# **Online Trade Application User Guide**

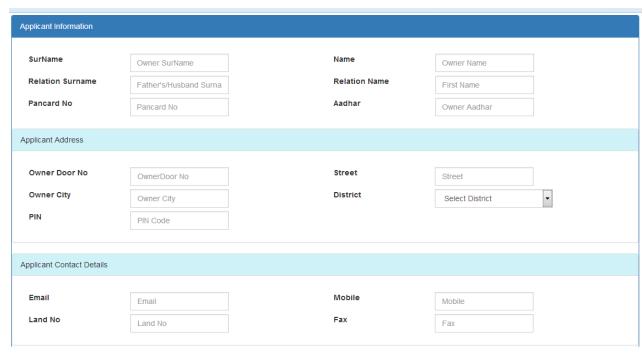
# **Application:**

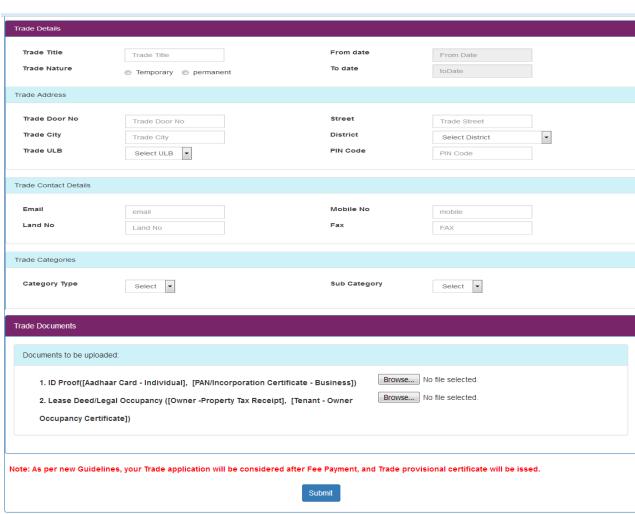
Visit CDMA Website (www.cdma.Telangana.gov.in) or respective ULB

Website (http://siddipetmunicipality.in/...etc)



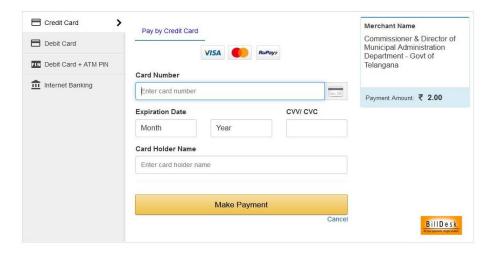
Then Click on Online Trade Application link which is marked in Blue. Then following below screen will be appeared.





Fill the form with the given information in application. Select District, ULB, Category of Trade and its Sub Category, Upload the required documents (1. ID Proof ([Aadhaar Card - Individual], [PAN/Incorporation Certificate - Business])2. Lease Deed/Legal Occupancy ([Owner - Property Tax Receipt], [Tenant - Owner Occupancy Certificate]), which are mentioned in the form. After filling all the information same page will be like below:

### After Clicking On Submit Button. User will get the following payment link



After Successful payment, applicant will get the following acknowledgement



## **Downloaded Provisional document looks like below:**

#### Municipality Corporation/Council of JANGAON

Provisional Trade Licence Certificate

Request Number: 11151498216478615

This is to certify that Provisional Licence is given to Shrt/Smt UDAY KUMAR PADAKANTI to carry on the trade operation of at premises, door no. 2-1-101/1 street no. STATION ROAD city/village JAGMNAON under the provision of relevant sections to the factuality of the particulars furnished in the application/self assessment form/documents and subject to the revision and refixing of Licence Fees as per future verification of yard stick parameter. This provisional license is liable to be suspended/cancelled if any of the applicable terms and conditions are found to have been contravened or any situationarises out of this trade so as to cause nuisance/damage/harm to property or health of the public at large or if documents/grounds furnished in the application are found to be false and not true or if there is a change in ULB policy in licensing.

Licence Fees Rs 1000.0

Dated: 2017-06-23

Period of validity: This Certificate is valid till regular trade Licence is given or till null which ever is earlier. This provisional Licence is only for TRADE PURPOSE. It does not confer any power or permission for either temporary or permanent exemption from the provisions of any other section of Act by-laws or rules in force.

Signature of authorized

M270

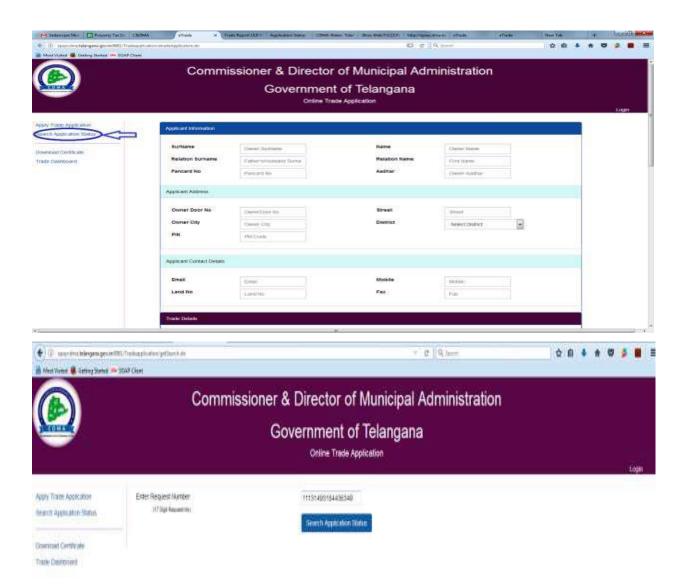
officer: T ESHWARAIAH

Date: 2017-06-23

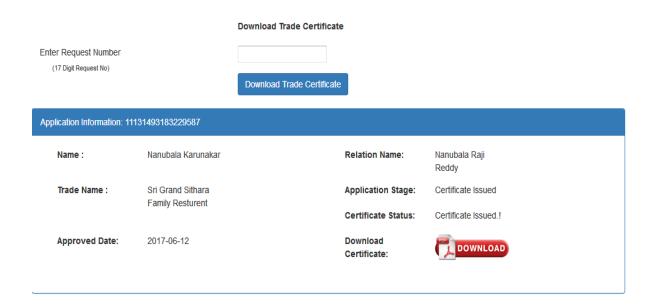
Note: This certificate is automatically generated no signature required.

# **Application Status Search:**

To track the status of Trade application request, using the unique request number sent to the applicant mobile number, at the time of application submitted.



## Here it will show the present status of application.



# Downloaded (Sample) document looks like below:

#### OFFICE OF THE MUNICIPAL COUNCIL, Siddipet

(License Under Section 263 of the Telangana Municipalities Act. 1965)

License No: TS\_DO\_2017\_1113/731 Date: 01/06/2017

License Fees: 1000

Date of application for issue of licence: 01/06/2017

License is granted to Matta Satyanarayana S/o. W/o Matta Rama Chandra Rao for running the business of M/s. Satya Hotels at premises bearing Door No. 1-2-3 at Address Siddlpet, Siddlpet for a period from 01/016/2017 to 01/05/2018 subject to the condition that the license should comply the provision of the Act rules and regulation of the Municipality and bound to comply with all the instructions in addition to the following restrictions imposed by the ilcense issuing authority given by the Municipality from time to time for running the above business (Trade) Non compilance essential cancellation of the ilcense without further notice.

- The License is not transferable and shall be renewed before (30) days, prior to the expiry of period granted.
- There must be a name board on the premises. The license should be in a fixed place.
- The building should be a pucka construction and there should be no cracks and should be provided with satisfactory lighting and ventilation arrangements.
- The building should be white washed twice in a year or earlier as directed by the Municipal Health Officer and furniture
  must be well painted and kept clean.
- 5. The floor should be impervious.
- 6. The used water should be drained out and connected to the Municipal drain.
- Only Chlorinated water should be used.
- The water must be supplied by a jug and practice of dipping the fingers in the water glasses supplying should be forth with discontinued.
- No licensee shall employee any person in his work who is suspected to suffering from any infectious disease or loathsome disease and on demand by the inspecting authority the Medical Certificate should be produced.
- 10. Suppliers should be in a clean dress.
- 11. Kitchen room must be of impervious floor and walls Free from any in sanitary condition and there should be a Chimney to a height of at least 6 feet above the on sufficient height for the let out of smoke.
- 12. Every utensit or container used for manufacturing, preparing or containing any article of food for sale shall be kept all times in good order and in sanitary condition and should not be imperfectly enameled or tinned and should be provided with a tight fitting cover or kept closed or covered by property fitting lid or by a close fitting or gauge not sufficiently fine, to protect the food completely from dust, dirt, files and other insects.
- There must be provided with refuse receptacles in the premises.
- There must be covered vessels for storage of water to avoid contamination.
- 15. The utensits be washed in hot water or with any disinfectant.
- 16. The premises can be inspected without notice by any officer of the Municipality or the executive committee and instructions issued by them shall be compiled with.
- 17. Any violation of the above will render the license being cancelled & the offenders Licensee shall be

Application No: 11131493184436349

COMMISSIONER, Siddipet Municipality