

SAHIBGANJ NAGAR PARISHAD

Application for Obtaining New Trade License / Renewal of Trade License
/ Duplicate Copy of Trade License / Amendment in Trade License /
Surrender of Trade Licenses Under Section 455 of Jharkhand Municipal Bill 2011.

Application No. :
Date :
Financial Year:.....

1. Firm Type (please tick)

Proprietary Partnership Pvt Ltd. Public Ltd. Other

2. Application type (please tick)

New License Renewal Duplicate Copy Amendment
Surrender

3. Applicant Details (please fill in capital letters)

Ward No :
Name :
Father's Name :
Postal Address :
Contact No. :
PAN No. (If any) :
E-mail ID No. (If any) : Aadhar Card No. (If any)

4. Details of Business (please fill in capital letters)

Name of Business/Firm:
Name of Owner of Business Premises:.....
Address of Business Premises:.....
Ward No:.....Holding No.(if any) :.....Area (in sqft) :.....
Nature of Business / Firm :
Brief Description of Business / Firm :
Annual Turnover of Business : Rs.....
(Proof in the form of Balance sheet or TDS Certificate/Self Declaration/Starting Capital in case of new business)
Date of Establishment :
Pan No. (if any) :Tin No (if any):.....Sales Tax No.(if any):.....
Street Name :
Address:.....

5. Electricity Connection Details

(K.No:.....) or(Bind/Book No:.....Account No:.....)

6. Type of Ownership of Business Premises (please tick)

Own Property On Rent On Lease

1. List of documents to be attached

❖ FOR NEW LICENSE		
S.No	Documents Description	Please Tick
1	Land Possession Certificate/Allotment Order / along with up to date land revenue payment papers / documents	
2	Up to date holding tax payment receipt of Municipal Corporation for Business Premises	
3	<i>::If applicant has no land/building of his/her own::</i> Enclose Deed of Land Lease Agreement along with up to date land revenue payment papers of landlord/building owner	
4	<i>:: If business is for opening of pharmacy shop/ Clinical Laboratory / X-ray and Medical related business (except retail sale of ayurvedic medicine)::</i> Enclose License/Clearance from Health Department	
5	<i>::If business is for opening of shop for sale of Veterinary & Agriculture related medicine, chemicals::</i> Enclose Clearance Certificate from respective Department	
6	<i>::If partnership firm ::</i> Enclose Deed of Agreement	
7	<i>::If business is PVT.LTD or LTD. Company::</i> Enclose Registration Certificate incorporating under the companies Act 1956	
8	<i>::If business is for hotel, lodge & restaurants ::</i>	
	<i>a. Report on security system from recognized department/Institute/Agency</i>	
	<i>b. Report on drinking water from recognized department/Institute/Agency</i>	
	<i>c. Fitness certificate of cook</i>	
9	<i>:: If business is of dangerous trade::</i> NOC from the officer of District Fire Service	
10	Identity Proof of Trade Owner	
❖ FOR RENEWAL OF LICENSE		
1	Current Year Holding Tax Receipt of Business Premises	
2	Copy of Previous License	
❖ FOR DUPLICATE COPY OF LICENSE		
1	Current Year Holding Tax Receipt of Business Premises	
2	Copy of Previous License, If available	
3	Copy of FIR in case of license is lost/ misplaced	
4	An affidavit on Rs. 10/- Non-Judicial Stamp paper to the effect that lost license, if traced, will not be misused and will be returned to Ranchi Municipal Corporation	
❖ FOR AMENDMENT IN LICENSE		
1	Previous Trade License	
2	An affidavit on Rs. 10/- Non-Judicial Stamp paper to the effect that amendment has been made.	
❖ FOR SURRENDER OF LICENSE		
1	Previous Trade License	
2	An affidavit on Rs.10/- Non-Judicial Stamp paper to the effect that surrender license	

I hereby declare that all the information mentioned above is true to my knowledge. In case of any discrepancies if arises I will be held responsible. Hence I request you to issue me Trade License.

Date :/...../.....

(Applicant's Signature)

------(For Office Use Only)-----

Details of License Fee (Incase of New/ Renewal of Trade License)		
Amount Remitted	Receipt No.	Receipt date

Details of Penalty Fee (Incase of Renewal of Trade License)		
Amount Remitted	Receipt No.	Receipt date

I have verified the application and the enclosures and collected the requisite processing fee. The application qualifies for above request of Trade License.

Date :/...../.....

(Signature of Authority Incharge)