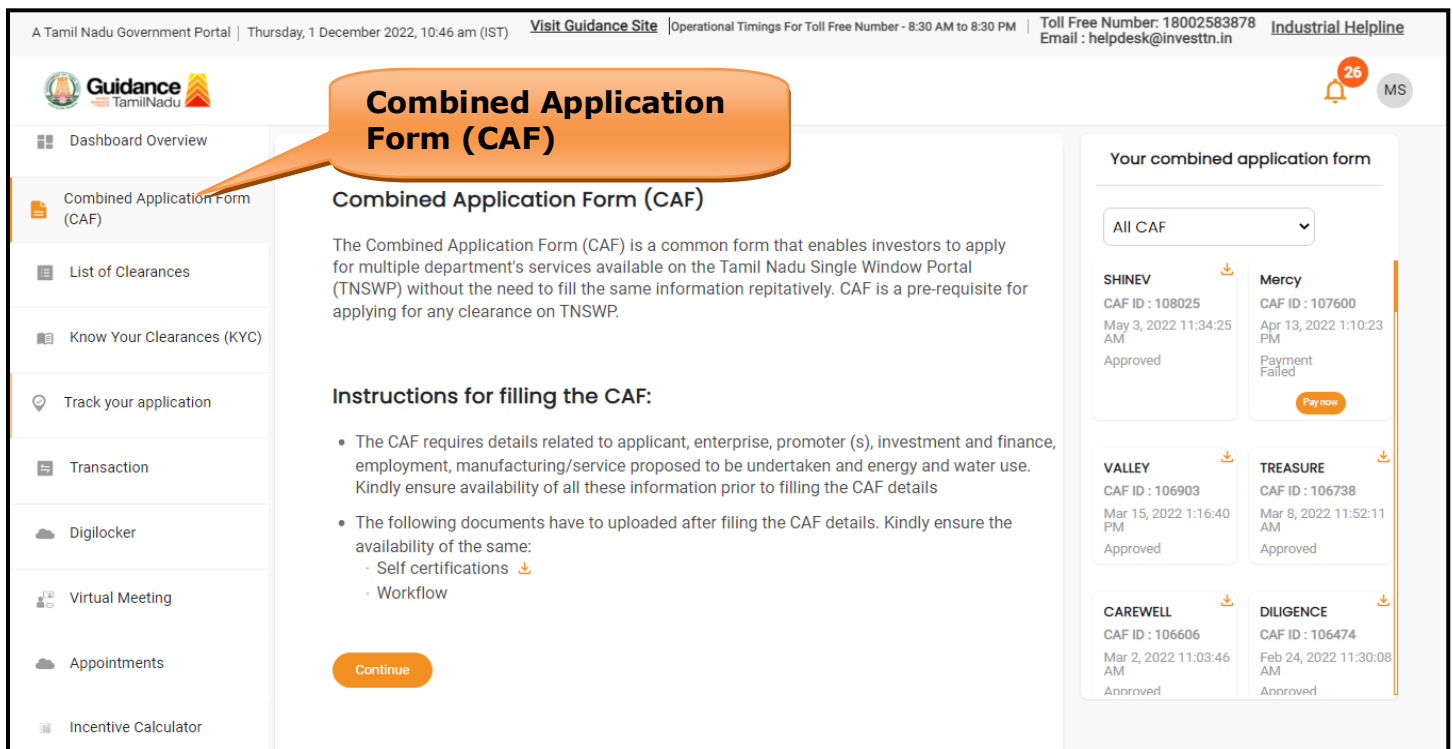
- 1) When the Applicant logs into TNSWP, the dashboard overview page will appear.
- 2) Dashboard overview is Applicant-friendly interface for the Applicant's easy navigation and to access various functionalities such as Menu bar, Status whether the application is Approved, Pending, Rejected and Data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



**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.

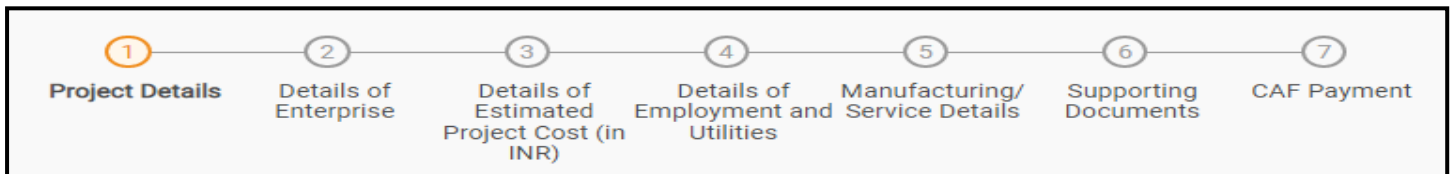


The screenshot displays the 'Combined Application Form (CAF)' page on the Tamil Nadu Government Portal. The page header includes the date and time (Thursday, 1 December 2022, 10:46 am IST), a link to the Guidance Site, operational timings, toll-free number (18002583878), and an industrial helpline. The navigation menu on the left lists various services, with 'Combined Application Form (CAF)' highlighted. The main content area features a title 'Combined Application Form (CAF)', a description of the form, and instructions for filling it out. A 'Continue' button is visible at the bottom of the instructions. The right-hand panel, titled 'Your combined application form', shows a list of CAFs for different projects, including 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 must upload the requisite supporting documents under '**Section 6: Supporting Documents**'

- **Self-Certification:**

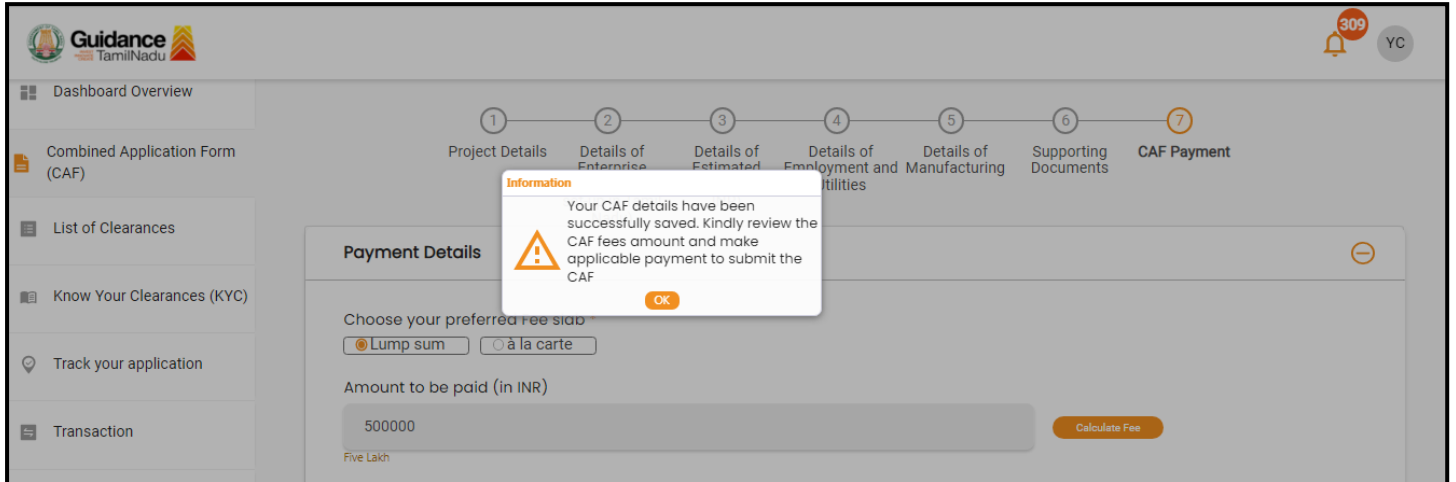
- Download the template.
- Prepare the self-certification documents as per the instructions given in the template and upload.

- **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. The top navigation bar includes the logo and the text 'INVEST INNOVATE CREATE'. A progress indicator at the top 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 'CAF Payment' step is currently active. On the left, a sidebar menu lists: Dashboard Overview, Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), Track your application, and Transaction. The main content area is titled 'Payment Details' and contains a form with the following elements: 'Choose your preferred fee slab' with radio buttons for 'Lump sum' (selected) and 'à la carte'; 'Amount to be paid (in INR)' with a text input field containing '500000' and a 'Calculate Fee' button; and a 'Five Lakh' label below the input field. A white confirmation message box is overlaid on the form, stating: 'Information: Your CAF details have been successfully saved. Kindly review the CAF fees amount and make applicable payment to submit the CAF.' The message box includes a warning icon and an 'OK' button.

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

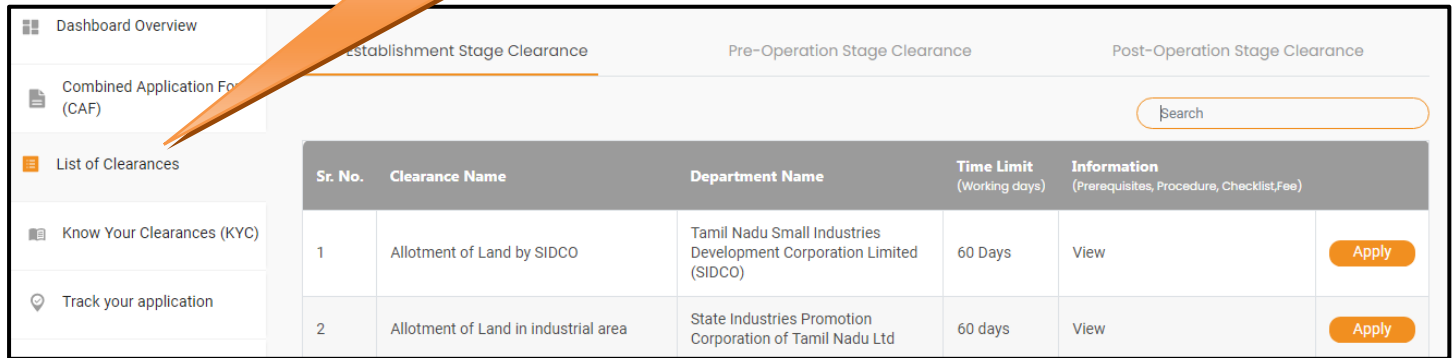
**Note:**

*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)	Apply
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

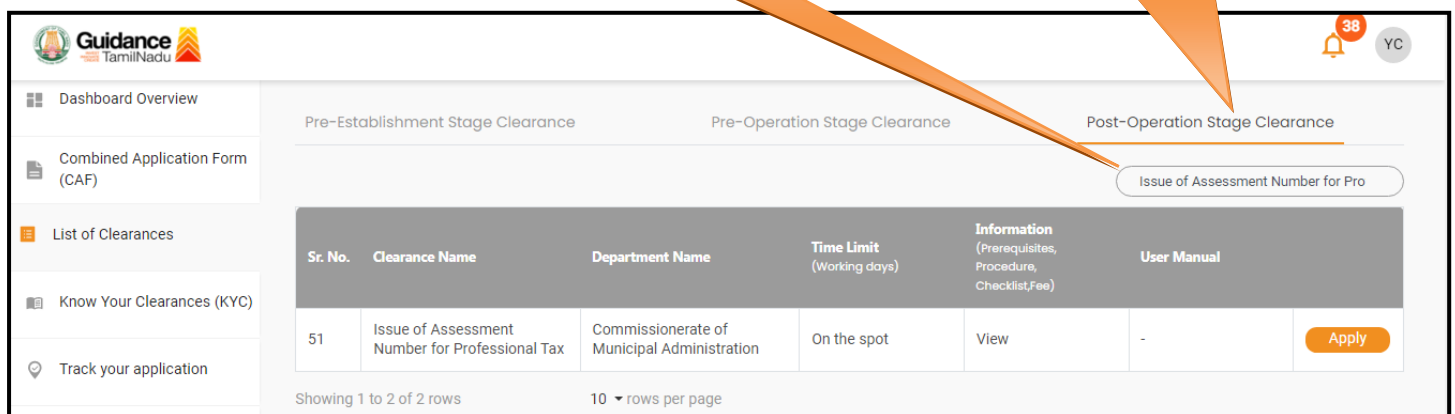
2. The list of clearances is segregated into three stages.

- **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	Apply
51	Issue of Assessment Number for Professional Tax	Commissionerate of Municipal Administration	On the spot	View	-	Apply

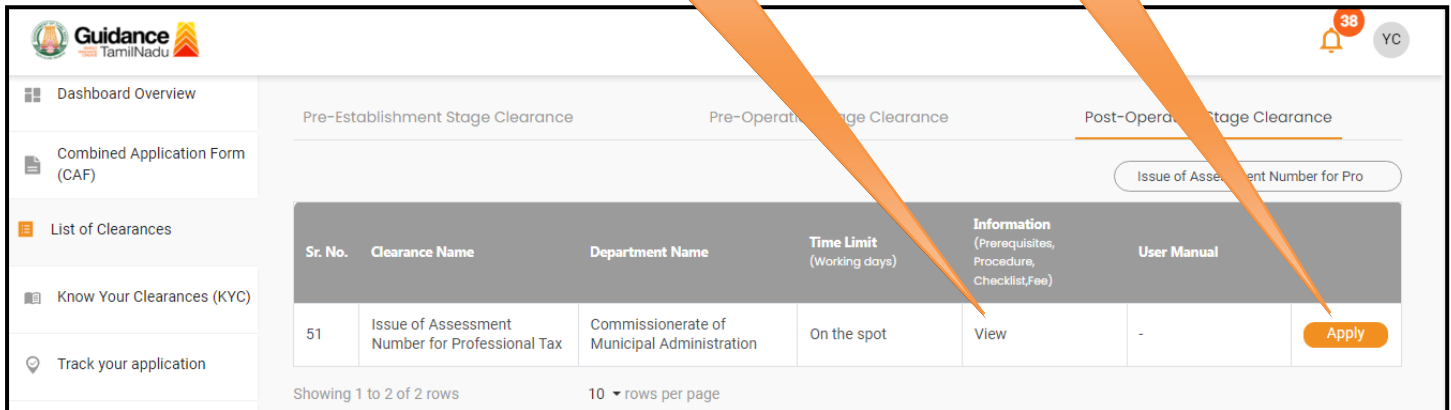
Figure 14. Search for Clearance



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**



The screenshot shows a dashboard with a sidebar on the left containing navigation options: Dashboard Overview, Combined Application Form (CAF), List of Clearances, Know Your Clearances (KYC), and Track your application. The main content area is titled 'Issue of Assessment Number for Professional Tax' and features a table with the following data:

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

Below the table, it indicates 'Showing 1 to 2 of 2 rows' and '10 rows per page'. Two callout boxes are present: one labeled 'View Information' pointing to the 'View' button in the table, and another labeled 'Apply for Clearance' pointing to the 'Apply' button in the table.

**Figure 15. Apply for Clearance**

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

Confirmation!!!

Please select the project with the one you want to proceed.

<b>Department Name</b> Commissionerate of Municipal Administration	<b>Name of the Clearance</b> Issue of Assessment Number for Professional Tax
-----------------------------------------------------------------------	---------------------------------------------------------------------------------

Select Project/CAF \*

Dish15

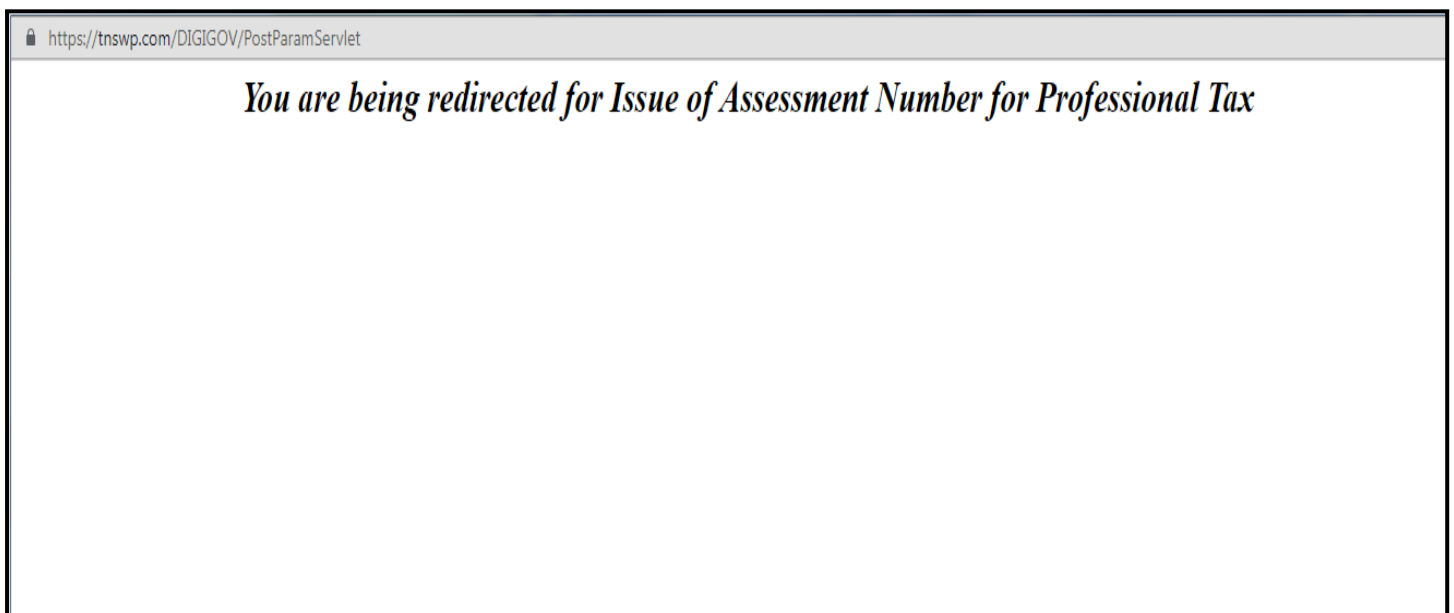
Close

Click on Apply

Apply

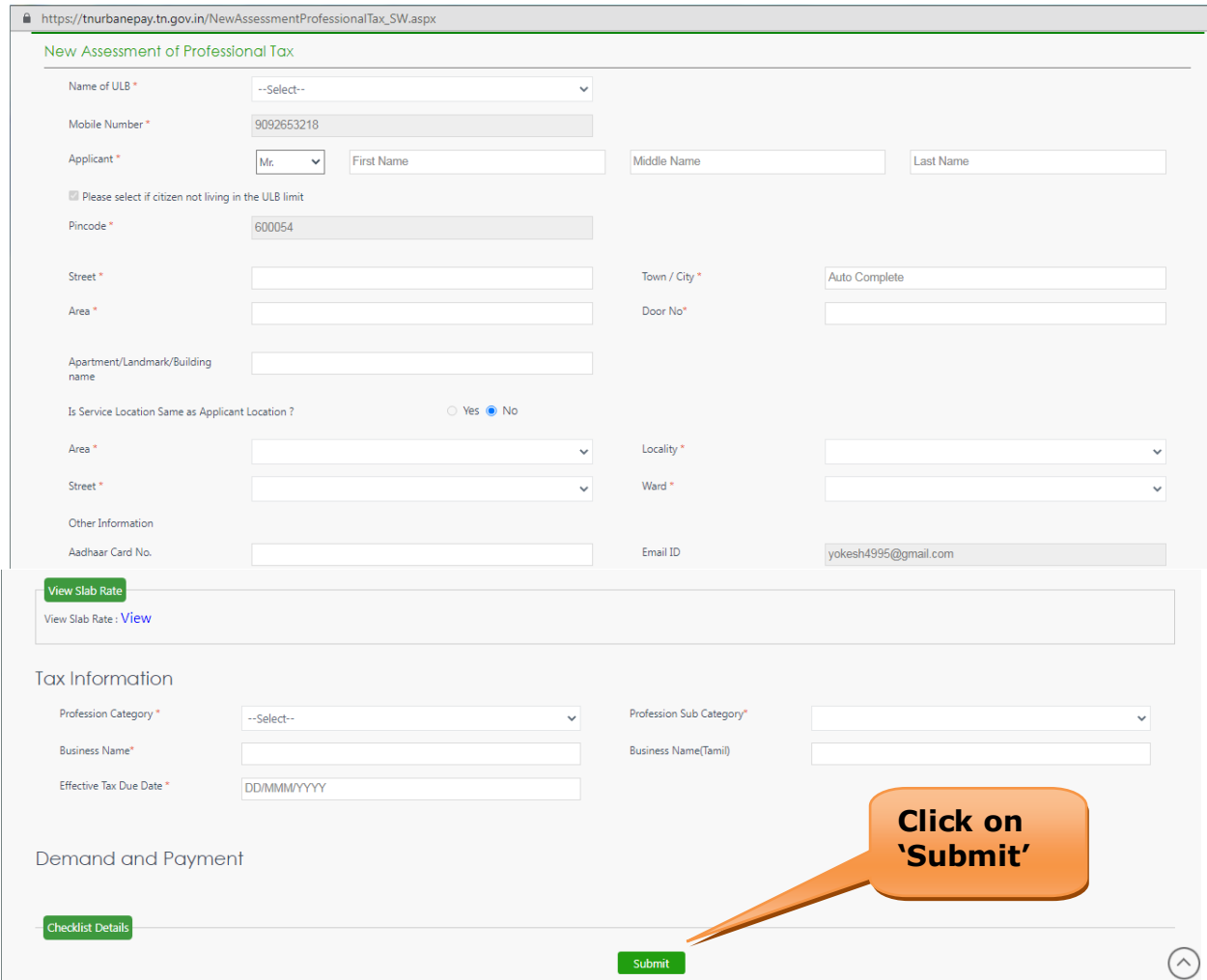
**Figure 16. Project/CAF**

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.



https://tnurbanepay.tn.gov.in/NewAssessmentProfessionalTax\_SW.aspx

**New Assessment of Professional Tax**

Name of ULB \* --Select--

Mobile Number \* 9092653218

Applicant \* Mr. First Name Middle Name Last Name

Please select if citizen not living in the ULB limit

Pincode \* 600054

Street \* Town / City \* Auto Complete

Area \* Door No\*

Apartment/Landmark/Building name

Is Service Location Same as Applicant Location?  Yes  No

Area \* Locality \*

Street \* Ward \*

Other Information

Aadhaar Card No. Email ID yokesh4995@gmail.com

**View Slab Rate**  
View Slab Rate : [View](#)

**Tax Information**

Profession Category \* --Select-- Profession Sub Category\*

Business Name\* Business Name(Tamil)

Effective Tax Due Date \* DD/MM/YYYY

**Demand and Payment**

**Checklist Details**

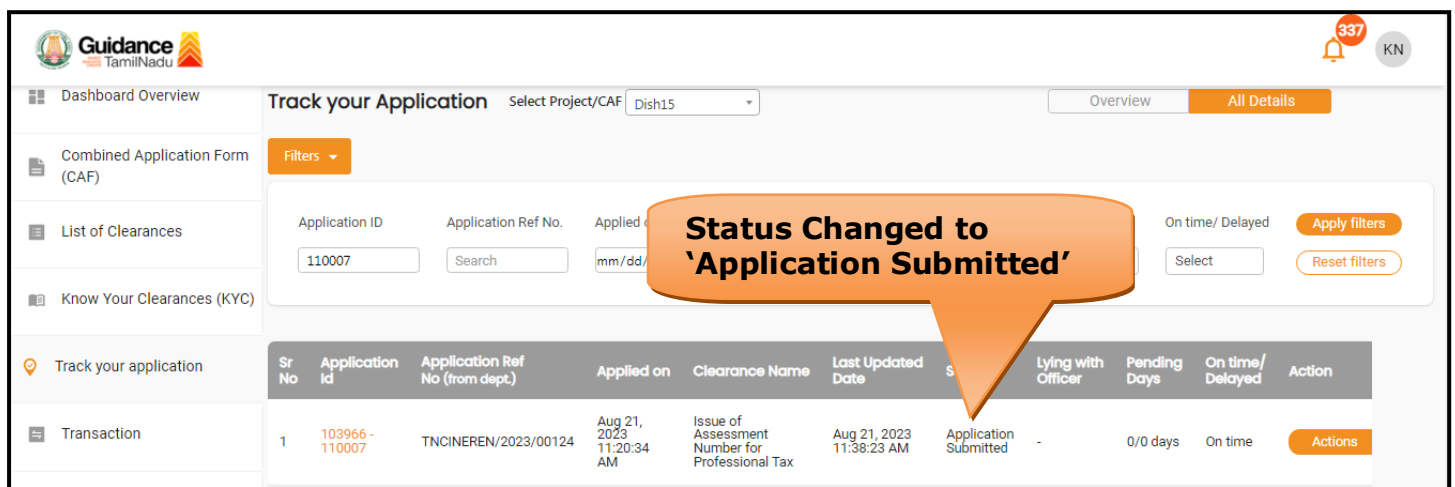
**Submit**

**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**



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
1	103966-110007	TNCINEREN/2023/00124	Aug 21, 2023 11:20:34 AM	Issue of Assessment Number for Professional Tax	Aug 21, 2023 11:38:23 AM	Application Submitted	-	0/0 days	On time	Actions

**Figure 19. Status of the Application**

## 8. Track Your Application

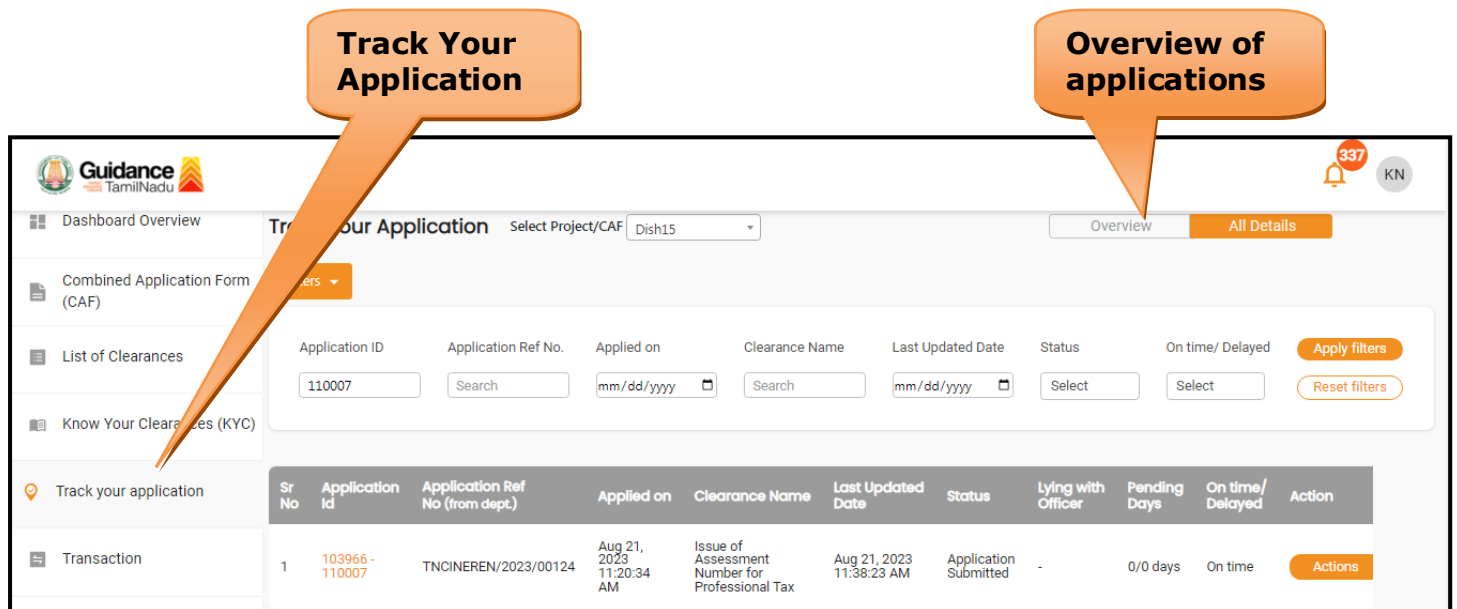
1) After submitting the application, a unique 'token ID' would be generated. Using the '**Token ID**' the Applicant can track the status of clearances by clicking on 'Track your application' option.'

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**



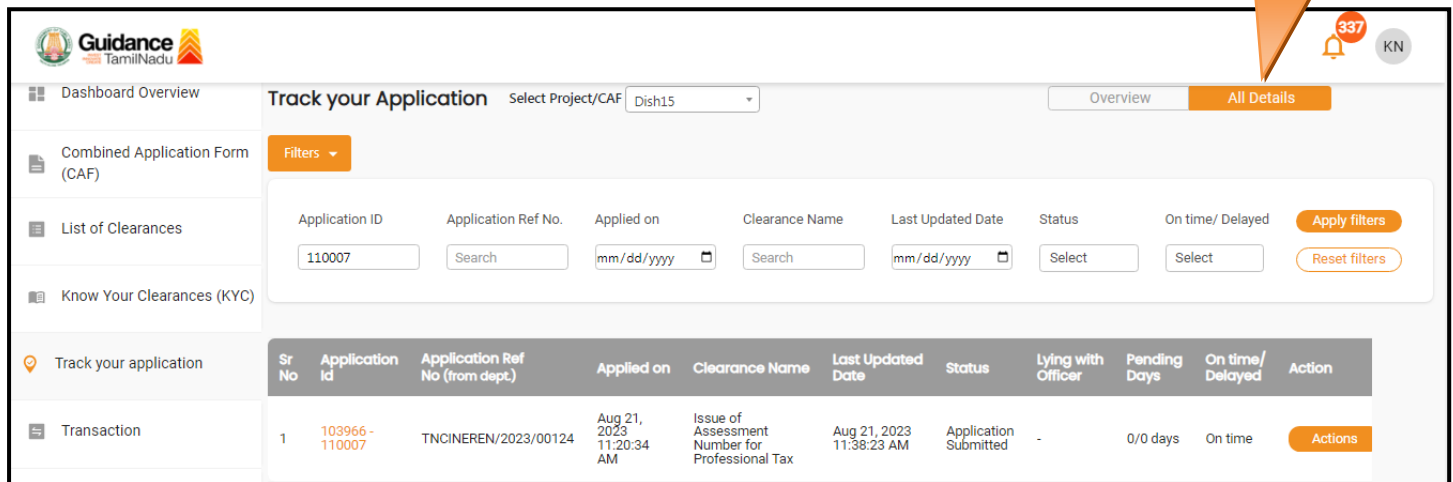
**Figure 20. Track Your Application**

- **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
1	103966 - 110007	TNCINEREN/2023/00124	Aug 21, 2023 11:20:34 AM	Issue of Assessment Number for Professional Tax	Aug 21, 2023 11:38:23 AM	Application Submitted	-	0/0 days	On time	Actions

**Figure 21. ‘All Details’ tab**



## 9. Application Processing

- 1) After Submitting the application, The Department scrutinizes and reviews the application and updates the status as **“Approved”**

The screenshot shows the 'Track your Application' interface. At the top, there's a navigation bar with 'Overview' and 'All Details' tabs. Below it, a filter section allows searching by Application ID (110007), Application Ref No., and Applied on date. A table below lists 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
1	103966-110007	TNCINEREN/2023/00124	Aug 21, 2023 11:20:34 AM	Issue of Assessment Number for Professional Tax	Aug 21, 2023 02:45:56 PM	Approved	-	0/0 days	On time	Actions

An orange callout bubble labeled 'Approved Status' points to the 'Approved' status in the table.

**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** (Refer Figure 24)

The screenshot shows the 'Application Action - 110007' modal window. It displays the following details:

- Application ID:** 103966-110007
- Application Name:** Issue of Assessment Number for Professional Tax
- Application Ref No.:** TNCINEREN/2023/00124
- Project Name:** Dish15
- Application Submission Date:** Aug 21, 2023 11:38:23 AM
- Status:** Approved

At the bottom, there are several action buttons: 'Download', 'Feedback - Application Processing', 'Feedback - Application Submission', and 'Close'. An orange callout bubble labeled 'Download' points to the 'Download' button.

**Figure 24. Download**

