

## Trade License Documents

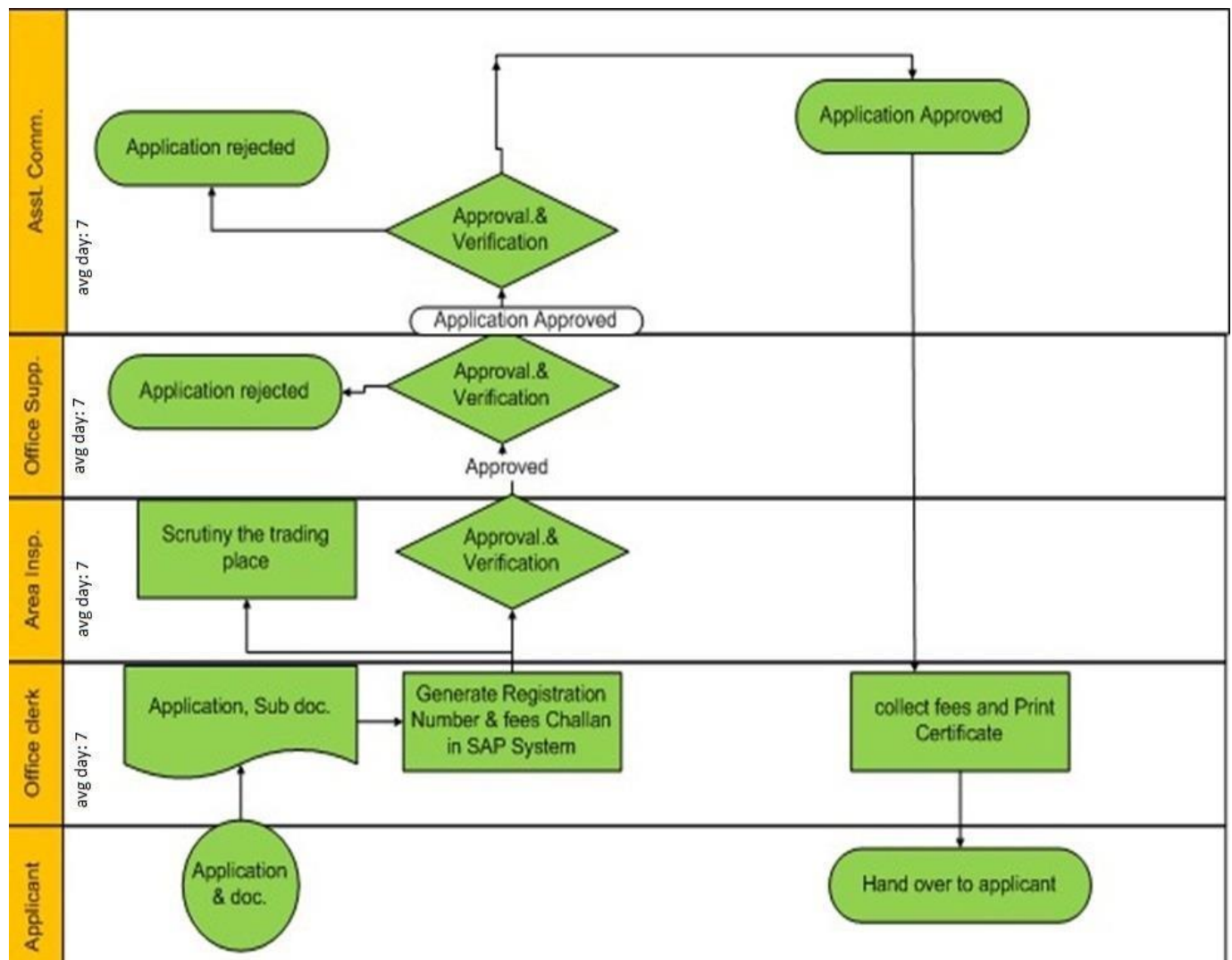
### 1. Trade Commercial License SOP

### 2. Public Service Guarantee

### 3. Trade License Tariff

## Trade License Registration Process

### Trade License Registration Process



### Trade Registration Procedure

Under Municipal Corporation Act of 366 and 132, every trader or a shop owner is permitted to run his business or service in the ULB under which his establishment belongs. At Nagar Nigam and Nagar Palika either the Municipal Commissioner or Additional Commissioner or Deputy Commissioner acts as an administrative head and is authorized to approve a Trade licenses Certificates.

### Documents Required

- Government ID proof(voter ID/PAN Card/Driving license/Aadhar Card/Rent Agreement/Partnership)
- Owned premises- Property tax receipt/Property registration details, Or
- Rented premises- Self Attested Rent Agreement photo copy/photo copy of Property tax receipt

### Application & submission of License

The applicant submits the online application along with the required documents through e-Nagarpalika portal. It will generate the trading Registration number and the workflow is submitted for approval.

After getting recommendations from ARO (revenue) application will go to Deputy Commissioner /Assistant Commissioner. /, Additional Commissioner or any one of them can be the approval authority for final approval.

After final approval, an alert message is sent to the applicant informing the approval status and for fees payment.

The applicant then pays through the portal and the office clerk generates a system defined trade registration certificate with digital signature of the approving authority, afterwards applicant can download the Trade license certificate from the portal

## Time Line

Time line to issue Trade License certificate for Trade in 30 days from the submission of proper application with required documents

## Disclaimer

**The procedure for Trade License is the same for all the application irrespective of risk category, size of firm, business location and Foreign/ Domestic investor.**