

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)