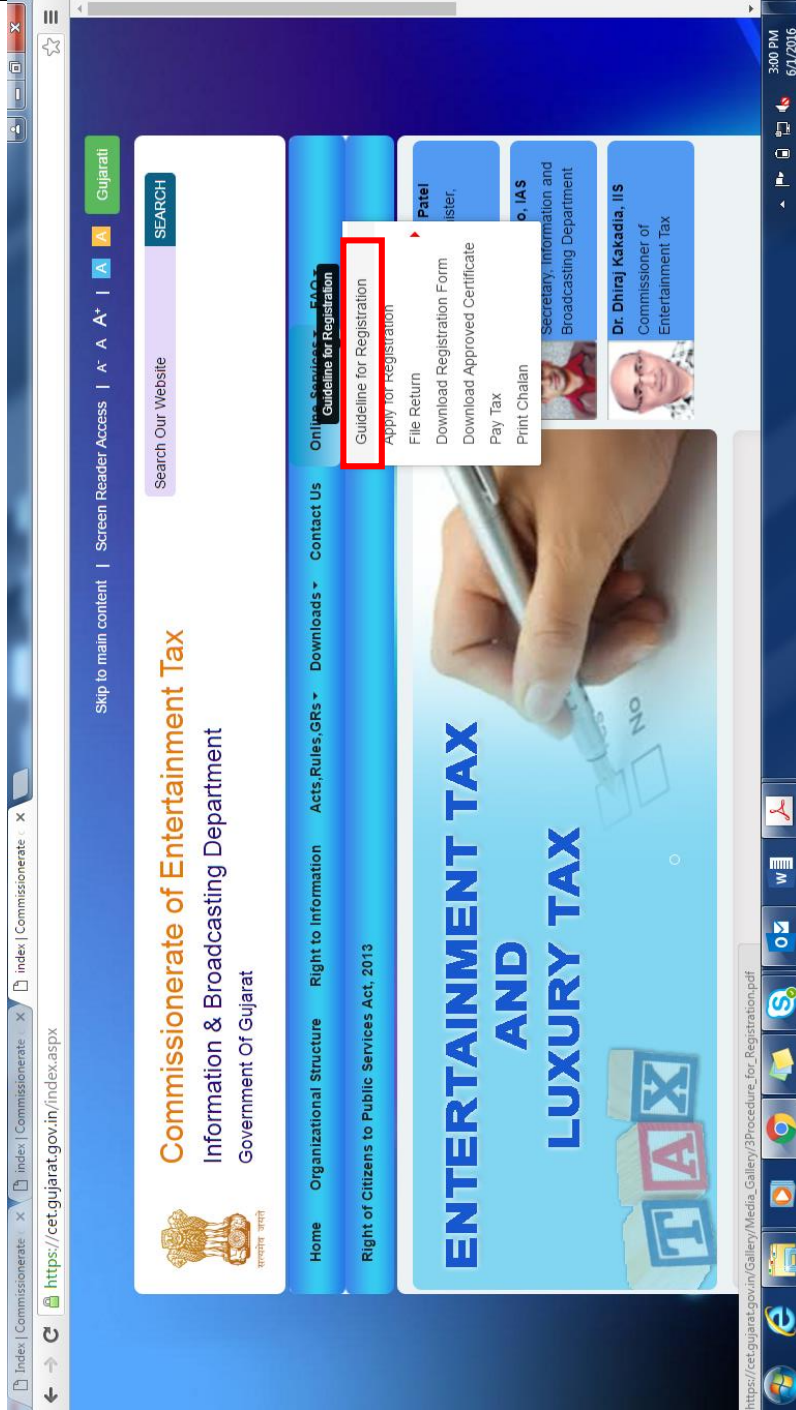


Sr. No.	Recommendation	Response (Yes/No/NA)	Supporting Materials
237	Ensure information on the procedure and a comprehensive list of all documents that need to be provided are available on the web site	Yes	

[http://www.cet.gujarat.gov.in/Gallery/Media\\_Gallery/Procedure\\_for\\_Registration.pdf](http://www.cet.gujarat.gov.in/Gallery/Media_Gallery/Procedure_for_Registration.pdf)



### **Procedure for Registration of Entertainment Tax / Luxury Tax**

- 1) Go to Website <http://www.cet.gujarat.gov.in>
- 2) Click on “Online Services” Tab
- 3) Select “Apply for Registration”
- 4) A fillable form will be displayed
- 5) Fill up all the Details in the Form
- 6) Upload the scanned/soft copy of following documents
  - a. Copy of License of Cinema/Hotel
  - b. Copy of PAN Card
  - c. Copy of Photo ID Proof
  - d. Copy of Tariff Card in case of Hotel
- 7) Key in the captcha code in the box
- 8) Click on “I agree with Terms and Conditions” check box, “Submit” Button will be enabled
- 9) Click on “Submit” button. Your Application for Registration will be saved
- 10) An email giving details of Application for Registration with auto generated unique Number will be sent to user’s email id as provided in the registration form.
- 11) Intimation with pdf file of online application for Registration will be sent to respective District Magistrate.
- 12) The concerned District Magistrate will process the Registration Application and issue a Certificate of Registration within 30 days and upload the scanned copy of Certificate of Registration on the website.
- 13) User will be intimated regarding issuance of Certificate of Registration by email.
- 14) User can download the scanned copy of Certificate of Registration from the website.