User Manual

Trade License

उत्तराखण्ड राज्य

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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 theTrade 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

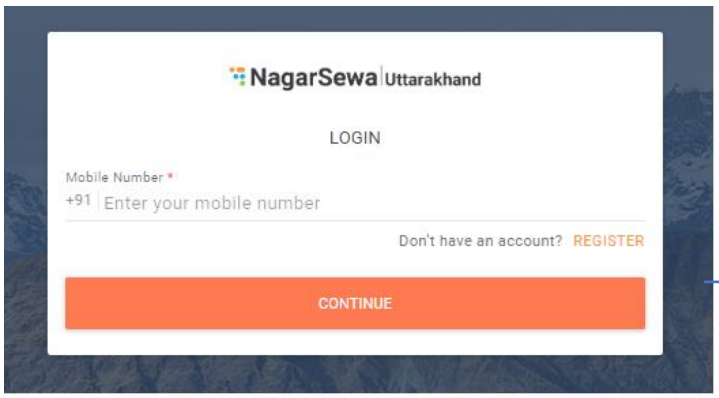
1. General Functions

Following are the general functions of the application:

1.1. Login into the application

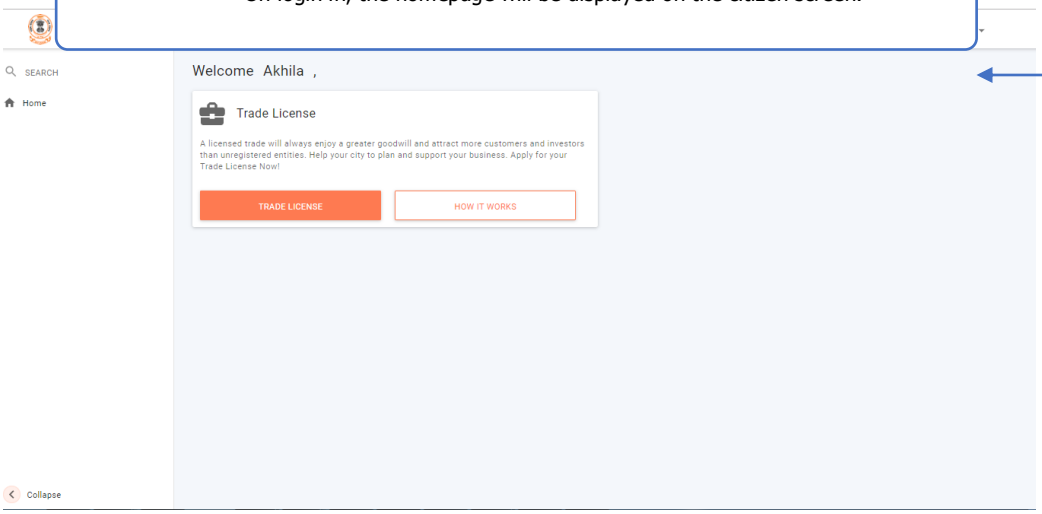
To login, please go to the following link:

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



Citizen enters credentials, Selects his/her city and logs in

On login in, the homepage will be displayed on the citizen screen.

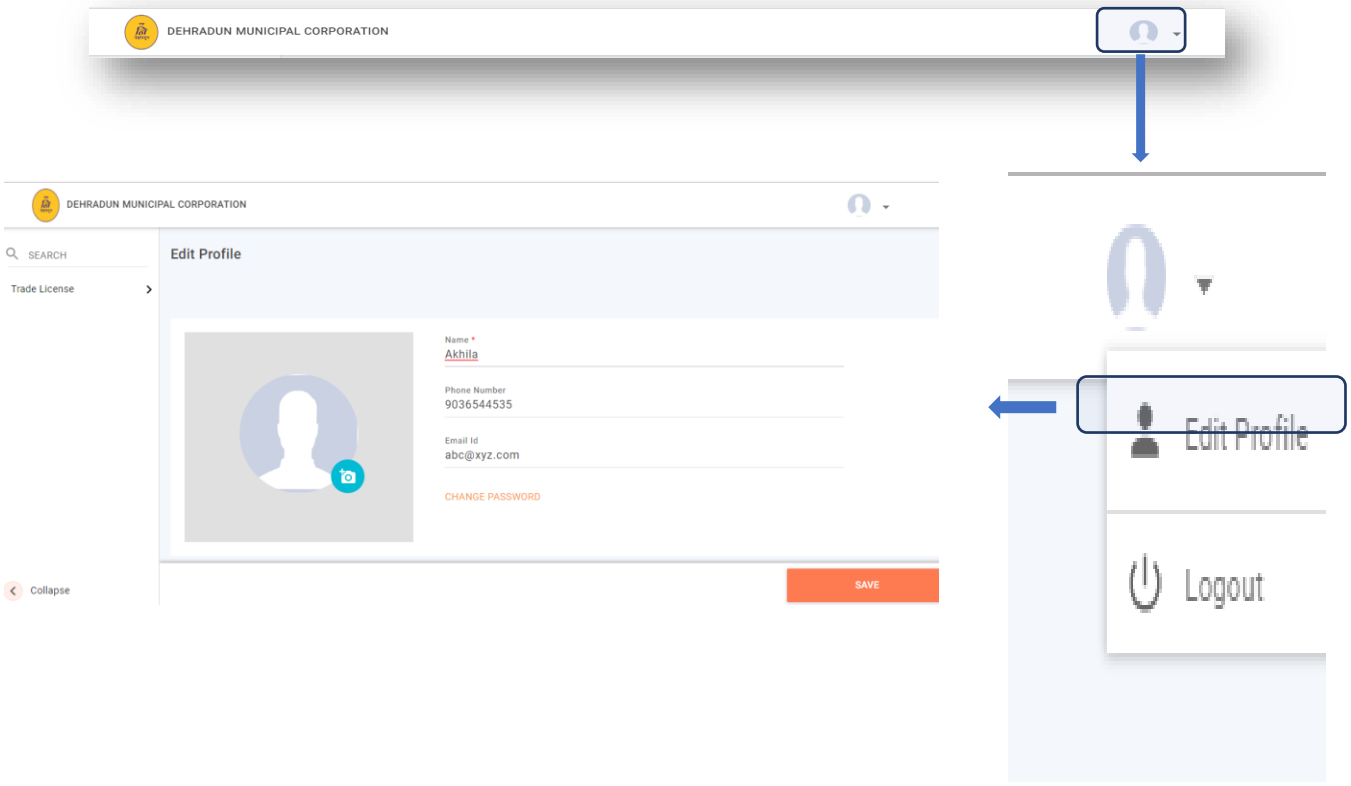


1.2. Editing the Profile

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

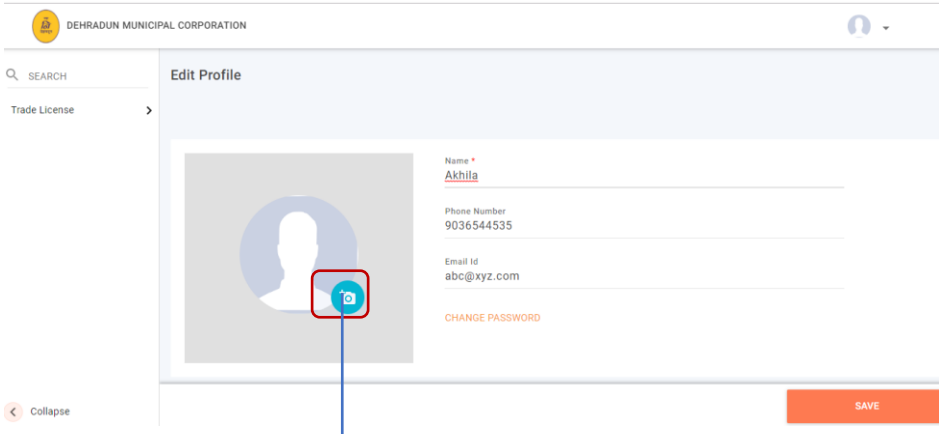
- Upload profile photo
- Capture/update mobile number
- Capture/update email ID

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

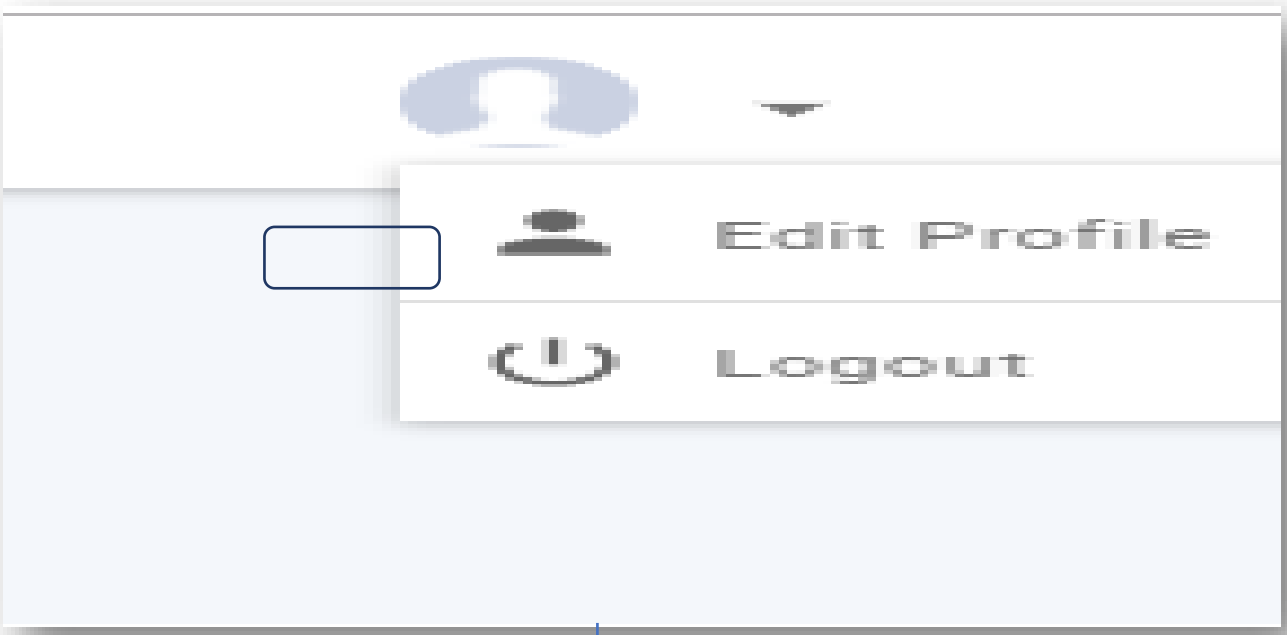
1.4. Uploading Profile Photo



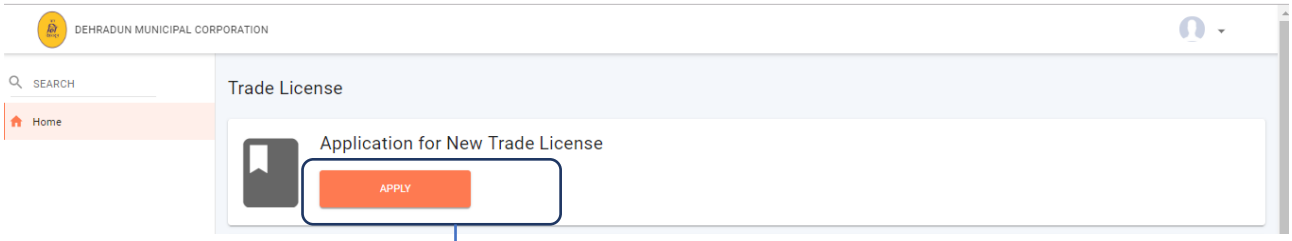
Two options appear on the screen: 'Gallery' and 'Remove'

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.

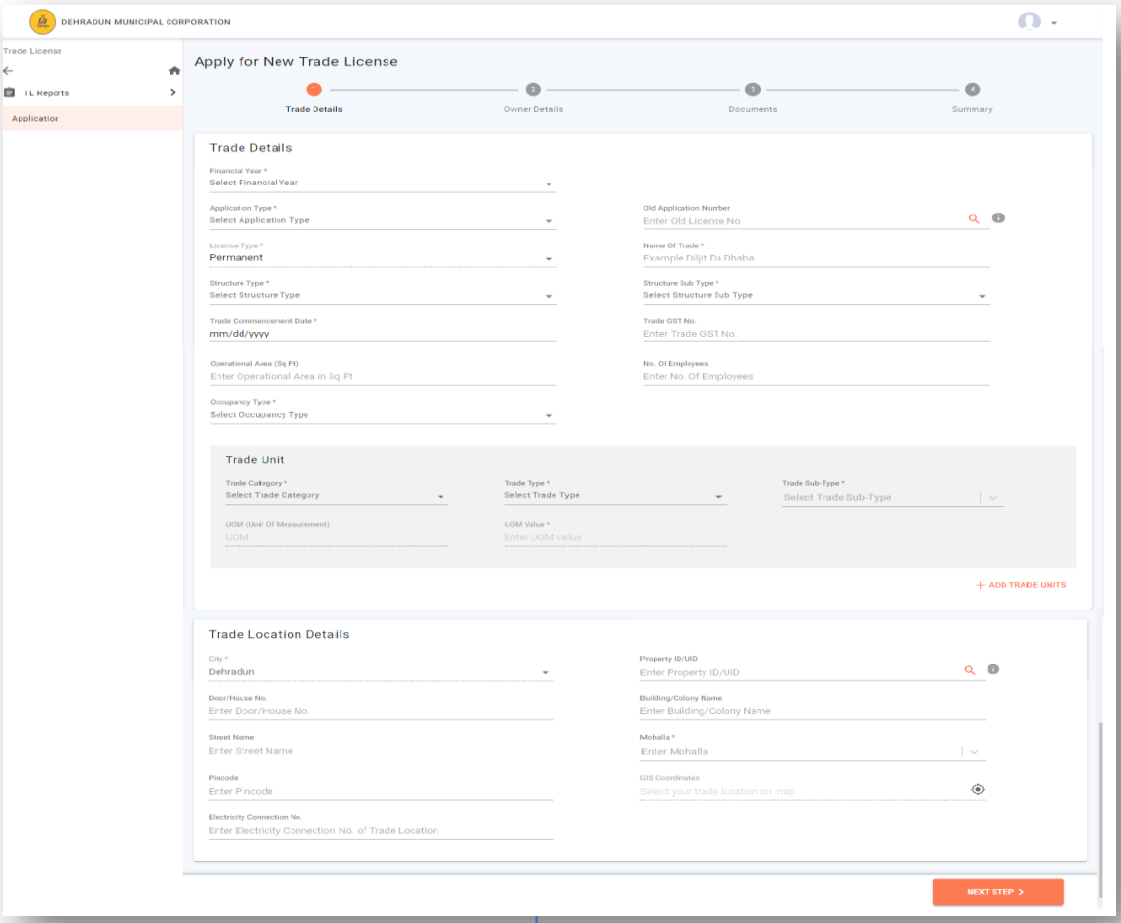
2. Applying for a new Trade License



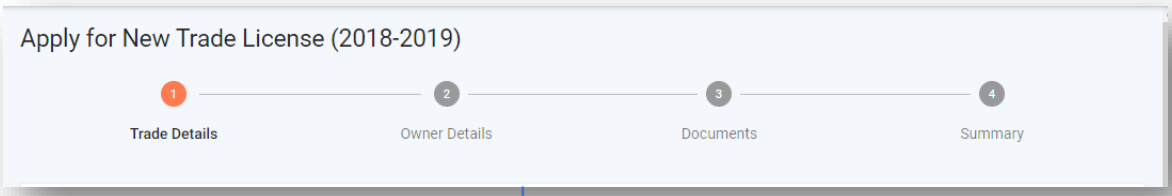
Citizen logs into the system and sees the Landing page with option Trade License. User clicks on 'Trade License'



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



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.

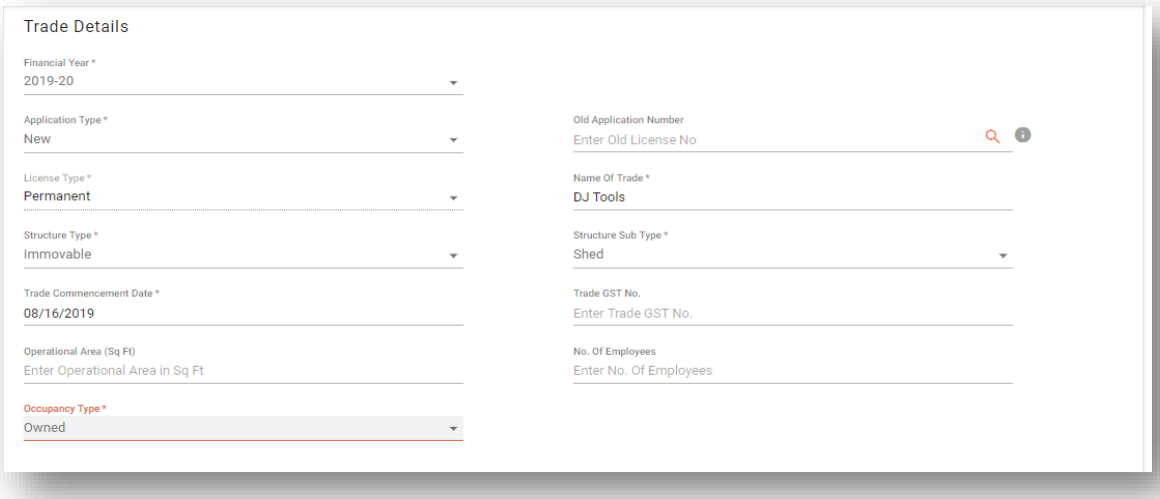


On the top of the page there are sectional timeline, which helps the citizen to identify the current section on which the citizen is filling up details. The current section is highlighted with orange colour. Here you can see that currently the user is on 'Trade Details' section

Following are the sub sections in Trade Details:

2.1. Trade Details Subsection

Following is screen for the Trade Detail Sub-section:

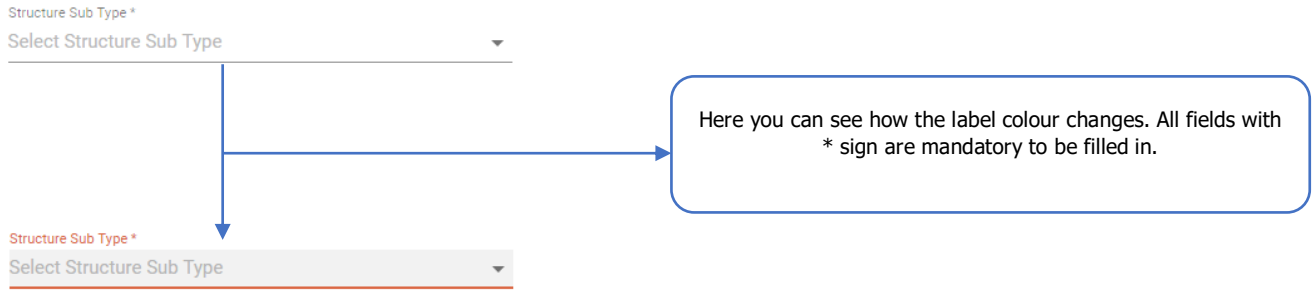


Following are the fields in Trade Sub-section

Financial Year	Select the Financial Year for which the license is applied for.
Application Type	Select the Application Type as: • 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: • Immovable • Movable
Structure Sub Type*	Select the Structure Sub Type from the drop down. This can be: • 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

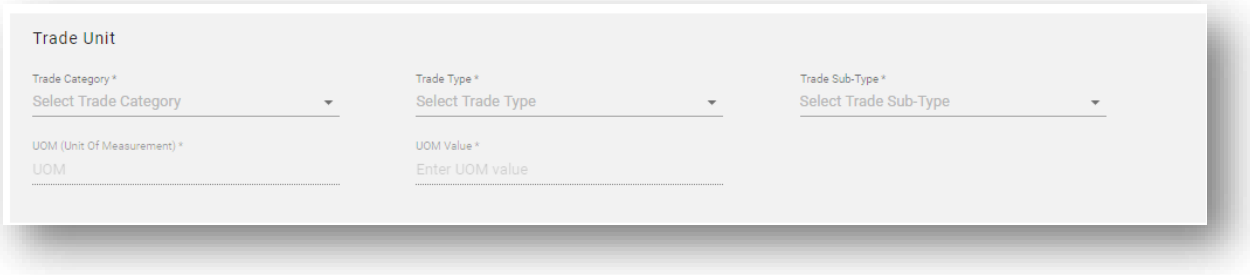
	drop down

***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

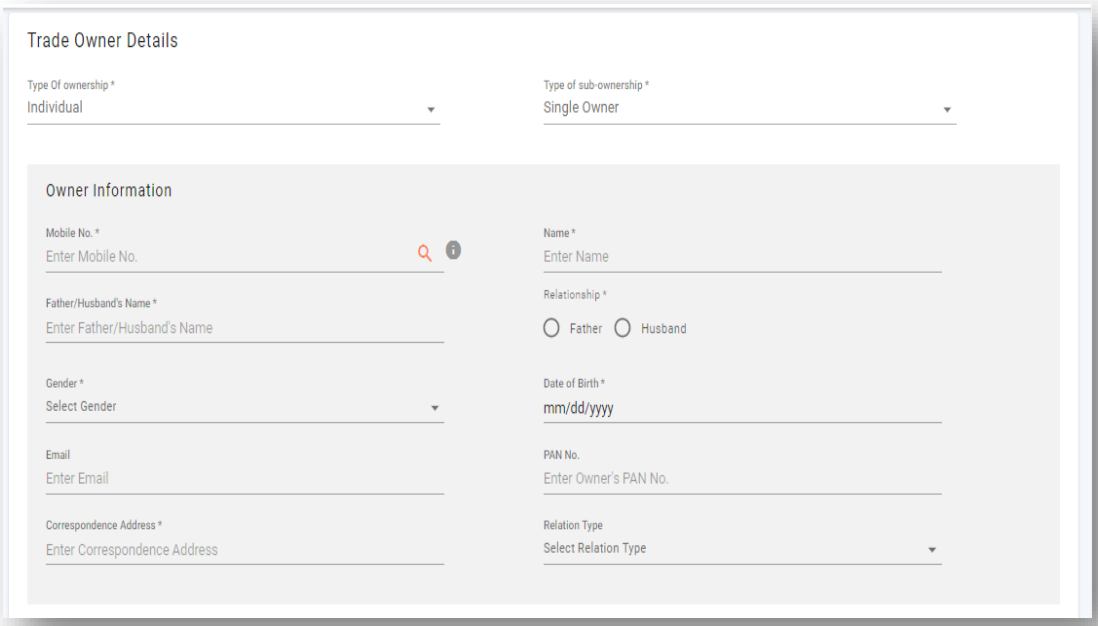
Trade Category*	Select the appropriate category related with the Trade from the drop down. This can be : • Goods • Services
Trade Type*	Select the appropriate trade type related with trade from the drop down. This field is dependent on Trade Category. 1) If the user has selected trade category as goods then the trade types will be: • Sales/Storage • Manufacture. • Wholesale 2) If the user has selected trade category as service then the trade types will be : • 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

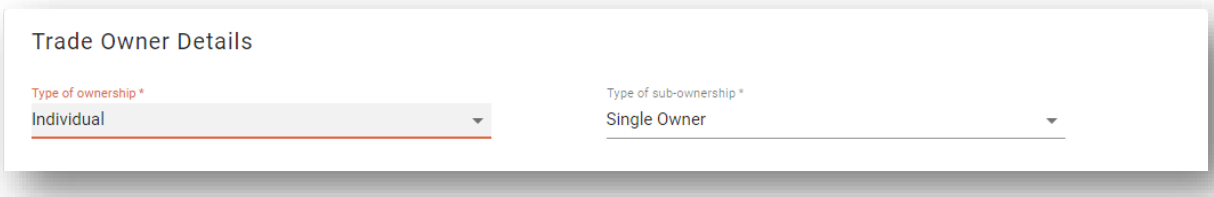
- After finalizing the details click on

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.



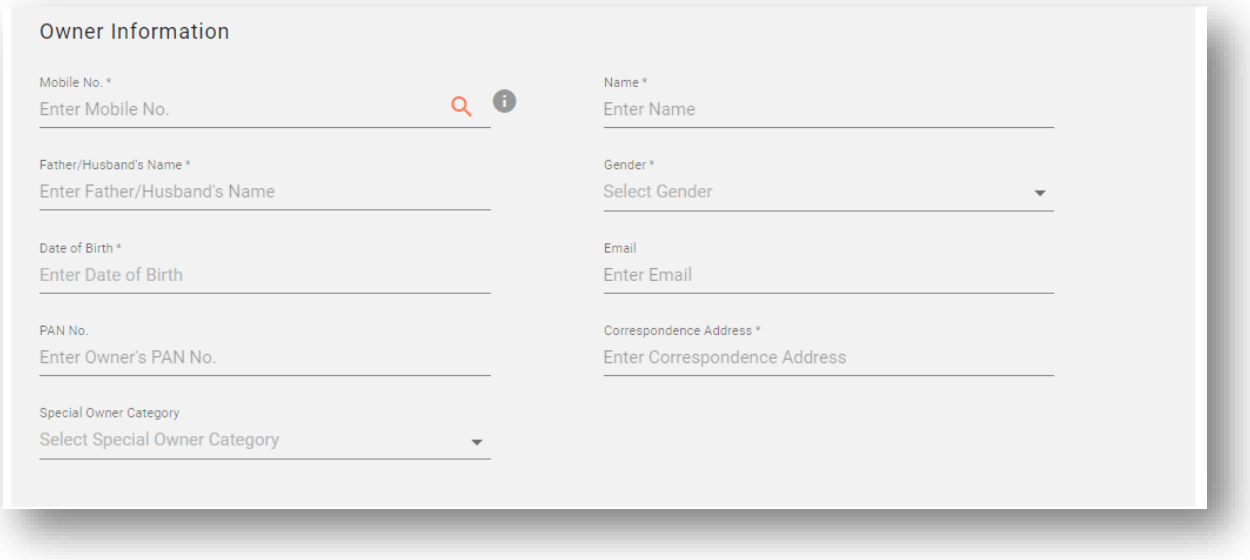
Following are the fields in Trade Owner Details Sub -section

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:



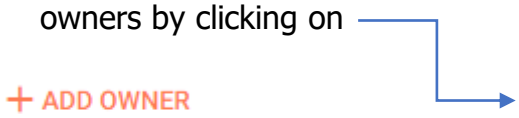
Following are the fields in Trade Owner Details Sub -section

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

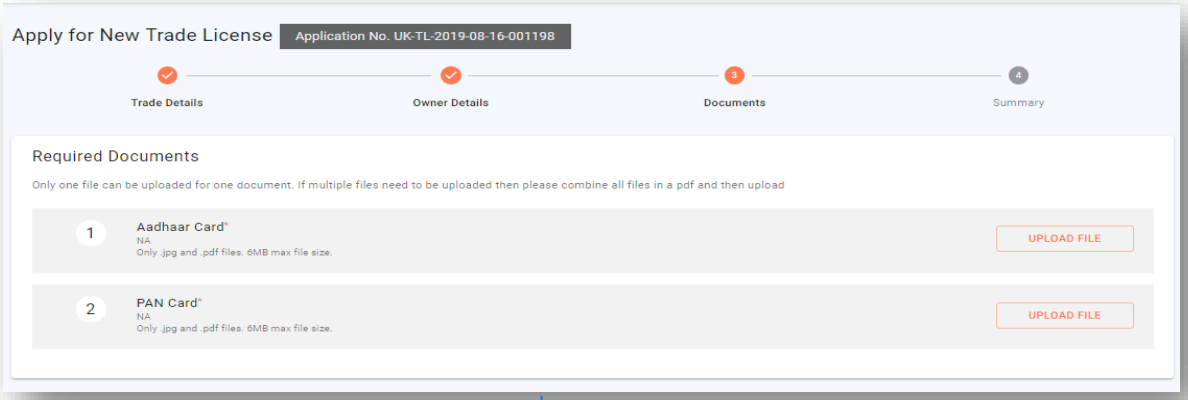
*Mandatory Fields

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



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

4. Uploading the Documents



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*	Click on the Upload File option to upload the relevant Ownership proof. The documents which are accepted are : 1) Rent Deed 2) Lease Doc 3) Property Registry 4) General/ Special Power of Attorney The documents related to Ownership Proof may vary from ULB to ULB.

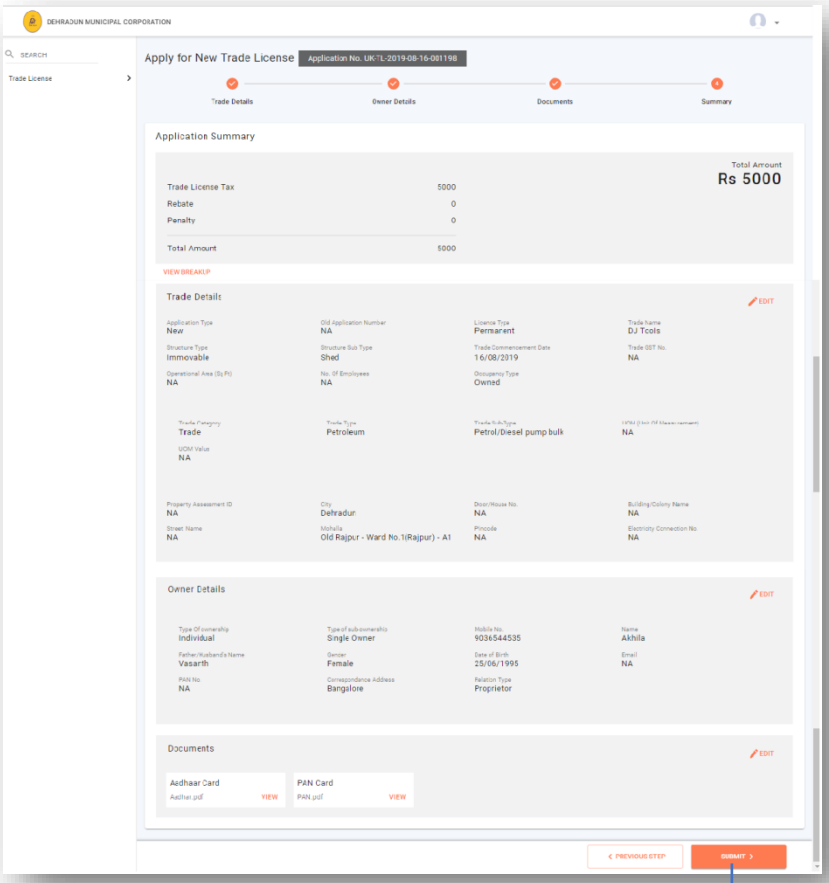
*Mandatory Fields

***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.

5. Summary

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



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.