

## Department- Trade License

<b>What services are given</b>	<b>How the Services can be availed</b>	<b>Time required to avail the service</b>
<b>New Enlistment of Trade</b>	<p>The following items are to be submitted:</p> <ol style="list-style-type: none"> <li>1. Duly filled up Trade License application form which can be availed from Municipal Office cash counter or can be downloaded from Municipal Website.</li> <li>2. Photocopy of Up to date Municipal Tax receipt (and rent receipt in case of Rented place)</li> <li>3. NOC of the premises owner</li> <li>4. Legal papers according to nature of business which would be guided by department staffs.</li> <li>5. Sketch map of business place with measurement</li> <li>6. Photocopy of Voter ID Card.</li> <li>7. <b>Form 201</b> is to be procured from office counter or website and submitted after duly filling it up in addition to the trade license form in case of Manufacturing Business/Workshops.</li> </ol> <p>** for form <b>201</b> application approval , inspection of business place by municipal health department staff is mandatory</p>	<b>One to seven days from submission of Forms</b>
<b>Renewal of Trade License</b>	<p>The following items are to be submitted:</p> <ol style="list-style-type: none"> <li>1. Copy of previous year certificated.(Manual and Computerized)</li> <li>2. Copy Voter Id card</li> <li>3. Copy of Current Tax Bill</li> <li>4. Fees as required</li> </ol>	<b>One Day</b>
<b>Rickshaw License</b>	<p>The following items are to be submitted:</p> <ol style="list-style-type: none"> <li>1. Original Cash memo for Purchase of Rickshaw.(copy required in case of renewal)</li> <li>2. One Photograph (passport size)</li> </ol>	<b>One to two days</b>