

# RAJMAHAL NAGAR PANCHAYAT

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 &amp; 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 &amp; 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)