

Application for Local Sale: Procedure

1. Login into <https://ipass.telangana.gov.in/>
2. Fill and submit the application as per the user manual published in the portal with the following details:
 - Name
 - Address
3. Shop details:
 - Address
 - Location
 - Excise Station
 - Excise District
 - Details of Retail Tax slab
4. Company/Firm Details:
 - Name of the Firm/Company
 - Registration No. and date:
 - GSTIN (if any)

Fees:

| S.No | Population as per 2011 census | Retail Shop Excise Tax per annum (Rs. In Lakhs) | Retail Shop Excise Tax (Rs. In lakhs) for license period i.e. 2019-2021 (for two years) |
|------|-------------------------------|---|---|
| 1. | Up to 5000 | 50.00 | 100.00 |
| 2. | 5001 to 50,000 | 55.00 | 110.00 |
| 3. | 50,001 to 1,00,000 | 60.00 | 120.00 |
| 4. | 1,00,001 to 5,00,000 | 65.00 | 130.00 |
| 5 | 5,00,001 to 20,00,000 | 85.00 | 170.00 |
| 6 | Above 20,00,000 | 110.00 | 220.00 |

The licensee(s) shall pay Special Retail Excise Tax Rs. 5.00 lakhs as a One time payment, per annum without accounting it for (07) times limit.

Timelines:

7 days from the date of complete application along with fees

Mandatory documents to upload:

1. Coy of PAN card
2. Copy of Aadhaar card
3. Local Tribal Certificate (In case of Agency area)