

PROCEDURE AND CHECKLIST FOR ISSUE OF TRADE LICENCE

Municipal Corporation

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Issue of Trade licence

➤ **Documents required for grant of approval/registration:**

1. ID Proof
2. Lease Deed/Legal Occupancy

➤ **Service Delivery Process:**

| Issue of trade licence | | |
|------------------------|--|--------------------------------------|
| Sr. No. | Process Description | Responsibility Centre |
| 1 | If applicant want to apply for trade licence online directly, then applicant has to access the online application http://www.emerginghimachal.hp.gov.in/ | Applicant |
| 2 | If applicant is not registered in application then User has to register at the online application & create the User ID and passwords. Mobile number and e-mail id is also verified by the user. | Applicant / Online Application |
| 3 | If/Once applicant is registered, login to online application using User ID and Password: <ul style="list-style-type: none">• Applicant can select the service out of the displayed list of services in application• Applicant selects the desired service and fills the necessary details• Application request is submitted as e-form through the web portal• Attached the necessary set of supporting documents. | Applicant / Online Application |
| 4 | This concludes the initial application submission procedure done online directly by the applicant. | Applicant |
| 5 | Online application registers the service request made by the applicant and generates a Unique service request ID: <ul style="list-style-type: none">• Applicant receives the service request ID on e-mail or mobile | Online Application |
| 6 | Applicant can check the status based on the Unique application request number by logging into the application. | Online Application |

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| | | |
|----|---|---|
| 7 | Online Application routes the Application request along with attached documents to the authority (Inspector) based on jurisdiction. | Online Application |
| 8 | <p>Inspector review the application request along with the attached documents:</p> <ul style="list-style-type: none"> • If Applicants details are satisfactory, Authority may process the request online. <ul style="list-style-type: none"> ➤ For any additional/incomplete info required to process the application, competent authority may send back the application to the applicant. ➤ If Applicants details are not satisfactory, then the application is rejected along with Reason of Rejection. | Inspector |
| 9 | <p>User is apprised of the schedule/ date of inspection through e-mail and SMS.</p> <ul style="list-style-type: none"> • Once inspection is conducted, inspector may raise the demand note (payment) to be made by the applicant if all parameters are complied with/satisfactory. • If not complied/ not satisfactory, then the application is reverted along with reason for compliance by the applicant of observations. | Inspector |
| 10 | User pays the applicable fees (demand note generated) online through credit/ debit or net banking. | Applicant |
| 11 | <p>After the successful payment by the user, online application is routed to the registering authority (Superintendent) for the grant of licence.</p> <p>Approval Component:</p> <ul style="list-style-type: none"> • This component involves creation of Electronic copy of License with digital signature of the Approving Authority. The record is updated in the database. | Registering Officer (Superintendent) / Online Application |
| 12 | Applicant is updated with the status of the application requested through auto generated SMS. Applicant may download the approval certificate online. | Online Application |

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➤ **Fee Schedule**

| Area | Licenses Fees |
|--|----------------|
| 0 sqft. to 125 sqft. | Rs. 200/- |
| Above 125 sqft. | Rs. 300/- |
| Others (as described below) | Rs. 500/- |
| For Hotels (lodging houses, catering, bars) or restaurants, Guests houses, Gas companies, Coal companies, Departmental store, Private hospitals, Private Schools, other training center, Back roller, Ice-Skating rings, Cinema, Theater, Outdoor shooting, Outdoor photographer, Motor workshop, Petrol pumps, Tent house, Travels agency, Laboratory Clinic, Circus and others such type of professional fees worth of Rs. 500/- per annum is charged. | |
| In case the person fails to obtain license within the stipulated period he/she shall have to pay late fees. The penalty for not having licenses is as under: | |
| After the expiry of License | Amount of Fine |
| Within one month | 50% |
| Within two months | 75% |
| Up to one year | 100% |
| Remaining period | 150% |

➤ **Timelines**

Municipal Corporation has mandated timelines (30 days) under PSG act for the timely delivery of services (issue of trade licence). Notification can be accessed by following the link mentioned below:

http://ud-hp.in/pdf/Public_Service_Guarantee_Act_2011.pdf