

## Procedure/Steps to file Self Assessment Property Tax Return (SAPTR)

1. Please visit MCD Portal (<https://mcdonline.nic.in>)
2. Click on 'Online Service' Button available in Top right side of page
3. Select your Service Area by selecting your Zone or Ward or Colony for example;
  - ❖ **Select Zone** : Central Zone/South Zone/Rohini ..... as applicable  
Or
  - ❖ **Select Ward Name** ...  
Or
  - ❖ **Select Colony Name** ...  
(any one of them Zone/Ward/Colony)  
(Colony name may be same in other Wards, therefore, it is suggested to select the Zone/Ward Name)
4. Click on **Search bottom**
5. Click on **Pay Property Tax**. It will redirect you to the Citizen /user Login page.
6. Login to your Account (Citizen Login)

### A. For already registered taxpayer, enter registered Mobile number or email id

India (91)	9999999999
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If shown **Invalid request**, please press key "F5" to refresh.

- In case of mobile no.

<b>Generate OTP</b>	<b>&amp;</b>	<b>Enter OTP</b>
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- In case of email id, enter password.

- Click on : Login

- Your registered UPIC/property details will be shown (Details of all properties registered against the mobile number).

- Click on **Action** option and click on **Pay Tax**

- Select Financial Year to pay tax 2023-24 or the previous year for which tax is to be paid.

- Click on **SUBMIT**

- Two option will appear:

- Option-1: **Yes, I want to edit before Pay**
- Option -2: **No, I want to Pay**

In case of Option-1 (Yes I want to edit before Pay), please make required editing the PTR form-

- ❖ In case, there is change in the status of property, such as use, occupancy, area, age etc, please edit the property details and click on Save and Next and final submit.
- ❖ In case of non-residential property, please specify property category as 'Commercial'
- ❖ In case of non-residential property, please reselect the area if it is less than or more than 139.5 sqm, instead of 150 sqm, if mentioned.
  
- ❖ In case the property is constructed from 2000 onwards, year of construction to be specified, please reselect the year of construction (age factor), as pre MVC-5 recommendations-
  - ✓ Building construction 1.4.2000 to 31.03.2010 -Age factor 1.0
  - ✓ Building construction 1.4.2010 to 31.03.2020 -Age factor 1.1
  - ✓ Building construction 1.4.2020 to 31.03.2030 -Age factor 1.2
  
- Click on Save & Next: Ownership details will reflect. If any changes, please modify. and click on Save and then click on final submit and click of next.
  - ✓ The system will again ask for the Financial Year for which tax is to be paid. After selection of FY, please click on submit.
  - ✓ Tax calculation details by the system will be reflected.
  
- Click on **Pay Tax**
- Select Payment Gateway (In case of payment by cheque, please select gateway 'Axis Bank')
- And click of **Pay Now**

**In case of Option-2 Option -2: No I want to Pay**

- ✓ Select Financial Year to pay tax 2023-24 or the previous year for which tax is to be paid.
- ✓ Click on **SUBMIT**
- ✓ Click on **Pay Tax**
- ✓ Select Payment Gateway (In case of payment by cheque, please select gateway "Axis Bank").
- ✓ And click of **Pay Now**

**B. New tax payer registration (if already not registered), following steps to be followed-**

- (i) New Taxpayer / user need to select option 'New User click here for sign up /Registration.

- (ii) Fill the Mandatory Details like Name / Father Name / Husband Name/Mobile Number/Email Address etc on Signup form.
  - (iii) Get Validate Mobile Number/login id/email id using OTP and press Submit to Complete the Registration.
  - (iv) After Registration, user login will be opened.
  - (iv) To Change Mobile number and other details use "Edit Profile" option is available.
- C.
- (i) If taxpayer/user has not registered property in his/her login, then taxpayer need to search property through search property option.
  - (ii) If taxpayer/user found property/UPIC but property already in use then taxpayer /user need to select UPIC transfer.

#### UPIC Transfer

- (a) In case citizen already knew UPIC than he/she can search detail . For the searched property request for UPIC TRANSFER can be made by using Option REQUEST UPIC TRANSFER under Action button and complete the process as prescribed in the system.
  - (b) After Submission of UPIC Transfer MCD Officer will examine the request and Transfer the UPIC based on the facts submitted. After UPIC Transfer request approved Property Detail will be available on dashboard to pay tax.
- (iii) If taxpayer / user not found property UPIC then taxpayer /user will have to apply for new UPIC through 'Apply for new UPIC' option and after filling up the required information, UPIC will be crated automatically.
  - (iv) After creation of new UPIC, taxpayer need to update property & owner details. For update property/owner detail taxpayer need to click on action tab and select option 'Edit Property /owner detail' button and click on final submit button.
- ✓ Click on Pay Tax
  - ✓ Select Payment Gateway (In case of payment by cheque, please select gateway "Axis Bank").
  - ✓ And click of Pay Now
7. In case of Non-Resident Indian (NRI), the taxpayer can sign up using login id/email id.

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