

User Manual
Trade License



ABOUT THIS MANUAL	2
GENERAL FUNCTIONS	4
1.1. Login into the application	4
1.2. Editing the Profile	4
1.3. Updating name, mobile number and email id	5
1.4. Uploading Profile Photo	5
FILING ASSESSMENT FOR A NEW PROPERTY	6
2.1. Applying for a new Trade License	6
2.2. Trade Details Subsection	8
2.3Trade Unit Subsection	9
2.4Trade Owner Details	10
2.5. Trade Owner Details Subsection	11
2.5.Owner Information Subsection	11
2.6Uploading the Documents	12
2.7.Summary	13
PAYMENT OF LICENSE FEE	14

About this Manual

The purpose of this document is to help the citizens in operating the Trade License System (TLS). It provides a digital interface, allowing citizens to apply for the Trade License and subsequently make the payment online.

The TLS allows the citizens to :

- Apply for a Trade License
- Complete the Payment for Trade License
- Keep a track of the status of the Trade License
- Download receipts of the payments made for any TL
- Maintain a personal profile.

This manual covers up the various features of TLS and every feature is defined with a screenshot for user assistance.

In case you need further help, please send an email to contact@egovernments.org.

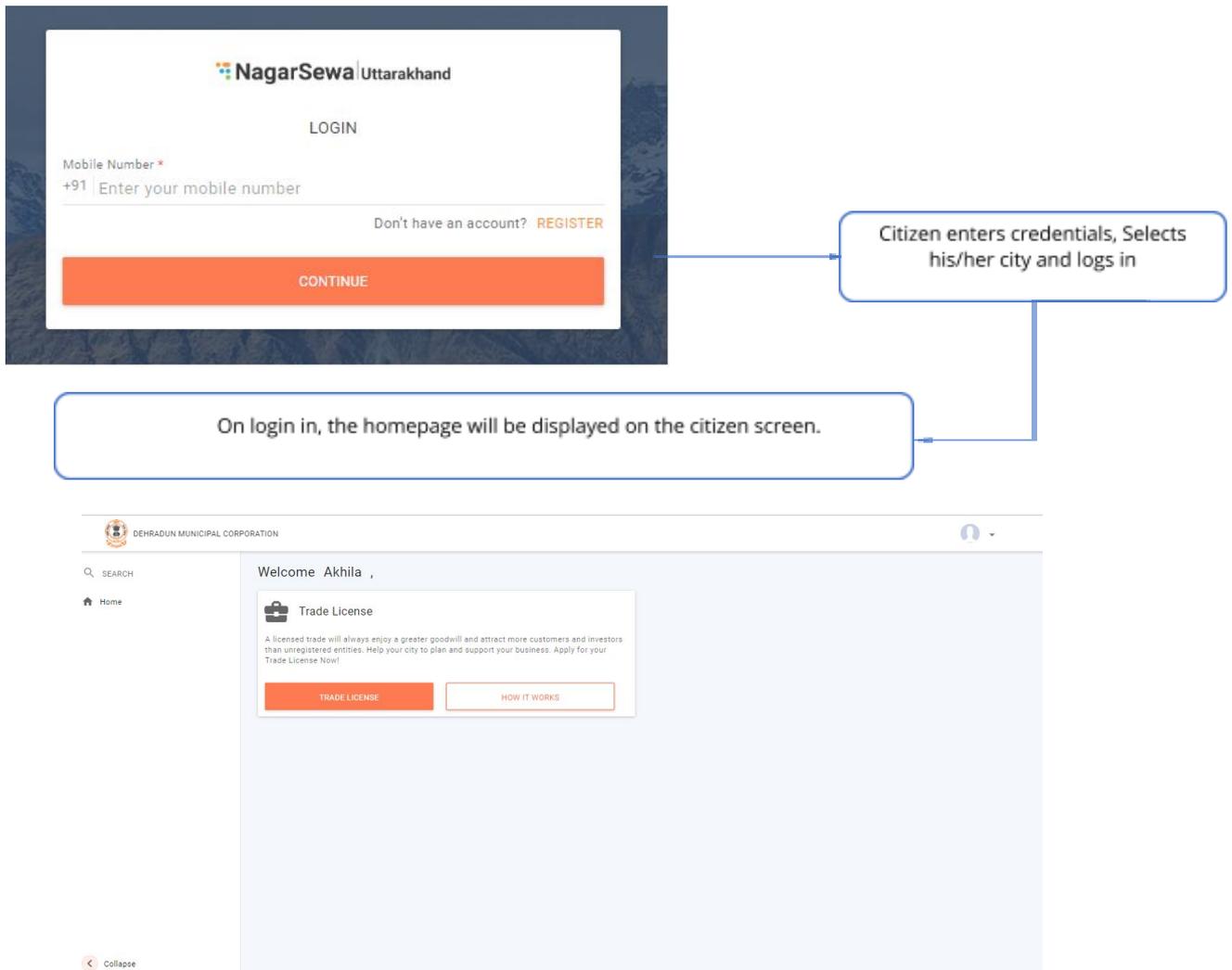
General Functions

Following are the general functions of the application:

1.1 Login into the application

To login, please go to the following link:

<https://nagarsewa.uk.gov.in/citizen>

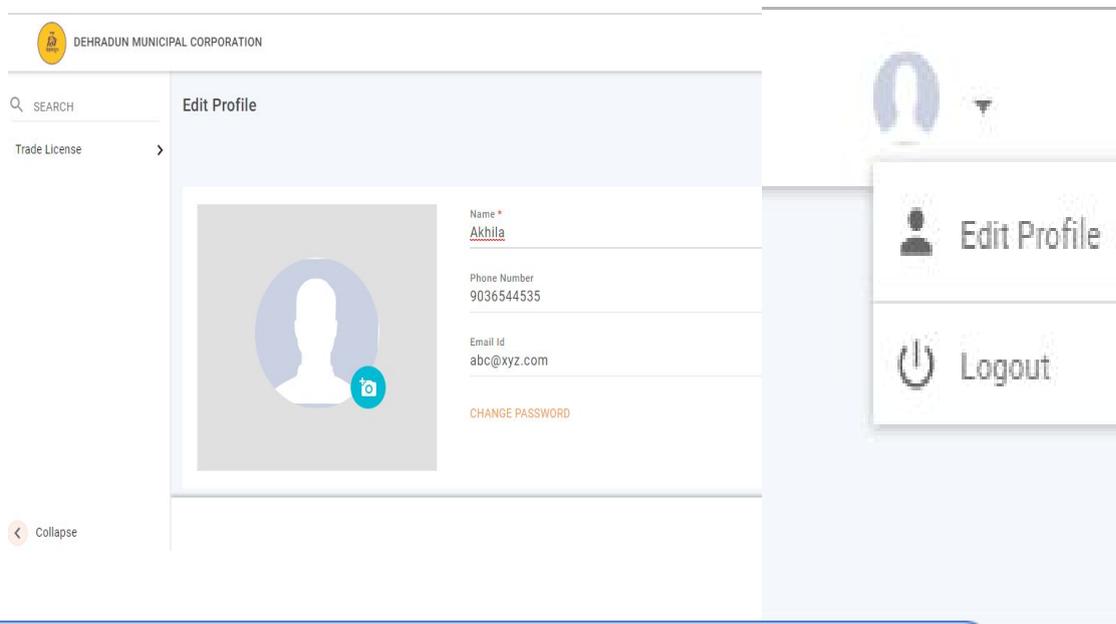


1.2.Editing the Profile

Follow the steps shown below to edit your profile. You can:

- Upload profile photo
- Capture/update mobile number
- Capture/update email ID

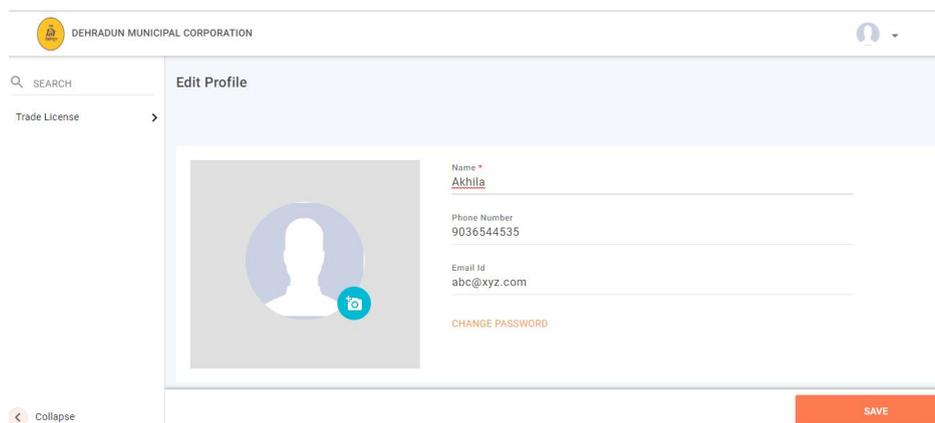
1.3.Updating name, mobile number and email id



User sees the 'Edit Profile' page where he/she can upload a new profile picture, edit his/her name, Phone Number and Email Id

To change or remove the Profile picture, user clicks on the camera icon on his/her picture

1.4.Uploading Profile Photo



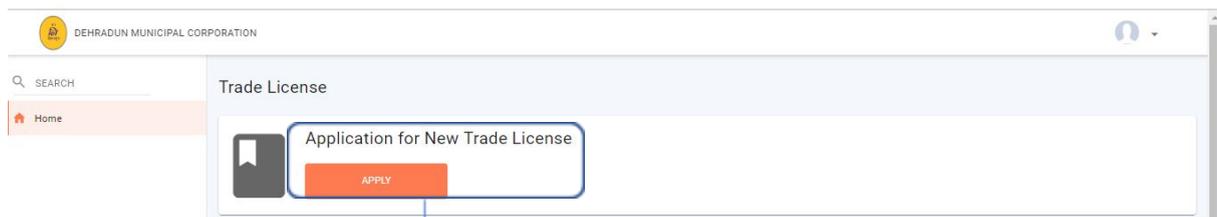
Two options appear on the screen: 'Gallery' and 'Remove'

User clicks on 'Remove' to remove the present Profile picture and clicks on 'Gallery' to upload a new picture from the computer. Once the user is done editing his/her profile, user clicks on 'SAVE' button in the bottom right of the page to save the changes.

Applying/Renewal for the Trade License

Follow the steps shown below to file a new/renewal of an assessment.

Citizen logs into the system and sees the Landing page with option Trade License. User clicks on 'Trade License'



Citizen sees the Trade License Home page. Here he/she clicks on 'Apply'

DEHRADUN MUNICIPAL CORPORATION

Trade License

Apply for New Trade License

1 Trade Details | 2 Owner Details | 3 Documents | 4 Summary

Trade Details

Financial Year *
Select Financial Year

Application Type *
Select Application Type

License Type *
Permanent

Structure Type *
Select Structure Type

Trade Commencement Date *
mm/dd/yyyy

Operational Area (Sq Ft)
Enter Operational Area In Sq Ft

Occupancy Type *
Select Occupancy Type

Old Application Number
Enter Old License No.

Name Of Trade *
Example Diljit Da Dhaba

Structure Sub Type *
Select Structure Sub Type

Trade GST No.
Enter Trade GST No.

No. Of Employees
Enter No. Of Employees

Trade Unit

Trade Category *
Select Trade Category

Trade Type *
Select Trade Type

Trade Sub-Type *
Select Trade Sub-Type

LOM (Unit Of Measurement)
LOM

LOM Value *
Enter LOM value

+ ADD TRADE UNITS

Trade Location Details

City *
Dehradun

Door/House No.
Enter Door/House No.

Street Name
Enter Street Name

Pincode
Enter Pincode

Electricity Connection No.
Enter Electricity Connection No. of Trade Location

Property ID/UID
Enter Property ID/UID

Building/Colony Name
Enter Building/Colony Name

Mohalla *
Enter Mohalla

GIS Coordinates
Select your trade location on map

NEXT STEP >

Once the citizen clicks on Apply, a form will open up asking about various details related to the trade for which citizen needs the license.

Apply for New Trade License (2018-2019)



On the top of the page there are sectional timeline, which helps the citizen to identify the current section on which the citizen is filling up details. The current section is highlighted with orange colour. Here you can see that currently the user is on 'Trade Details' section

Following are the sub sections in Trade Details:

2.1. Trade Details Subsection

Following is a screen for the Trade Detail Sub-section:

The screenshot shows a form titled "Trade Details" with the following fields:

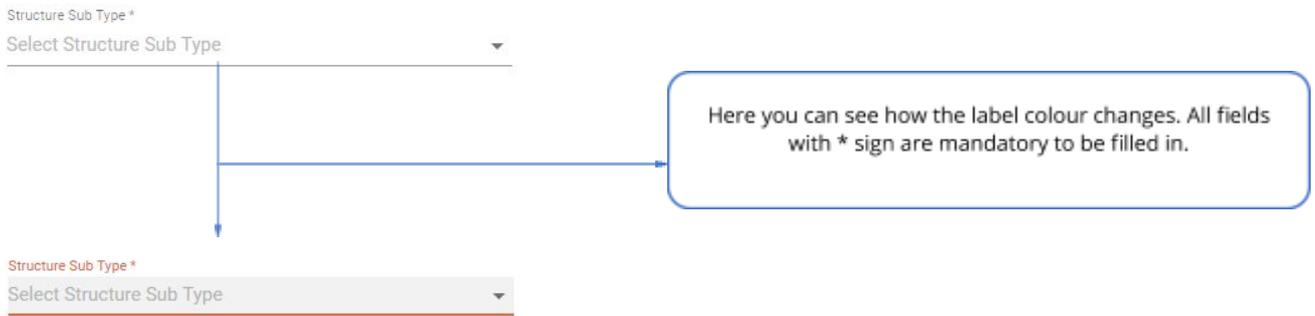
- Financial Year *: 2019-20
- Application Type *: New
- License Type *: Permanent
- Structure Type *: Immovable
- Trade Commencement Date *: 08/16/2019
- Operational Area (Sq Ft): Enter Operational Area in Sq Ft
- Occupancy Type *: Owned
- Old Application Number: Enter Old License No
- Name Of Trade *: DJ Tools
- Structure Sub Type *: Shed
- Trade GST No.: Enter Trade GST No.
- No. Of Employees: Enter No. Of Employees

Following are the fields in Trade Sub-section

Financial Year	Select the Financial Year for which the license is applied for.
Application Type	Select the Application Type as: <ul style="list-style-type: none"> ● New ● Renewal(this needs to be selected if the application is for renewal)
Old Application Number	Enter the old application number (if available)
Name of the Trade*	Enter the name of the trade
Structure Type*	Select the Structure Type from the drop down. This can be: <ul style="list-style-type: none"> ● Immovable ● Movable
Structure Sub Type*	Select the Structure Sub Type from the drop down. This can be: <ul style="list-style-type: none"> ● Shed ● Open Land etc
Trade Commencement Date *	Specifies the date from which the trade is operating. Here Citizen can also input the future date within a financial year.
Trade GST No*	Requires inputting the GST No related with the Trade.

Operation Area (Sq Ft)	Requires inputting the operational area of the premises/property where trade is conducted.
No of Employees	No of employees employed in trade for which the license is applied.
Occupancy Type *	Select appropriate Occupancy Type from the drop down

***PS:** When the user clicks on the label of the trade, the colour of the label changes to red, specifying that action is taken on that label. The example is shown below:



2.2 Trade Unit Subsection

Following is a screen for the Trade Unit Sub-section:

Trade Unit

<small>Trade Category *</small> Select Trade Category	<small>Trade Type *</small> Select Trade Type	<small>Trade Sub-Type *</small> Select Trade Sub-Type
<small>UOM (Unit Of Measurement) *</small> UOM	<small>UOM Value *</small> Enter UOM value	

Following are the fields in Trade Unit -section

Trade Category*	Select the appropriate category related with the Trade from the drop down. This can be : <ul style="list-style-type: none"> ● Goods ● Services
------------------------	--

Trade Type*	<p>Select the appropriate trade type related with trade from the drop down. This field is dependent on Trade Category.</p> <p>1) If the user has selected trade category as goods then the trade types will be:</p> <ul style="list-style-type: none"> ● Sales/Storage ● Manufacture. ● Wholesale <p>2) If the user has selected trade category as service then the trade types will be :</p> <ul style="list-style-type: none"> ● Goods Based Services ● Non Goods Based Services
Trade Sub Type*	<p>The trade sub type is dependent on the selected Trade Category & Trade Type. The list is in accordance to the above selected fields.</p>

*Mandatory Fields

- After finalizing the details click on



2.3 Trade Owner Details

Trade Owner Details

Type Of ownership *
Individual

Type of sub-ownership *
Single Owner

Owner Information

Mobile No. *
Enter Mobile No. 🔍 ⓘ

Father/Husband's Name *
Enter Father/Husband's Name

Gender *
Select Gender

Email
Enter Email

Correspondence Address *
Enter Correspondence Address

Name *
Enter Name

Relationship *
 Father Husband

Date of Birth *
mm/dd/yyyy

PAN No.
Enter Owner's PAN No.

Relation Type
Select Relation Type

Once the Trade Details are entered, the Citizens will be escalated to the 'Trade Owner Details' Screen. Here the Citizen will enter the details about the owner/owners who are related in the Trade.

Following are the sub sections in Trade Owner Details:

2.4. Trade Owner Details Subsection

Following is a screen for the Trade Unit Sub-section:

The screenshot shows a form titled "Trade Owner Details". It contains two dropdown menus. The first is labeled "Type of ownership *" and has "Individual" selected. The second is labeled "Type of sub-ownership *" and has "Single Owner" selected.

Following are the fields in Trade Owner Details Sub -section

Type of Ownership*	Select the appropriate type of ownership related to the trade for which the license is being applied.
Type of Sub-ownership*	Select the appropriate type of sub-ownership related to the trade for which the license is being applied.

*Mandatory Fields

2.5. Owner Information Subsection

Following is a screen for the Owner Information Sub-section:

The screenshot shows a form titled "Owner Information". It contains several input fields and dropdown menus:

- Mobile No. *: Enter Mobile No. (with search and info icons)
- Name *: Enter Name
- Father/Husband's Name *: Enter Father/Husband's Name
- Gender *: Select Gender (dropdown)
- Date of Birth *: Enter Date of Birth
- Email: Enter Email
- PAN No.: Enter Owner's PAN No.
- Correspondence Address *: Enter Correspondence Address
- Special Owner Category: Select Special Owner Category (dropdown)

Following are the fields in Trade Owner Details Sub -section

Mobile Number*	Enter the mobile number of the primary owner.
Name*	Enter the name of the owner
Father/Husband Name*	Enter either Father/ Husband name as applicable to the owner.
Relationship *	Select Relationship from the option Father or Husband
Gender*	Select Gender from the drop-down box.
Date of Birth*	Enter Date of birth of the owner.
Email	Enter trade owner email id
PAN NO	Enter the Pan no of the owner.
Correspondence Address*	Enter the address on which the owner can be reached in.
Relation Type	Select Relation Type from the drop down

*Mandatory Fields

- If the citizen has selected multiple owners then the citizen can add the multiple owners by clicking on:

+ ADD OWNER

- Once all the details have been filled, click on the Next Step.

2.6 Uploading the Documents

Apply for New Trade License Application No. UK-TL-2019-08-16-001198

Trade Details ✓
Owner Details ✓
Documents 3
Summary 4

Required Documents

Only one file can be uploaded for one document. If multiple files need to be uploaded then please combine all files in a pdf and then upload

1

Aadhaar Card*

NA
Only .jpg and .pdf files. 6MB max file size.

2

PAN Card*

NA
Only .jpg and .pdf files. 6MB max file size.

Once the citizen has entered Trade Owner Details, the next step is to upload relevant documents related to trade.

Following are the documents which are required to upload

Owners ID Proof*	Click on the Upload File option to upload the relevant Owner ID proof. The documents which are accepted are : <ol style="list-style-type: none">1) Aadhar Card2) Voter ID Card3) Driving License The documents related to owners id proof may vary from ULB to ULB.
Ownership Proof*	Click on the Upload File option to upload the relevant Ownership proof. The documents which are accepted are : <ol style="list-style-type: none">1) Rent Deed2) Lease Doc3) Property Registry4) General/ Special Power of Attorney The documents related to Ownership Proof may vary from ULB to ULB.

*Mandatory Fields

***PS:** Only JPEG & PDF files are permitted to upload whose maximum size must be less than 6MB.

- Once all the details have been filled, click on the Next Step.

2.7 Summary

Once the citizen has uploaded the documents, the next step is the summary of the filled application form as shown below.

DEHRADUN MUNICIPAL CORPORATION

Apply for New Trade License Application No. UK-LL-2019-08-14-001198

Trade License

Trade Details Owner Details Documents Summary

Application Summary

Trade License Tax	5000	Total Amount	Rs 5000
Rebate	0		
Penalty	0		
Total Amount	5000		

VIEW BREAKUP

Trade Details [EDIT](#)

Application Type New	Old Application Number NA	Licence Type Permanent	Trade Name DJ Tools
Structure Type Immovable	Structure Sub Type Shed	Trade Commencement Date 16/08/2019	Trade GST No. NA
Operational Area (Sq.Ft) NA	No. Of Employees NA	Ownership Type Owned	
Trade Category Trade	Trade Type Petroleum	Trade Sub-Type Petrol/Diesel pump bulk	MSM (Govt. PK) Registration NA
GST Value NA			
Property Assessment ID NA	City Dehradun	Door/House No. NA	Building/Colony Name NA
Owner Name NA	Localities Old Rajpur - Ward No. 1/Rajpur) - A1	Pincode NA	Electricity Connection No. NA

Owner Details [EDIT](#)

Type of Ownership Individual	Type of sub-ownership Single Owner	Rolls No. 4024544555	Name Ashita
Father/Husband's Name Vasarth	Gender Female	Date of Birth 25/06/1995	Email NA
PAN No. NA	Correspondence Address Bangalore	Relation Type Proprietor	

Documents [EDIT](#)

Aadhaar Card Aadhar.pdf VIEW	PAN Card PAN.pdf VIEW
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[< PREVIOUS STEP](#) [SUBMIT >](#)

Once the form is reviewed, the citizen can click on 'Submit'.

Payment of License fee

Once the application is approved by the Approver, Citizen can pay the license fee in 2 ways:

- 1) Self payment by logging and then searching for his application.
- 2) At the ULB counter.

Self Payment Mode

Citizen searches for his application and then he lands on the below screen:

The screenshot shows the Dehradun Municipal Corporation web portal. The page title is "Trade License Application" with the application number "UK-TL-2019-12-16-000089". The status is "Pending payment".

Payment Summary:

Item	Amount	Total Amount
Trade License Tax	700	₹ 700
Rebate	0	
Penalty	0	
Total Amount	700	

Trade Details:

Application Type: New	Old Application Number: NA	Licence Type: Permanent	Trade Name: nnhhbhjhjfh
Structure Type: Movable	Structure Sub Type: Motor Driven Vehicle	Trade Commencement Date: 31/12/2017	Trade GST No: NA
Operational Area (Sq Ft): NA	No. Of Employees: NA	Occupancy Type: Owned	
Trade Category: Trade	Trade Type: Street Vendor	Trade Sub-Type: All foods sold on the Thela food, sweets, ice cream & food items etc	UOM (Unit Of Measurement): NA
UOM Value: NA			
Property Assessment ID: NA	City: Dehradun	Door/House No: NA	Building/Colony Name: NA
Street Name: NA	Mohalla: Virgirwali - Ward No.1(Rajpur)	Pincode: NA	Electricity Connection No: NA

Owner Details:

Type Of ownership: Individual	Type of sub-ownership: Single Owner	Mobile No: 9898989898	Name: gygy
Father/Husband's Name: vcjhvy	Relationship: Father	Gender: Male	Date of Birth: 29/12/2018
Email: NA	PAN No: NA	Correspondence Address: niug	Trade relationship: NA

Documents:

Aadhaar Card/PAN Card Screenshot 2019-12-11 11.30.35.png VIEW	Local police station verification report Screenshot 2019-12-11 11.30.35.png VIEW
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At the bottom right, there is a red button labeled "PROCEED TO PAYMENT". A blue arrow points from a callout box to this button.

The citize can click on proceed to payment in order to pay for the payment

On the next screen can see the amount and then click on Make Payment button:

Payment information Unique ID: .UK-TL-2019-12-16-000089

Payment Collection Details

Fee Details		Total Amount
Trade License Tax	700	₹ 700
Arrears	0	
Total Amount	700	

MAKE PAYMENT >

On the next page the user can fill in the bank details and complete the payment

English

Billing Information

Billing Name
Address
Zip Code City
State Select Country
Mobile Number Email
Notes (Optional)

My Billing and Shipping address are different

Payment Information

Net Banking >

All Other Banks
Select Bank

Note: We will redirect you to the bank you have chosen above. Once the bank verifies your net banking credentials, we will proceed with your payment.

Save your bank name with CCavenue Checkout for future payments.

I agree with the [Privacy Policy](#) by proceeding with this payment.

INR 700.00 (Total Amount Payable)

Make Payment Cancel

ORDER DETAILS

Order #: UK_PG_2019_12_16_000001_11

Coupon Code [Apply](#)

Order Amount 700.00

Total Amount INR 700.00

CC-Avenue CHECKOUT

Checkout login for registered users only.

Enter Username
Enter Password

[Forgot Password?](#)

After the payment has been made the user will get the receipt in the following format:

	Dehradun Municipal Corporation Trade License Payment Receipt	Receipt No. 01/2019-20/000156
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Application Type : Renewal

Old License No. : a-12345-2018

Application No. : UK-TL-2020-01-08-000304

Receipt No. : 01/2019-20/000156

Financial Year : 2019-20

Payment Date : 8/1/2020

TRADE DETAILS

Trade Name :	Sri Ram Provision Stores	Trade Category :	TRADE
Trade Type :	Hawker	Occupancy Type :	Owned

TRADE LOCATION DETAILS

House/Door No :	NA	Building/Colony Name :	NA
Street Name :	NA	Locality/Mohalla :	Rajpur Road - Ward No.1(Rajpur)

OWNERSHIP INFORMATION

Owner Name :	Test	Gaurdian Name :	Test
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PAYABLE AMOUNT

Trade License Fee	Penalty	Rebate	Adhoc Penalty	Adhoc Rebate	Total
700	NA	NA	70	0	770

PAYMENT INFORMATION

Total Amount Paid :	770	Pending Amount :	0
Payment Mode :	Cash	Bank Name :	NA
Transaction ID/ Cheque/ DD No :	dehradun3116216196	Transaction Date :	8/1/2020
MSCs/MSC2 Receipt No :	NA	MSCs/MSC2 Receipt Date :	NA

Commissioner/EO

Note

1. Payment received by cheque/demand draft shall be subject to realization.
2. This document is not a proof of Property Ownership.
3. This is a computer generated document, hence requires no signature.

Please note: If the application is for renewal then the application type will be renewal else it would be new

After the payment has been made the user will get his certificate in the following format:



Municipal Corporation Dehradun

Address : Near Doon Hospital, New road, District-Dehradun, Uttarakhand-248001

Contact : +91 (135) 2653572

Website : <http://nagarnigamdehradun.com/>

Email : nagar_nigam2008@yahoo.com

Trade License Certificate

Trade License No.: UK-TL-2020-01-08-000137
Old License No.: a-12345-2018
Application No.: UK-TL-2020-01-08-000304
Application Type: Renewal
Receipt No. : 01/2019-20/000156
Financial Year: 2019-20
Trade Name: Sri Ram Provision Stores
Trade Owner Name: Test
Trade Owner Contact: 9999999995
Occupancy Type: Owned
Trade Address: Rajpur Road - Ward No.1(Rajpur), Dehradun
Trade Type: Hawker
Trade License Fee: ₹ 770
License Issue Date: 08/01/2020
License Validity: 01/04/2019 to 31/03/2020

Approved By: TL Approver, Municipal
Commissioner

Commissioner/EO

This is a computer generated document, hence requires no signature.

This license is not the proof of ownership. This Trade License is issued under Municipal Corporation Act 1969 / Municipal Council Act 1965 with condition that the applicant shall obtain relevant NOC from concerned departments like Uttarakhand Pollution control board / Fire Office / Police Department / Health Department / Excise Department / GST Department / Deputy Commissioner (under Explosive Act) etc. whichever applicable. The Municipal Council / Corporation reserves the right to cancel this Trade License for breach of any condition in accordance with law.

Please note: If the application is for renewal then the application type will be renewal else it would be new

At the ULB counter:

The citizen goes to the ULB counter, makes the payment and gets his certificate in the above mentioned format