

## **HOW TO FILE TRADE LICENSE**

The system of issue of Trade License in ULBs is designed and developed under e-Municipal ERP as follows: -

### **SUBMISSION/RENEWAL OF TRADE LICENSE APPLICATION:-**

Trade License Applications can be submitted @ Puraseva Centers of ULB, Mee-seva Centres and Online (CDMA Web portal or ULB Web portal)

### **DOCUMENTS REQUIRED AT THE TIME OF SUBMISSION:**

No documents are mandated to attach with Application

### **ISSUE OF PROVISIONAL LICENSE:**

The Provisional License can be obtained by the Trader, across the Puraseva Counter of ULB, Mee-seva Centers available within the limits of ULB, Online (CDMA Web portal or ULB Web portal), after payment of the requisite fee.

### **POST VERIFICATION PROCESS:**

The post verification process will be carried out by the field functionary and he can update the information furnished by the Applicant.

### **DOCUMENTS REQUIRED AT THE TIME OF POST VERIFICATION:**

ID Proof,  
Lease deed/legal Occupancy,

### **ISSUE OF FINAL LINCENSE:**

Applicant can obtain final License after the prescribed SLA:-

- a) By downloading the same Online from CDMA Portal/ULB Portal
- b) By visiting the PurasevaCenter at ULB, where he has submitted the Application.
- c) By visiting the Mee-sevaCener whether he has submitted the Application

### **SLA FOR ISSUE OF FINAL LICENSE:**

For delivery of service, the following SLA is fixed:

- |                                  |   |         |
|----------------------------------|---|---------|
| a) For New Trade License         | : | 15 days |
| b) For Renewal of Trade License: |   | 7 days  |
| c) For Closure of Trade          | : | 7 days  |
| d) For Trade Title Change        | : | 7 days  |