



USER MANUAL

Trade License

Municipal Corporation Shimla

URL:

Homepage:

<http://www.emerginghimachal.hp.gov.in/>

Himachal Pradesh Single Window (Investment, Promotion and Facilitation) Ordinance:

<http://emerginghimachal.hp.gov.in/themes/backend/uploads/rcs/Single%20Window%20Act.pdf>

Office order mandating submission of application in online mode only:

<https://emerginghimachal.hp.gov.in/themes/backend/uploads/trade.pdf>



Table of Contents

1. Checklist and Applicable Fee	3
2. Online Submission Of Application	4
3. Payment and Application Fee	12
4. Application Status Tracking.....	13
5. Third Party Verification	16



1. Checklist and Applicable Fee

Issue of Trade licence

➤ Documents required for grant of approval/registration:

1. ID Proof
2. Lease Deed/Legal Occupancy

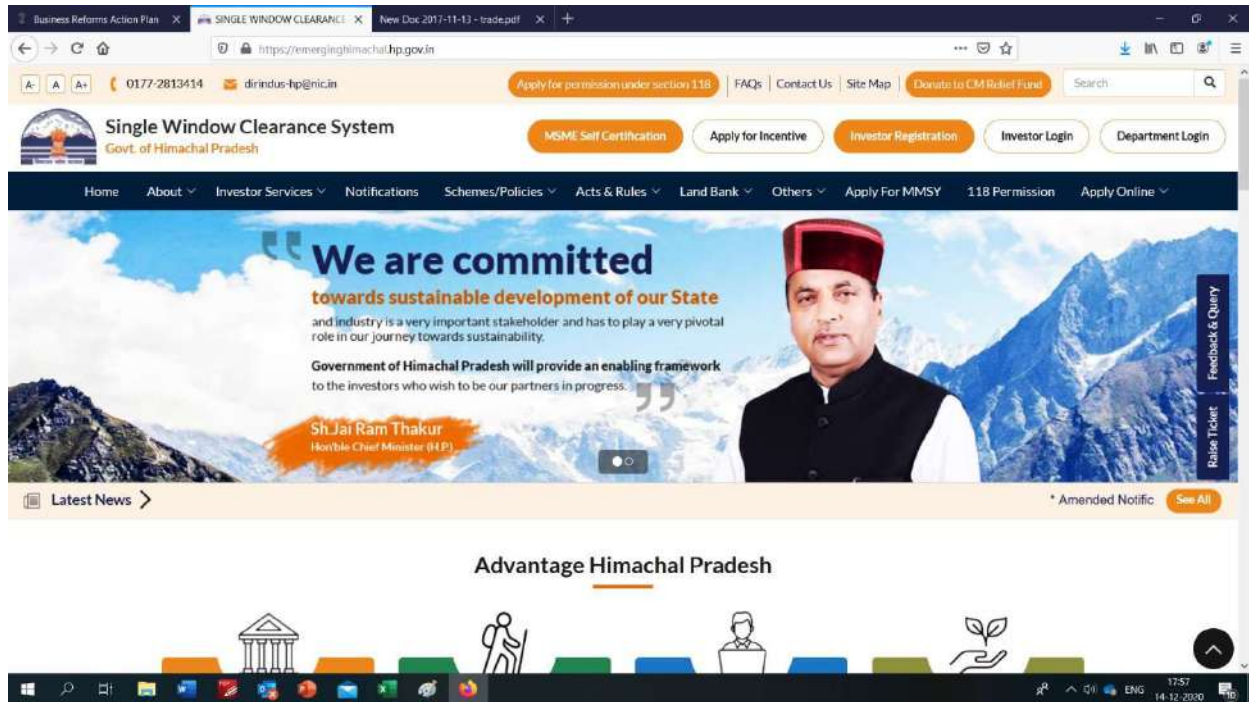
➤ Fee Schedule

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%

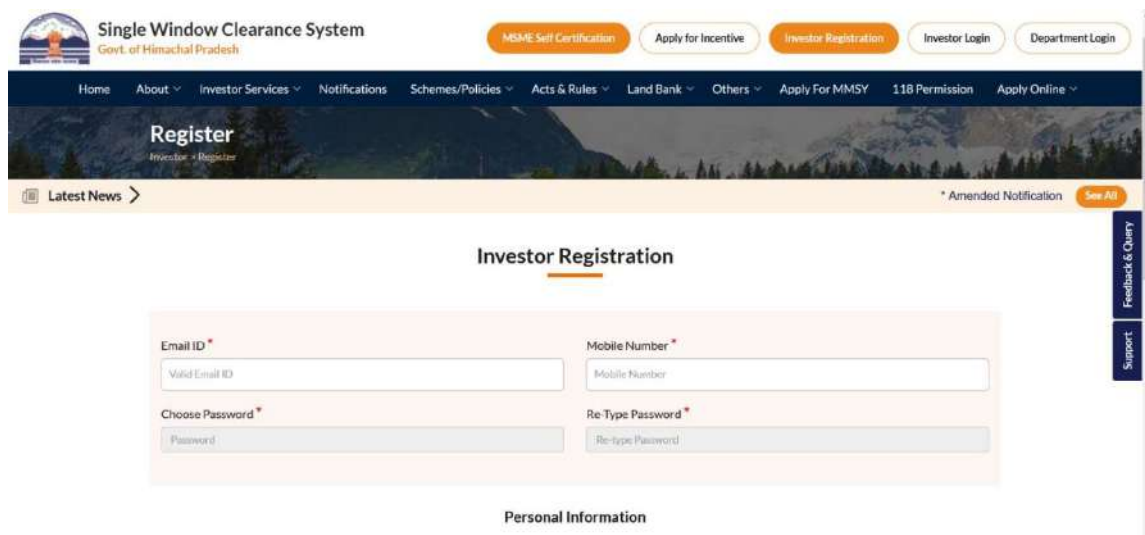


2. Online Submission Of Application

Step-1: Visit the website as mentioned by following the link <http://www.emerginghimachal.hp.gov.in/> to access the home page screen.



Step-2: Navigate on to “Investor Registration” and click here to access the page/URL for one-time registration of user





Step-3: After submission of all the relevant information user may submit the application by clicking on the “**Register**” tab post which user receives an OTP on the registered mobile (number submitted at the time of submission of application) for verification.

emerginghimachal.hp.gov.in/wa/investor/register

Personal Information

First Name *
Last Name *

Address *

biikni Get a new code

Please enter the letters as they are shown in the image above *

ENTER YOUR SECRET CODE

(letters are not case sensitive)

REGISTER

Feedback & Query
Support

Contact Details
Department of Industries, Udyog Bhawan, Barmoo, Shimla-171001, Himachal Pradesh

Quick Links
Home
About Us
Contact Us

Other Links
Terms Of Use
Disclaimer
Feedback/Query

Web Information Manager
Sanjay Sharma
(Deputy Director Industries)
0177-2665207

Single Window Clearance System
Govt. of Himachal Pradesh

Email Us: dir.indias-hp@nic.in

Call Now: (+91) 1772653124

Find Us: Udyog Bhawan, Barmoo, Shimla-171001, HP

HOME WHY INVEST IN HP STATE PROFILE FOCUS SECTORS SERVICES INFORMATION RESOURCES ABOUT POLICIES GIS

Verify your Secret Code

Please Entered the OTP that you have received on your mobile

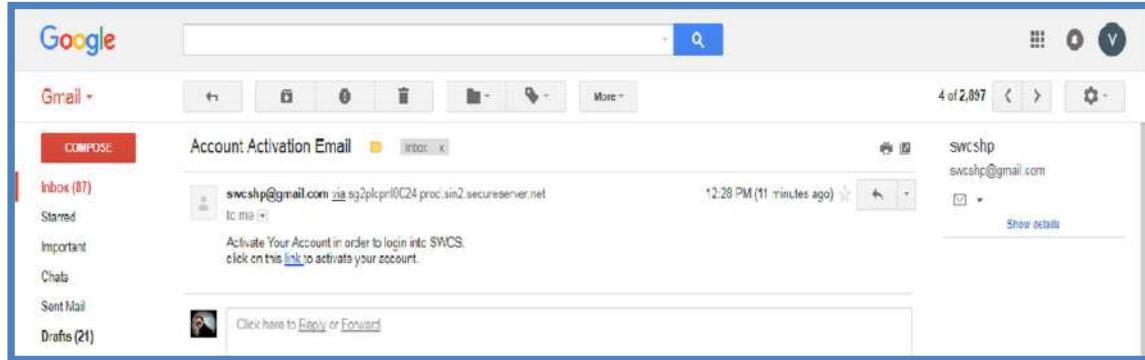
ENTER YOUR SECRET CODE

48102

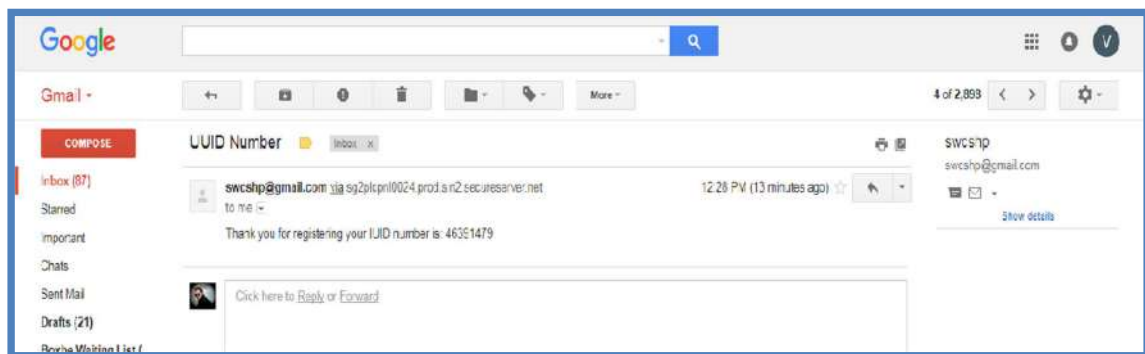
VERIFY OTP



Post submission of application user also receives an e-mail for activation of account.

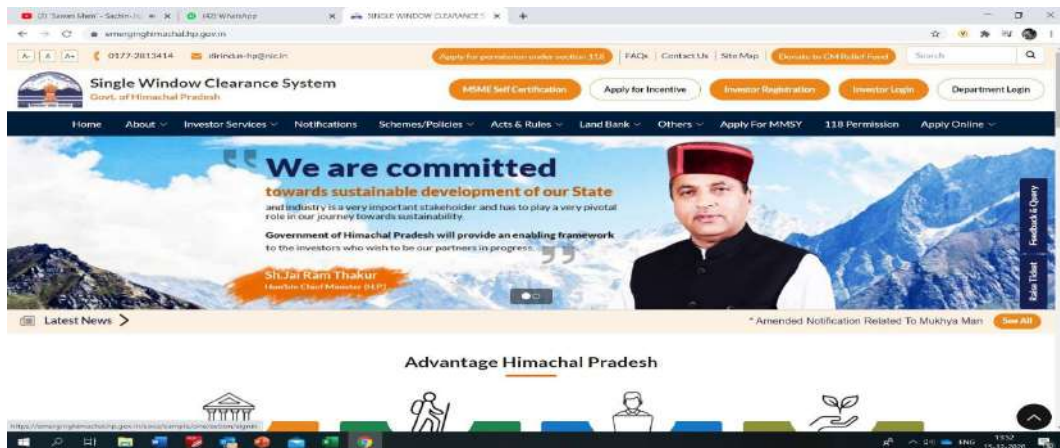


Once the account is verified unique number is generated/notified to the applicant.



Application for grant of Trade Licence

Step-1: Visit the website by following the link <http://www.emerginghimachal.hp.gov.in/> and hover over to “Investors Login”.





Step-2: On clicking on “Investors Sign-in” following page is displayed where the user may fill in the credentials to log into account.

Investor Login

IUID/Email ID *

Password *

nsqitru Get a new code

Please enter the letters as they are shown in the image Above *

(Letters are not case-sensitive)

[Forgot Password?](#) [Resend Activation Mail](#)

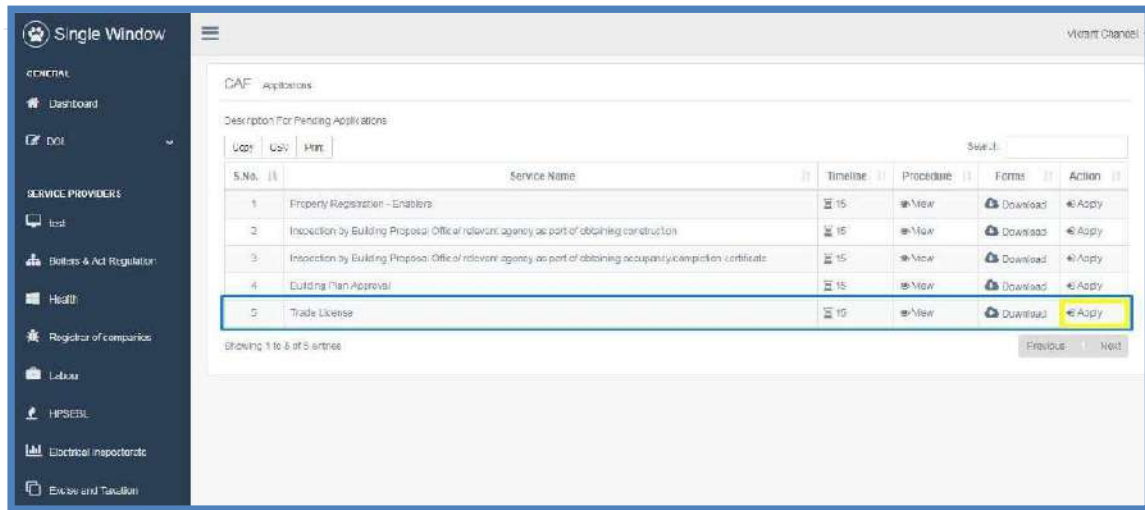
LOGIN

Step-3: After successful login, user is landed over to the below listed page/dashboard. Now, hover on to “UD & TCP” and click on “UD & TCP” tab.

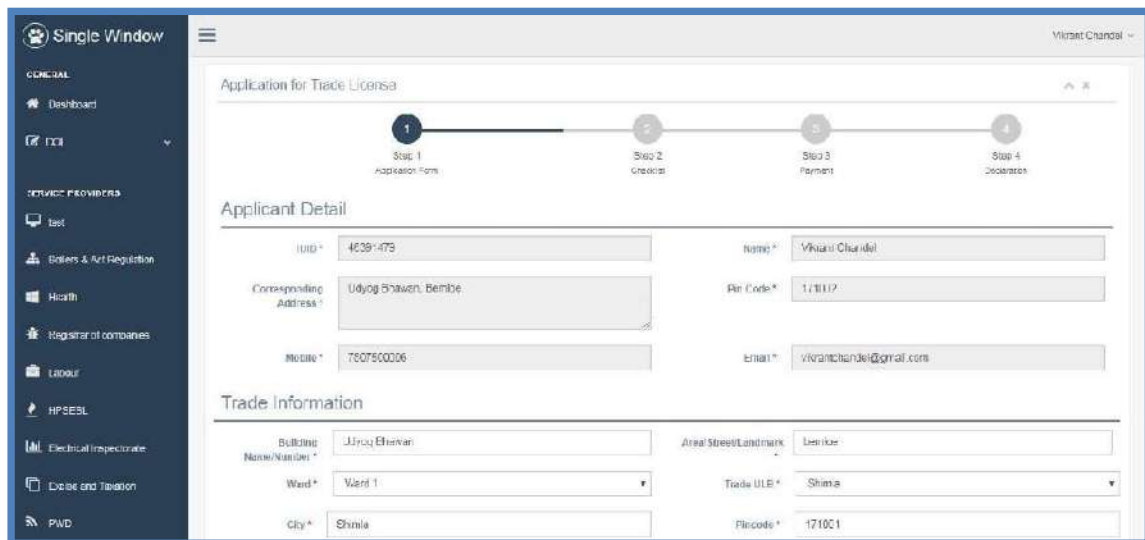
The screenshot shows a web dashboard for a user named "Vishant Chandra". At the top, there are five status cards: "Incomplete Applications" (0), "Pending Applications" (0), "Forwarded Applications" (0), "Approved Applications" (1), and "Rejected Applications" (0). Below these is a table titled "CAF Applications" with a sub-header "Dashboard For Pending Applications". The table has columns for "Sl. No.", "Application", "Department", "Status", "Download", and "Print". One application is listed: "40 Approval to Energise Electrical Installation" under the "Electrical Inspectorate" department, with a status of "Approved". The sidebar on the left contains a menu with various options, and the "UD & TCP" option is highlighted with a yellow box.



Step-4: Following page is displayed where the user may select the service from the list of services available as shown below (Trade Licence). User may hover over to the service “Trade Licence” and click on “Apply” tab.



Step-5: Following page is displayed on clicking on “Apply” tab. Here the user is required to submit all the requisite information as shown below.





Forest
Fire
PCB
Weights and Measures
Water Department
All Departments
Administrative Returns
Registrar and Stamps
High Court
UD & TCP
Industries

Email * vikrantcharde@gmail.com Mobile * 7807E00006

Trade Classification
Category * Part I Sub Category * Autocar or auto cycle servicing or repairing
Purposes to which premises may not be used without a licence.

Trade Details
Trade Details * Car/Workshop Years for which the License is Required (min. 5 years) * 5
Area of the Premises * < 125 SqFt

Save & Next

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Step-6: Once all the details are entered and the “Save and next” tab is clicked, user is landed on the below page where the user is required to submit documents. This can be done by selecting the file and uploading it.

emerginghimachal.hp.gov.in/backoffice/applications/application/TradeLicense

Single Window Hemant Thakur

Trade License

1 Step 1 Application Form 2 Step 2 Checklist 3 Step 3 Payment 4 Step 4 Declaration

Checklist
Trade License -Step 2

Upload Documents

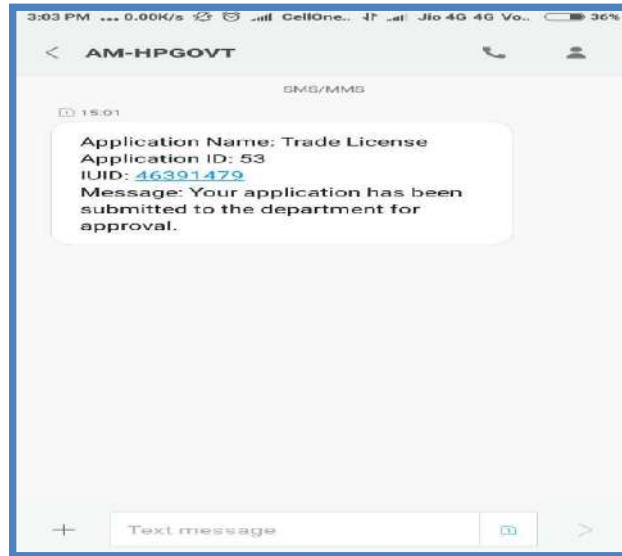
Document Type	File Type	Document Size	Document Status	Action
Photo /Id Proof	test.pdf	application/pdf	1-25000	Pending
Lease Deed/rent Agreement	test.pdf	application/pdf	1-25000	Pending

Back Submit

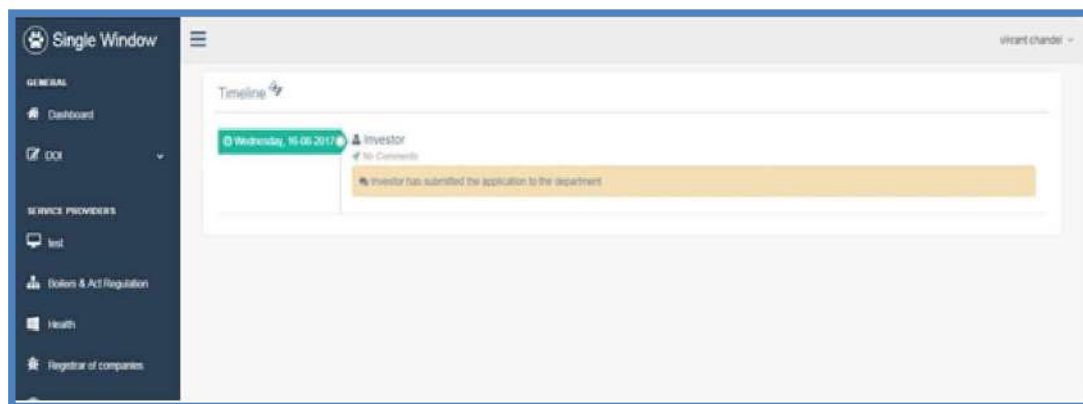
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Only 2 documents are required

Step-7: User may hover over to the “Submit” tab. Once the application is submitted, applicant is apprised of the confirmation of submission of application through SMS. Screenshot of SMS is given below:

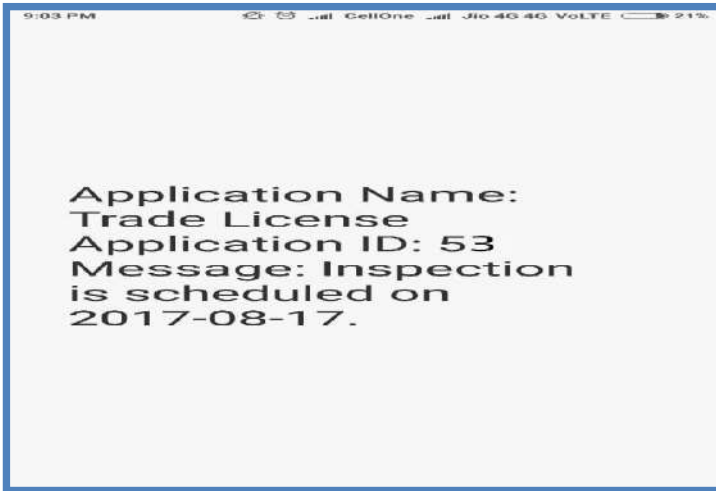


The current status of the application can be accessed on the dashboard of the applicant by clicking on the application “ID”.





Step-9: Once the application is submitted, inspection is carried out by the department officials for which applicant is apprised of the schedule/date of inspection through SMS.





3. Payment and Application Fee

Step-10: After inspection applicant is requested to submit the applicable fee online through debit/ credit card or online banking.

Application Fees	Arrear	Penalty	Miscellaneous
₹0	₹0	₹0	₹0

ORDER #	Grand Total	Order Date & Time
MP0277049796	₹ 1000	2017-08-10 09:04:02
Billing Name	Billing Address	Contact number
Mikzint Chand	Ldveg Bhaun, Barfoe, Shimla, Himachal Pradesh, 171002	7507500006

[Pay Now](#)

After clicking on “Pay Now” following page is displayed for making payments and selecting the mode of payment.

Payment Gateway



4. Application Status Tracking

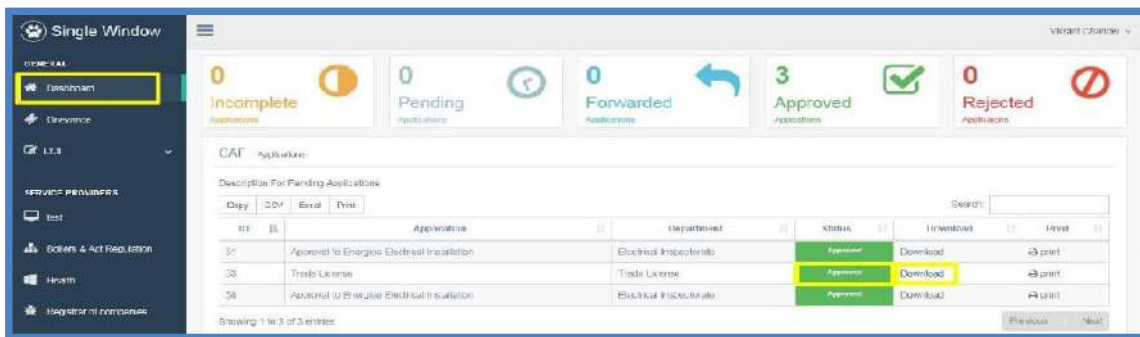
Step-11: For tracking the current status of the application, user may hover over to Dashboard where he/she may check the current status of the application. On clicking on the application ID tracking can be done.

ID	Application	Department	Status	Download	Print
48	Approval to Energise Electrical installation	Electrical Inspection	Approved	Download	Print
50	Approval to Energise Transmission Lines	Electrical Inspection	Incomplete		Print
51	Approval to Energise Electrical installation	Electrical Inspection	Approved	Download	Print
52	Periodical Inspection of Electrical installations	Electrical Inspection	Approved	Download	Print
53	Trade License	Trade License	Pending		Print

On clicking on the application ID, tracking can be done with the complete application history.



Once the application is approved it is reflected on the dashboard of the user and an SMS is also send to the user apprising the approval of the application. Here user may download the approved certificate as shown below



On clicking on the application ID, tracking can be done with the complete application history.





Single Window Clearance System

Directorate of Industries(DOI)
Govt. of Himachal Pradesh

MUNICIPAL CORPORATION SHIMLA NON P.F.A. LICENCE (UNDER SECTION 324 OF HPMC ACT,1994)

REGISTRATION NO: Trade/1/5/17/15539

NAME OF APPLICANT: Vibrant Chandel

CATAGERY OF LICENCE: Part I

ADDRESS: Udyog Bhawan, Bemise

VALIDITY PERIOD: 5 Yrs

LICENCE FEE: Rs. 1000

ADDRESS FOR PREMISES: Udyog Bhawan,Bemise, Ward DATED : 31 Aug, 2017
1, shimla

Terms and Conditions

1. The licensee shall apply for renewal of licence atleast two months prior to the date of expiry of licence period to the licensing officer.
2. The licensee shall maintain proper record of the articles kept for sale or storage in the premises as may be required by the licensing officer. Further the licensee shall comply with the directions and instructions issued to him by the commissioner or the licensing officer from time to time.
3. The licensee will ensure timely payment of corporation dues.
4. In case the person fails to obtain licence with in the stipulated period he shall have to deposit the late fees for the period @50% of the amount of licence fee for the first month @75% for the second month @100% upto one year, @125% upto two years and thereafter 150% for the remaining period.
5. The licence shall not be valid for the any other purpose, except for the items prescribed under part-I and II of the first Schedule attached with the Himachal Pradesh Municipal Corporation Act, 1994.
6. The permission shall, unless specified otherwise in the licence, be valid in the entire M.C. limits, subject to such conditions as may be imposed but the Commissioner.
7. The owner/occupier of the premises shall have to produce the licence before the Inspector or the licensing officer at any point of time as may ordered by them.
8. The Commissioner shall have a right to impose or alter any of conditions in the licence as may be deemed fit by the Commissioner under the provisions of section 324 of the H.P. M.C. Act,1994.
9. The licence shall be responsible to obtain the NOC form the concerned department required as per category of licence.
10. The licence shall be responsible to register premises with SEHB Society, M.C. Shimla for door to door garbage collection.
11. The licence shall be responsible to install fire distinguishers in the premises as per the requirement and consultation with fire department.
12. The licence shall not encroach upon Municipal Corporation iGovernment of H.P. drain /road/path/land.

A handwritten signature in blue ink, appearing to read 'Rajant' followed by a surname, written over a faint circular stamp.

[Digitally Signed 2017-08-31 05:25:40]
Signature of License Officer
Municipal Corporation Shimla



5. Third Party Verification

Single Window Clearance System
Govt. of Himachal Pradesh

Destination for Investment
and Clearances & Perfect Facilitator

Sh. Bikram Singh
Hon'ble Minister (Business)

Advantage Himachal Pradesh

Verify Any Application

Enter Reference No. or Application ID

28

SUBMIT

ID	Applicant Name	Address	Trade ULB	Ward	Detail	Area of premises	License Valid Up To	Status
28	Hemant Thakur	#1184 Sec 10	shimla	1	car work shop	< 125 SqFt	2022-10-09	Approved