

Instructions for Paying Commercial & Industrial Property Tax inMunicipal

Step 1: Visit City Municipality Website

- Go to the official **Udupi City Municipal Council** website.

Step 2: Navigate to the Property Tax Section

- On the homepage, locate the **‘Property Tax’** section.
 - Look for **“Pay Property Tax Online”** or similar options under the services tab or the homepage menu.

Step 3: Select ‘Commercial/Industrial Property’

- When prompted, select the **‘Commercial’** or **‘Industrial’** property option, depending on your property type.

Step 4: Enter Property Identification Number (PID)

- Enter your **Property Identification Number (PID)** or **Assessment Number** provided in your previous property tax notice.
 - If you don’t have the PID or Assessment Number handy, search by the **business name** or **address** as per available search options.

Step 5: Review Tax Details

- The system will display the due tax amount along with other related charges, such as:
 - **Commercial Tax Rates**
 - **Penalties for Late Payment (if applicable)**
 - **Conservancy Charges**
- Carefully review all details, ensuring that the property description and tax amount are accurate.

Step 6: Choose Payment Option

- Click on **‘Proceed to Pay’** after verifying the tax details.
 - Choose your preferred **payment mode**:
 - **Net Banking**
 - **Debit/Credit Card**
 - **UPI Payment**

Step 7: Complete the Payment

- Enter the required payment details and confirm the transaction.
 - After successful payment, a receipt will be generated on the website.

Step 8: Download or Print the Receipt

- Save or print the receipt for future reference. You can also expect the receipt to be sent to your registered email address.
 - This receipt is crucial for documentation and proof of tax payment.
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Offline Payment for Commercial & Industrial Properties (If Needed)

1. **Visit Municipal Office:**
 - Head to the **Commercial/Industrial Property Tax Counter** during working hours.
2. **Carry Required Documents:**
 - Previous tax receipts or **Assessment Order** from the Municipal Corporation.
 - Any updated property information if your commercial or industrial property has undergone changes (like area expansion, renovation, etc.).
3. **Provide Property Information:**
 - Submit your **Property Identification Number (PID)** or **Assessment Number** at the counter.
4. **Make the Payment:**
 - Pay via **cash, cheque, or demand draft**.
5. **Collect the Receipt:**
 - Ensure you collect the receipt as proof of payment.