

ESCIMS Application – Entertainment Tax Registration

1) Apply for ET Registration –

This functionality will allow the user to apply for the Tax Collection Authorisation Certificate (TCAC) , Non Probitary Order (NPO) for Entertainment Tax. The easy steps to achieve this functionality are as follows:

Login using ESCIMS login id and password.

Select “Apply for One time event” or “Apply for Regular ET programs” option from ET Registration menu.

The screenshot shows the ESCIMS application interface for Entertainment Tax Registration. The header includes the Delhi Government logo, the text "delhi.gov.in", and "Department of Excise, Entertainment & Luxury Tax, Govt. of Delhi". A user is logged in as ABHIGYA JHA, CITIZEN, with a last login time of 22/2/2016 4:10 PM IST. A navigation menu is visible with options like Licence, Permit P-10A, Export Permit, Grievance, Payments, Duty Free Transport Permit, Permit P-10, and Permit P-11. The main content area displays a message: "Please update your VAT/TIN/PAN details" and a form titled "VAT/TIN/PAN Details" with input fields for VAT No., TIN No., and PAN No. A dropdown menu is open, showing options: "Apply for Entertainment Tax", "ET Registration WorkList", "Track ET Application", "Register Your Organization", "Event Permission from Police", "Org Registration Worklist", "Apply for One time event", "Apply for Regular ET programs", and "Apply for Tax Collection Certificate".

⤴ The screen displaying "Application for Event Permissions" will get open in case of One time event.

⤴ Select the **Event**, click on submit button.

⤴ If selected "Apply for Regular ET programs", Apply for NPO screen will get open.

⤴ Select **Nature of Business** from the drop down , click Submit.

⤴ Based on the **Event** selected, the user will be redirected to a new screen.

- ⤴ Fill the Form and Save / Submit the Details.
- ⤴ Submitted Form can not be accessed through worklist.
- ⤴ Fill the mandatory fields and Save the details if you want to edit the application after some time
- ⤴ Sponsorship details is Non mandatory section.

Note:

- ⤴ You may optionally click on **Add Row** to add more rows.
- ⤴ You may optionally click on **Delete Row** to delete a row previously entered.

Other Details													
Any other information required by commissioner*											<input type="text"/>		
Whether exemption from payment of entertainment tax is claimed? If yes, specify purpose and rule.*											<input type="text"/>		
Amount of arrears of tax, if any to be deposited w.r.t last show held*											<input type="text"/>		
Amount of security deposit lying with the department*											<input type="text"/>		
Last serial no. of each kind of ticket for each class/show issued at last place (if any)*											<input type="text"/>		
Name of place & date of the last show (if any)*											<input type="text"/>		
Entertainment Details													
Start Date-				<input type="text"/>	End Date-				<input type="text"/>				
District-				--Please Select--	Area Code-				--Please Select--				
Address Line 1 *						Address Line 2							
City *				<input type="text"/>	State				DELHI				
Pincode-				<input type="text"/>	Mobile No-				<input type="text"/>				
Email-Id-				<input type="text"/>									
S.No.	Entertainment Name	Class of Ticket	Kind of Ticket	Show Date	Show Time	No of Seats	Starting Serial No of Ticket	Tickets Printed	Admission Rate Per Ticket	Entertainment Tax Per Ticket	Ticket Price	Select	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
Add Row Delete Row <input type="button" value="X"/>													
Tax Amount for All Tickets Printed											<input type="text" value="0"/>		
<small>Note - Sponsorship Details Grid is Non Mandatory</small>													
Sponsorship Details													
Estimate of Expense with Details						Source of Meeting the Expenses							
S.No.	Sponsor / Advertiser Name	Type	Sponsorship Amount	Entertainment Tax	Select								
1	<input type="text"/>	--Please Select--	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>								
Add Row Delete Row <input type="button" value="X"/>													
Total Sponsor Tax Amount				<input type="text" value="0"/>									
Total Tax Amount (Sponsor Tax + Entertainment Tax)				<input type="text" value="0"/>									
Security Details													
S.No.	Instrument Type	Instrument Number	Bank Name	Branch Name	Start Date	End Date	Amount	Select					
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>					
Add Row Delete Row <input type="button" value="X"/>													
<input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Edit"/> <input type="button" value="Cancel"/>													

- ⤴ On clicking **Save** button an ERN Number is generated.
- ⤴ Submit button will be enabled after Application is saved.
- ⤴ Click **Edit**, to change the details in the form
- ⤴ Click **Cancel** to go back to the previous screen.
- ⤴ Select certification check box and

Application saved successfully against the ERN: ERN0000000154

APPLICATION FOR THE GRANT OF NPO FOR ENTERTAINMENT TAX

Fields marked with (*) are mandatory

Proprietor Details			
Name of Business*	<input type="text" value="BUSINESS NAME"/>		
Name of Proprietor*	<input type="text" value="PROP NAME"/>		
Permanent Address of Proprietor*	<input type="text" value="PROP PER ADD"/>		
Local Address of Proprietor*	<input type="text" value="PROP LCL ADD"/>		
Representative Details			
Name of Authorized Representative*	<input type="text" value="REP NAME"/>	E-Mail Address*	<input type="text" value="A.B@YAHOO.COM"/>
Contact No*	<input type="text" value="12345678"/>	Approximate Period of Stay in Delhi (In Years)*	<input type="text" value="12"/>
Permanent Address of Authorized Representative*	<input type="text" value="REP PER ADD"/>		
Local Address of Authorized Representative*	<input type="text" value="REP LCL ADD"/>		
Reference Details			
Name of Reference1*	<input type="text" value="REF NAME ONE"/>	Name of Reference2*	<input type="text" value="REF NAME TWO"/>
Address of Reference1*	<input type="text" value="REF ONE ADDRESS"/>		
Address of Reference2*	<input type="text" value="REF TWO ADDRESS"/>		

click **Submit**

Security Details							
S.No.	Instrument Type	Instrument Number	Bank Name	Branch Name	Start Date	End Date	Amount
1	INST1	INS NO1	BANK A	BRANCH A	01/07/2014	31/07/2014	1234.00

Certified that the particulars stated above are correct to the best of my knowledge and any non-material facts have not been concealed.

[Save](#) [Submit](#) [Edit](#) [Cancel](#)

Note:

- ⤴ In case of Exempted program:
"Application for the grant of NPO for Entertainment tax of Exempted Program" Screen will get open.
- ⤴ In case of Ticketed/Invitee program, application can only be submitted after the submission of payment, if any.
- ⤴ The document upload is mandatory for the registration.

⤴ Access Saved workitem using Worklist

TCAC / NPO Registration Process

Application Reference Number [Search](#)

S.No.	Application Reference Number	Applicant Name	Entertainment Type	Entity Type	District	Status	Last Updated On (DD/MM/YYYY)	Pending Since (In Days)	Financial Year
1	ERN000000154	PROP NAME	NPO	SO/RO/7D Movies	CENTRAL DELHI	Draft Saved	21/07/2014	0	2014/2015

⤴

⤴ Clicking Submit brings user to Print Application and Check list Screen.

Application updated successfully against the ERN: ERN000000154

[Print Application and Checklist](#)

Application is Successfully Submitted
Application Reference No. : ERN000000154
A Copy of Application Form has been sent to the registered email ID
Please print the application and submit it along with the supporting documents to Excise Department within 7 Excise working days.

Note: Date of application will be reckoned from the date of submission of the complete documents in the Entertainment Tax Department.

[Print Application Form](#) [Print Form 5](#) [Print Check List](#)

↗ Click on Print
 Application Form
 to print
 Application Form

Application Form -60/607D Movies											
Proprietor Details											
Name :	PROP NAME										
Local Address :	PROP LCL ADD										
Permanent Address :	PROP PER ADD										
Representative Details											
Name :	REP NAME					EmailId :	A.Dg@YAHOO.COM				
Contact No. :	12345678					Stay Period :	12				
Local Address :	REP LCL ADD										
Permanent Address :	REP PER ADD										
Reference Details											
Name of Reference						Address of Reference					
REF NAME ONE						REF ONE ADDRESS					
REF NAME TWO						REF TWO ADDRESS					
Other Details											
Type						Description					
Name of place & date of the last show (if any)						OTHER DETAILS 2					
Any other information required by commissioner						OTHER DETAILS 6					
Whether exemption from payment of entertainment tax is claimed? If yes, specify purpose and rule.						OTHER DETAILS 1					
Amount of amount of tax, if any to be deposited w.r.t last show held						OTHER DETAILS 5					
Amount of security deposit lying with the department						OTHER DETAILS 4					
Last serial no. of each kind of ticket for each class/show issued at last place (if any)						OTHER DETAILS 3					
Entertainment Details											
Start Date :	21/07/2014					End Date :	31/07/2014				
District :	CENTRAL DELHI					Area :	JAMA MASJID				
Address Line 1 :	ADD LINE1					Address Line 2 :	ADD2				
City :	DELHI					State :	DELHI				
Pincode :	123456					Mobile No :	1234567788				
Email-id :	A.N@TCS.COM										
Rate Details											
S.No.	Entertainment Name	Class of Ticket	Kind of Ticket	Show Date	Show Time	No of Seats	Starting Serial No of Ticket	Tickets Printed	Admission Rate	ET Per Ticket	Ticket Price
1	REP NAME	A	B	22/07/2014	12:30 PM	10	8801	10	10	5	55
Sponsor Details											
Source of Meeting the Expenses :	NA					Estimate of Expense with Details :	NA				
Jul 21, 2014 2:36 PM											
S.No. Sponsor / Advertiser Name Type Sponsorship Amount Entertainment Tax											
No Record Exist											
Security Details											
S.No.	Instrument Type	Instrument Number	Bank Name	Branch Name	Start Date	End Date	Amount				
1	BEP1	INR NCI	BANKA	BRANCHA	01/07/2014	31/07/2014	1234				

Click on Print Form to print Form

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE EXCISE COMMISSIONER
L & N BLOCK: VIKAS BHAWAN: LP ESTATE: NEW DELHI-110002

Form 6
(Prescribed Under Rule 11)

INFORMATION BEFORE HOLDING AN ENTERTAINMENT ON WHICH TAX IS LEVIABLE UNDER SECTION 6 OF THE ACT

To,
The Commissioner
Department of Excise, Entertainment & Luxury Tax

Sir,

I desire to hold an entertainment on which tax is leviable under section 6 of the Delhi Entertainments and Betting Tax Act, 1996 and submit the following information as required under rule 11 of the rules made under the said Act:

1. Name of Entertainment : ENT NAME

2. Nature of Entertainment : SD/SD/7D Movies

3. Name and Permanent as well as Local Address of the Proprietor:

Name : PROP NAME
Local Address : PROP LCL ADD
Permanent Address : PROP PER ADD

4. Name and Permanent as well as Local Address of the person who will be responsible for management and conducting day-to-day business:

Name : REP NAME
Local Address : REP LCL ADD
Permanent Address : REP PER ADD

5. Approximate Period of Stay in Delhi : 12 (In Year)

6. Place or Places where shows are proposed to be held

Address Line 1	: ADD LINE1
Address Line 2	: ADD2
District	: CENTRAL DELHI
Area Code	: JAMA MASJID
City	: DELHI
PinCode	: 123456
State	: DELHI
Email Id	: A.N@TCS.COM

7. Date from which shows are proposed to be started : 21/07/2014

8. Charge for admission to various classes (excluding tax), entertainment tax and surcharge and total payable :

Jul 21, 2014 2:36 PM

⤴ Click on Print Form to print Form continues..

S.No	Entertainment Name	Class of Ticket	Kind of Ticket	Admission Rate Per Ticket	Entertainment Tax Per Ticket	Ticket Price
1	ENT NAME	A	X	10	5	50

8. Number of shows to be given daily as well as special shows, if any, and the time of starting of each show :
Show Time Details :

S.No	Entertainment Name	Class of Ticket	Kind of Ticket	Show Date	Show Time
1	ENT NAME	A	X	22/07/2014	12:30 PM

No of Shows on a Day

S.No	Show Date	No of Shows
1	22/07/2014	1

10. Number of Seats in each class :

S.No	Class of Ticket	No of Seats
1	A	12

11. Starting S.No of each Kind of tickets for each Class for each Show :

S.No	Entertainment Name	Class of Ticket	Kind of Ticket	Show Date	Show Time	Starting Serial No of Ticket
1	ENT NAME	A	X	22/07/2014	12:30 PM	SNO1

12. Total number of each Kind of tickets printed for each Class for each Show :

S.No	Entertainment Name	Class of Ticket	Kind of Ticket	Show Date	Show Time	Tickets Printed
1	ENT NAME	A	X	22/07/2014	12:30 PM	13

13. Maximum amount of tax including surcharge payable for seven days on the basis of full seating capacity for the maximum number of shows proposed to be held in a week :

NA

14. Name of place and date, if any, where shows were last held :

OTHER DETAILS 2

15. Last serial number of each kind of Ticket for each class and for each show issued at last Place:

OTHER DETAILS 3

16. The amount of security deposit if any, lying with the department if shows were previously held :

OTHER DETAILS 4

17. The amount of arrears of tax, if any to be deposited in respect of shows held previously :

OTHER DETAILS 5

18. Names and full addresses of two persons to whom the proprietor is known and to whom reference could be made in case if becomes necessary :

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2 / 3



Click on Print Form to print Form continues..

S.No	Name	Address
1	REF NAME ONE	REF ONE ADDRESS
2	REF NAME TWO	REF TWO ADDRESS

19. Whether exemption from payment of entertainment tax is claimed and, if so, specific purpose and the rule
 Speolmen signature of the persons who own :
 OTHER DETAILS 1

20. Speolmen signature of the person who own :

21. Speolmen signature of the person responsible for management :

22. Additional Information, if any, required by the commissioner :
 OTHER DETAILS 6

Tax Amount for All Tickets Printed : 65

Date : Sign :

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Click on Print Check list to print document checklist

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
 OFFICE OF THE EXCISE COMMISSIONER
 L & N BLOCK, VIKAS BHAWAN, I.P. ESTATE, NEW DELHI - 110002**

Document Check-List:

S.No	Particulars
1	Application form Duly filled
2	FDR as security deposit
3	Copy of entry ticket
4	Printer's certificate
5	Bank Statement
6	PAN card of the applicant
7	NOC from Fire Department
8	Memorandum and Articles of Association
9	Lease deed
10	Copy of Residence Proof
11	Identification proof of the Applicant
12	Partnership deed and Board of Directors
13	Other Documents

⤴ If Entertainment Type is **NPO** and Nature of Business is **Invitee program** Then **Form 6** opens. Other Flows are same as Form5 .

⤴ In this case Sponsorship as well as Security Deatils Grid is non Mandatory

Note : Sponsorship and Security Details Grid is Non Mandatory

Sponsorship Details

Estimate of Expense with Details Source of Meeting the Expenses

S.No.	Sponsor / Advertiser Name	Type	Sponsorship Amount	Entertainment Tax	Select
1	<input type="text"/>	--Please Select--	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Add Row Delete Row

Total Sponsor Tax Amount

Security Details

S.No.	Instrument Type	Instrument Number	Bank Name	Branch Name	Start Date	End Date	Amount	Select
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Add Row Delete Row

Save Submit Edit Cancel

⤴ If Entertainment Type is **NPO** and Nature of Business is **Exempted program** Then **Form 14** opens. Other Flows are same as Form5 .

Bank Details

Bank name with Branch * Account Holder's Name *

Type of Account * Account Number *

Balance *

Enclosures

List of members enclosed * Yes No

Exemption granted in past * Yes No

Whether accounts of previous show furnished * Yes No

Is performance being organised by a School/College * Yes No

Recognized or Affiliated (If Yes) * --Please Select--

NOC/Letter reference (If Yes) * Yes No

Have credits been utilized for the declared objective * Yes No

Last 3 years audited balance sheets enclosed * Yes No

Is Society/Association/Business a registered body * Yes No

⤴ If Entertainment Type is **TAC** and Nature of Business is **Cinema /DTH MSO / HCR** Then **Form 1** opens. Other Flows are same as Form5.

⤴ For Cinema There is additional screen of Audi Details to fill .

Application saved successfully against the ERN: ERN000000156

Fields marked with (*) are mandatory.

Application Form for Cinema

Applicant Name- APP NAME Business Start Date- 18/07/2014

Name of Society/Association/Business- SOC NAME

Address of Society/Association/Business

Address Line 1- ADD1 Address Line 2- ADD2

District- EAST DELHI Area Code- KARKARDOOMA

City- DELHI PinCode- 121232

State- DELHI

Email ID- A.B@TCS.COM Contact No.- 1122323242

Bank Details

Bank Name- BANK NAME Account No.- ACC123

Type of Account- TYPE

Book of Accounts - BOC Language of Accounts Maintained- ENGLISH

The names of the Proprietor/Karta/Partner/Principal Officer/Others having interest in the business are as under :

S. No	Name	Father's/Husband's Name	Age	Extent of Interest in Business (in %)	Present Address	Permanent Address	PAN No.	Nationality	By Birth / Domicile
1	NAME <input type="text"/>	FATHER NAME <input type="text"/>	45 <input type="text"/>	100.00 <input type="text"/>	DELHI6 <input type="text"/>	DELHI1 <input type="text"/>	ASDF132343 <input type="text"/>	INDIAN <input type="text"/>	By Birth <input type="text"/>

Cinema Audi Details

S. No	Audi Name
1	AUD11 <input type="text"/>

Save Next Edit Cancel

⤴ Click on Next button to Fill audi Details.

⤴ Select radio button to Enter Audi Details and click on save button to save Details.

Audi Show Details Saved Successfully.

Audi Details

S. No	Audi Name	Total Entertainment Tax	Audi Status	Select
1	AUDI1	144.00	Updated	<input checked="" type="radio"/>
Total Entertainment Tax for 7 days				1008.00

Note. Please declare show and ticket details for all shows for a day.

Audi Name : AUDI1

S. No	Class of Ticket	Kind of Ticket	Show Date	Show Time	No of Seats	Admission Rate Per Ticket	Entertainment Tax Per Ticket	Ticket Price	Select
1	CLASS1	KIND1	16/07/2014	12:30PM	12	10.00	12.00	60.00	<input type="checkbox"/>

[Add Row](#) [Delete Row](#)

[Save](#) [Close](#)

⤴ Click on close button to return to home screen to submit the application.

⤴ Clicking Submit brings user to Print Application and Check list Screen.

⤴ Click on print buttons to print Forms i.e. Same as NPO

Print Application and Checklist

Application is Successfully Submitted
Application Reference No. : ERN000000156
A Copy of Application Form has been sent to the registered email ID
Please print the application and submit it along with the supporting documents to Excise Department within 7 Excise working days.

Note: Date of application will be reckoned from the date of submission of the complete documents in the Entertainment Tax Department.

[Print Application Form](#) [Print Form 1](#) [Print Check List](#)