

User Manual
Trade License



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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 citizen 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

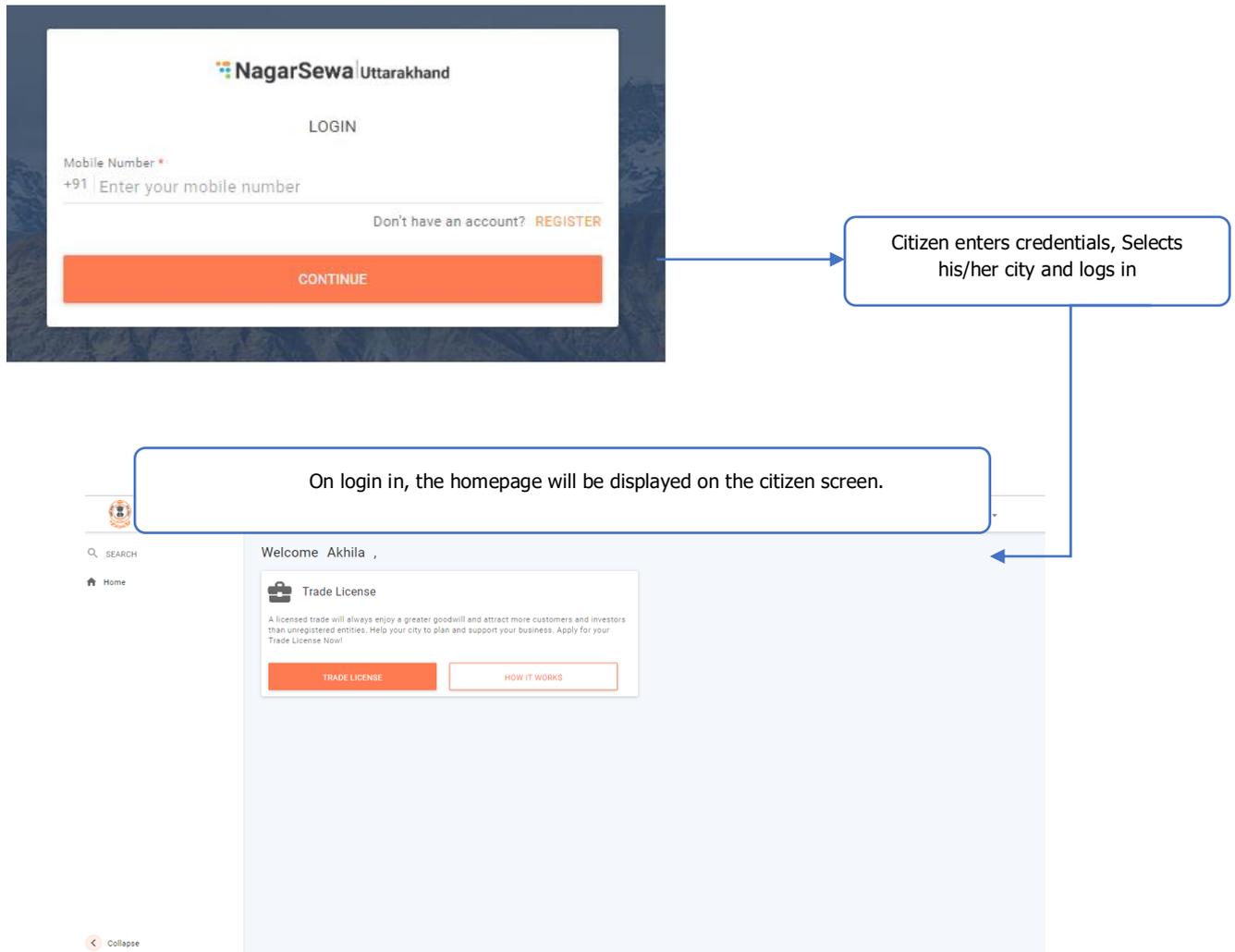
1. General Functions

Following are the general functions of the application:

1.1. Login into the application

To login, please go to the following link:

<https://mseva.lgpunjab.gov.in/citizen/user/register>

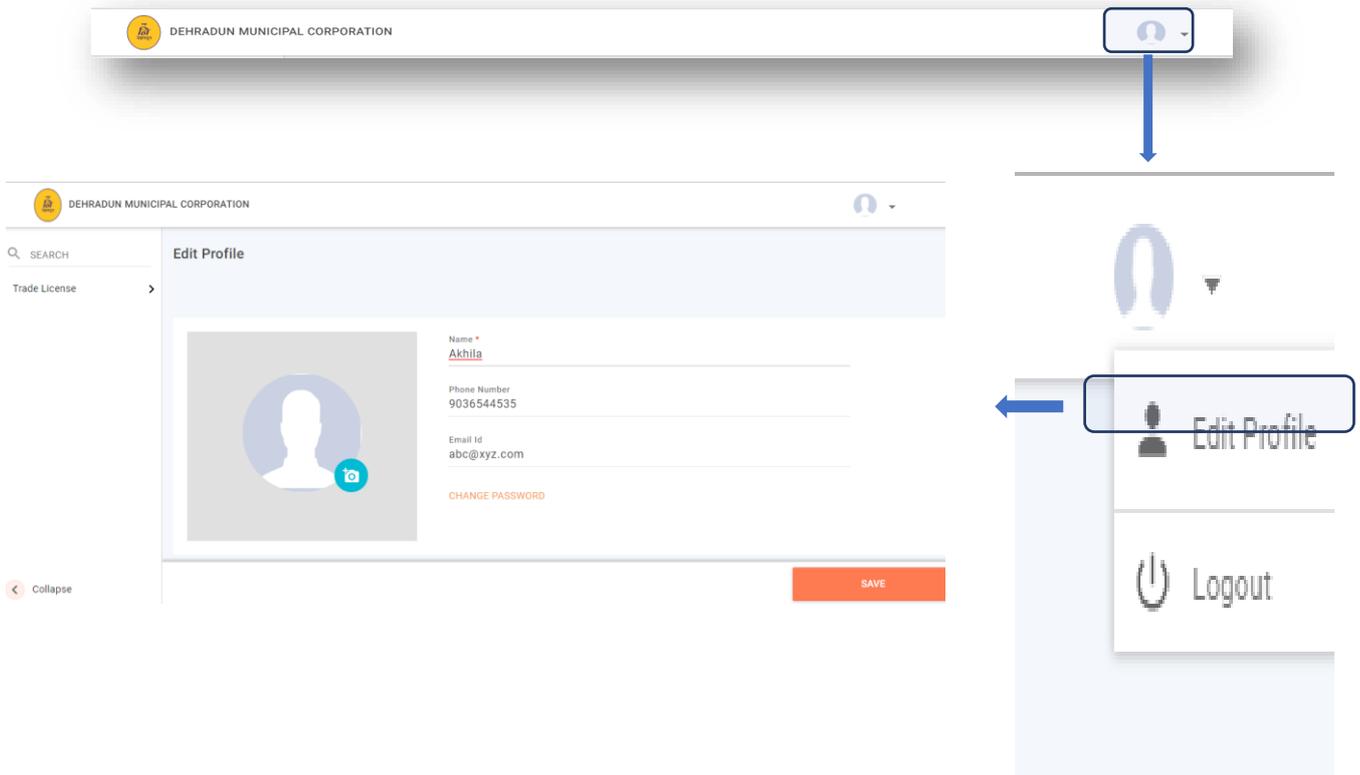


1.2. Editing the Profile

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

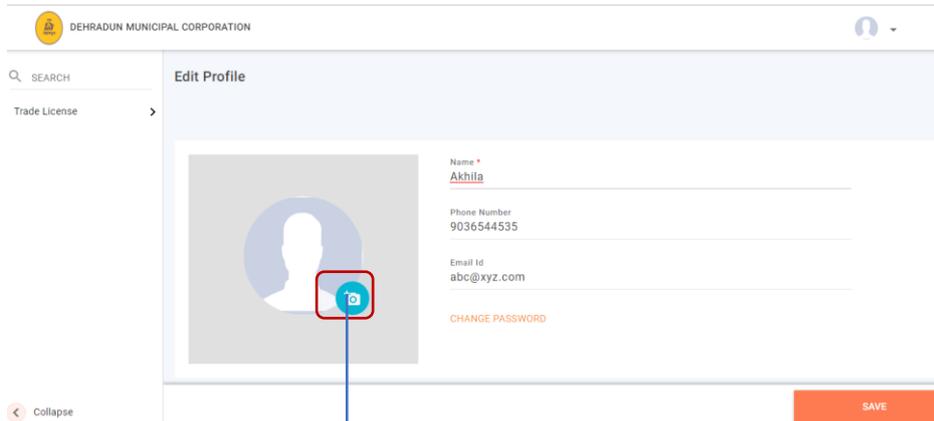
- Upload profile photo
- Capture/update mobile number
- Capture/update email ID

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

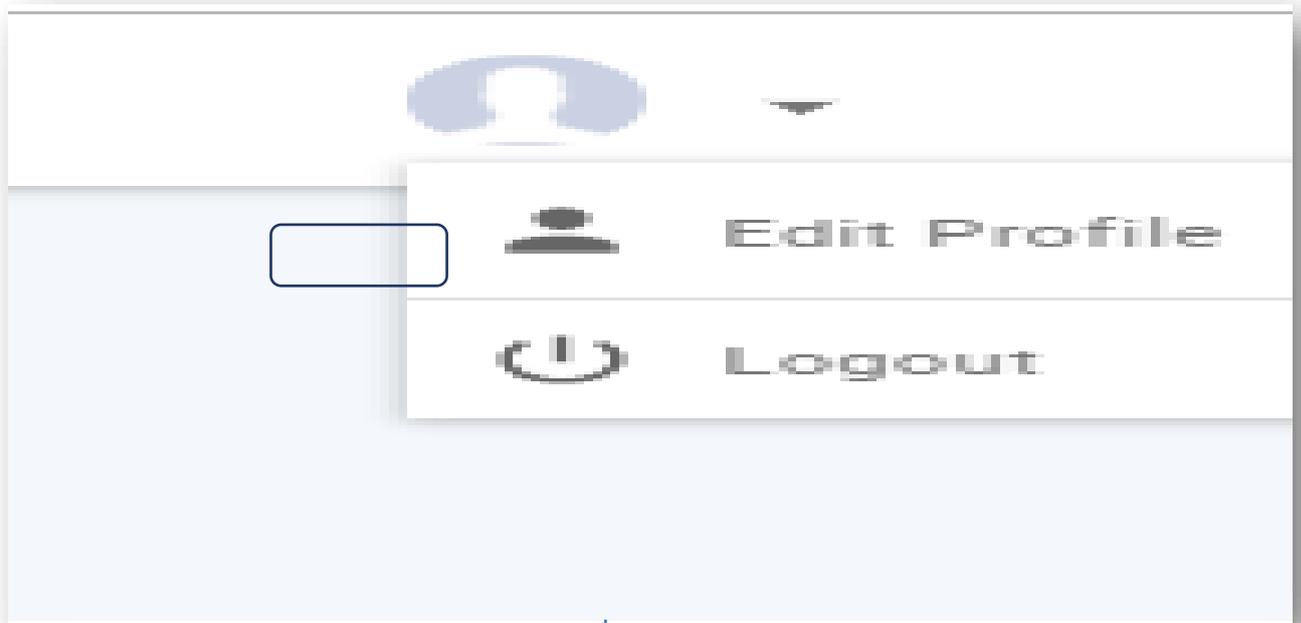
1.4. Uploading Profile Photo



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.

2. Applying for a new Trade License



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

Trade Details | Owner Details | Documents | 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

UCM (Unit Of Measurement)
UCM

UCM Value *
Enter UCM 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)

1 | 2 | 3 | 4

Trade Details | Owner Details | Documents | Summary

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 screen for the Trade Detail Sub-section:

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

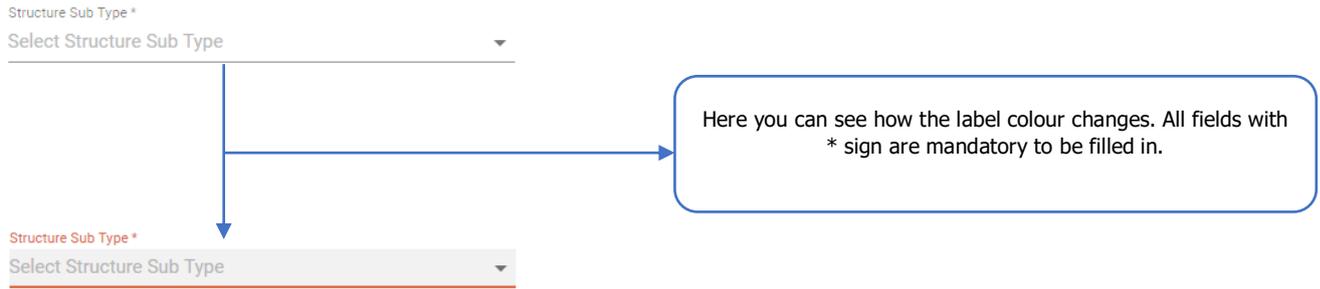
- Financial Year *: 2019-20
- Application Type *: New
- License Type *: Permanent
- Structure Type *: Immovable
- Trade Commencement Date *: 08/16/2019
- Operational Area (Sq Ft): Enter Operational Area in Sq Ft
- Occupancy Type *: Owned
- Old Application Number: Enter Old License No
- Name Of Trade *: 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
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 screen for the Trade Unit Sub-section:



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*	Select the appropriate trade type related with trade from the drop down. This field is dependent on Trade Category. <ol style="list-style-type: none"> 1) If the user has selected trade category as goods then the trade types will be: <ul style="list-style-type: none"> • Sales/Storage • Manufacture. • Wholesale 2) If the user has selected trade category as service then the trade types will be : <ul style="list-style-type: none"> • Goods Based Services • Non Goods Based Services

Trade Sub Type*

The trade sub type is dependent on the selected Trade Category & Trade Type. The list is in accordance to the above selected fields.

*Mandatory Fields

- After finalizing the details click on

NEXT STEP >

3. Trade Owner Details

Following are the sub sections in Trade Owner Details:

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 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

3.2. Owner Information Subsection

Following is screen for the Owner Information Sub-section:

The screenshot displays a form titled "Owner Information" with the following fields:

- 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 menu)
- 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 menu)

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.

4. 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 :

- 1) Aadhar Card
- 2) Voter ID Card
- 3) Driving License

The documents related to owners id proof may vary from ULB to ULB.

Here the citizen sees another field set appearing for the new unit added. The user fills the details of the unit and clicks on 'NEXT' to go to the next section of the assessment form

Ownership Proof*	<p>Click on the Upload File option to upload the relevant Ownership proof. The documents which are accepted are :</p> <ol style="list-style-type: none"> 1) Rent Deed 2) Lease Doc 3) Property Registry 4) General/ Special Power of Attorney <p>The documents related to Ownership Proof may vary from ULB to ULB.</p>

*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.

5. 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. UL/TL/2019/06-14-031198

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

Application Type New	Old Application Number NA	License 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	VPMI (Govt PM Membership) NA
DDM Value NA			
Property Assessment ID NA	City Dehradun	District/Block No. NA	Building/Colony Name NA
Street Name NA	Ward No. Old Rajpur - Ward No. 1(Rajpur) - A1	Pincode NA	Electricity Connection No. NA

Owner Details

Type of Ownership Individual	Type of Sub-ownership Single Owner	Roll No. 903544535	Name Akhila
Father/Spouse's Name Vasanth	Gender Female	Date of Birth 25/06/1995	Email NA
PAN No. NA	Correspondence Address Bangalore	Relation Type Proprietor	

Documents

Aadhaar Card Aadhaar.pdf	PAN Card PAN.pdf
VIEW	VIEW

< PREVIOUS STEP SUBMIT >

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

6. Payment of License fee

Once the application is approved by the Approver, Citizen can pay the license fee at the ULB counter and obtain the Trade License Certificate or can download the certificate by opening the application with his login.