

# PROCEDURE FOR OBTAINING ONLINE

## Trade Licenses

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- ❖ The applicant will visit the online website <http://cdma.telangana.gov.in/tradeapp> for applying new Trade License.
- ❖ Applicant will fill the form with required information and upload the mandatory documents.
- ❖ Mandatory Documents are:
  - ID Proof([Aadhaar Card - Individual], [PAN/Incorporation Certificate - Business])
  - Lease Deed/Legal Occupancy ([Owner -Property Tax Receipt], [Tenant - Owner Occupancy Certificate])
- ❖ After Submission of application applicant needs to pay Trade fee through online.
- ❖ After completion of the successful Payment, Applicant will receive SMS with Unique Application number. With that application number he can track the application Status and can download the Trade Certificate.
- ❖ Online submitted application form will be scrutinized under various steps viz..., Sanitary Inspector Verification and Commissioner Verification.
- ❖ Sanitary Inspector will verify the documents and submits his recommendation to the Commissioner for approval / rejection / issue of Trade license certificate.
- ❖ Commissioner will approve/Reject the application.
- ❖ Applicant can download the final Trade license document from the web portal using Unique Application Number.