



RANCHI MUNICIPAL CORPORATION, RANCHI

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 :
(for office use only)

1. Application type *(please tick)*

New License Renewal Duplicate Copy Amendment
Surrender

2. Applicant Details *(please fill in capital letters)*

- Ward No :
- Name :
- Father's Name :
- Postal Address :
- Contact No. :
- PAN No. (if any) :
- Voter ID No. (if any):..... Aadhar Card No. (if any)

3. Details of Business

- Ward No : Holding No. :
- Name of Business/Firm :
- Nature of Trade :
- Brief Description of Trade :
- Annual turnover of Business : Rs.....

(Proof in the form of Balance Sheet or TDS Certificate)

- Date of Establishment:
- TIN No. (if any) : Sales Tax No. (if any) :
- Address :
- Type of Ownership of Business Premises
Own Property On Rent On Lease

4. 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	::If applicant has no land/building of his/her own:: Enclose Deed of Land Lease Agreement along with up to date land revenue payment papers of landlord/building owner	
4	:: If business is for opening of pharmacy shop/ Clinical Laboratory / X-ray and Medical related business (except retail sale of ayurvedic medicine):: Enclose License/Clearance from Health Department	
5	::If business is for opening of shop for sale of Veterinary & Agriculture related medicine, chemicals:: Enclose Clearance Certificate from respective Department	
6	::If partnership firm :: Enclose Deed of Agreement	
7	::If business is PVT.LTD or LTD. Company:: Enclose Registration Certificate incorporating under the companies Act 1956	
8	::If business is for hotel, lodge & restaurants :: a. Report on security system from recognized department/Institute/Agency b. Report on drinking water from recognized department/Institute/Agency c. Fitness certificate of cook	
9	:: If business is of dangerous trade:: 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)