

APPENDIX 1

Form A

Municipal Trade License Application Form

JAMSHEDPUR(NAC)

Application for obtaining New Municipal License/
Renewal of Municipal Licence/ Amendment in
Municipal Licence Surrender of Municipal Licence
under Section 455 of Jharkhand Municipal Act 2011

(For Office use only)

Application No.: _____

Date: _____

Financial Year: _____

1. Firm Type (Please tick)

Proprietary Partnership Pvt. Ltd. Public Ltd. Other

2. Application type (Please tick)

New License Renewal Amendment Surrender

3. Type of Ownership of Business Premises (Please tick)

Own Property on Rent on Lease
(Attach Rent Agreement) (Attach Lease Agreement)

4. Applicant Details (Please fill in CAPITAL LETTERS)

Ward No.:

Name:

Father's Name:

Postal Address:

Mobile No.:

Pan No. (If Any):Aadhar Card no. (Mandatory):

E-mail ID (If Any):

5. Details of Business (Please fill in CAPITAL LETTERS)

Name of Business / Firm:

Name of Owner of Business Premises:

Address of Business Premises:

Ward No.: Holding No. (Mandatory): Area (In Sq. Ft.):

Items of Trade (Refer to Schedule of Jharkhand Municipal Corporation Act (2011)):

a)

b)

c)

d)

e)

Annual Turnover of Business: Rs:

(Attach Audited A/c {Balance Sheet / Profit & Loss A/c}) is case of new business for all type of entity except proprietary firm whose annual turnover up to Rs. 12 lakhs)

Date of Establishment:

Pan No. (If Any): TIN No. (If Any):Sales Tax No. (If Any):

Street Name:

Address:

6. Electricity Connection Details

K No.: or BIND/ Book No.:Account No.:

7. In the case of Amendment (Refer to Schedule of Jharkhand Municipal Corporation Act, 2011)

a)

b)

c)

d)

e)

List of Items of Trade to be Deleted:

a)

b)

c)

d)

e)

List of Documents to be attached

Documents Description		
S. No.	For NEW LICENSE	Tick <input checked="" type="checkbox"/>
1	In case trader applicant is the owner of business premises: Enclose Land Possession Certificate/ Allotment Order/ Revenue Rent/ Sale Deed/ Correction slip Updated Holding Tax.	
2	If applicant has no Land/ Building of his/her own. Enclose Deed of Land Lease Agreement/ Rent Agreement/ Electricity Bill (In the Name Trade Applicant) / Affidavit (Attested by Notary public)	
3	If business requires License/ NOC/ clearance from appropriate agency Enclose License/ NOC/ Clearance from respective department and Affidavit (Appendix 4)	
4	If partnership Firm Enclose Deed of Agreement	
5	If Business is Pvt. Ltd. Or Ltd. Company Enclose Registration Certificate incorporating under the companies Act 1956	
6	Up-to-date Holding Tax Receipt	
7	Identity Proof of Trade applicant	
For RENEWAL OF LICENSE		

1	Current Year Holding Tax Receipt of Business Premises	
2	Copy of Previous Municipal Trade License	
1	Previous Municipal Trade License	
2	An affidavit on Rs. 10/- Non-Judicial Stamp paper to the effect that amendment has being made	
1	Previous Municipal Trade License	
2	An affidavit on Rs. 10/- Non-Judicial Stamp paper to the effect that Municipal Trade License is being surrendered.	

I hereby declare that all the information mentioned above is true to me knowledge. In case of any discrepancy will be held responsible. Hence I request you to issue me the Municipal Trade License.

Date ___ / ___ / ___

(Applicant Signature)