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Revised Jharkhand Municipal Trade License Regulation, 2017

Office Ranchi Municipal Corporation, Ranchi
Received On:-
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अपर नगर आयुक्त
राँची नगर निगम, राँची

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Urban Development & Housing Department
Government of Jharkhand

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Government of Jharkhand

DEPARTMENT OF URBAN DEVELOPMENT & HOUSING

RESOLUTION

No. : SUDA/AMRUT/37/2017.....5169

Ranchi, Dated :11/08/12

Subject :- Revised Jharkhand Municipal Trade License Regulation, 2017.

After the creation of State of Jharkhand on 15th November 2000, the trend of migration from rural to urban areas is significantly in a higher side. Urbanization for the state now stands at 24%, whereas for India it is 31.2%.

The State Government has decided to make **Jharkhand Municipal Trade License Regulation, 2017**. The main objective of this regulation is to help the Urban Local Bodies to adapt and maintain administrative regulation on the domain of Municipal Trade License u/s 455 (Chapter 40) in Jharkhand Municipal Act, 2011.

BACKGROUND

Induction of the 12th schedule in the Constitution through 74th Constitutional Amendment and Jharkhand Municipal Act, 2011 has brought various urban activities and services such as urban planning, regulation of land use, planning for economic and social development, safeguarding the interests of weaker sections of society, providing civic amenities, promotion of cultural, education and aesthetic aspects etc. within the purview of Urban Local Bodies. The augmentation of revenue through various sources is important for the sustainability and self reliance of ULBs.

It is, therefore, inevitable for the urban local bodies to increase revenue and render services as per the requirement and necessity of the citizen and town in pursuance to the provisions as contemplated in the constitution.

1. Introduction

The section 455 (The chapter 40) of Jharkhand Municipal Act 2011 states that, permission is required from urban local bodies to set up trade in their jurisdiction and without Municipal Trade License, no premise shall be allowed to be used for non-residential purpose. The list of trades have been exhibited in the schedule of Section 455 and other activities in section 455 (The chapter 40) of Jharkhand Municipal Act 2011. The Urban and the Housing Department Jharkhand makes the following rules and regulation of Municipal Trade License for issue, control and regulation of License for all the trades within the notified Urban Areas of Jharkhand namely the Nagar Nigam, Nagar Parishad, Nagar Panchayat and NAC.

This regulation has been prepared to help the urban local bodies to adapt and maintain administrative regulation on the domain of Municipal Trade License u/s 455 (Chapter 40) in Jharkhand Municipal Act 2011.

The requirement of this regulation calls for to streamline the approval process of issuing Municipal Trade License or refusal of issuing Municipal Trade License and

its related timeline for disposal of application along with renewal procedure of Municipal Trade License among different categories of urban local bodies such as Nagar Nigam, Nagar Panchayat, Nagar Parishad and NAC.

2. **Short title extent and commencement :**

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- a) The regulation may be called the rules and regulations governing the municipal trade licensing in the state of Jharkhand, 2017.
 - b) They shall apply to the whole of notified Urban Areas of Jharkhand namely the Nagar Nigam, Nagar Parishad, Nagar Panchayat and NAC.
 - c) They shall come into force on such date as the Jharkhand State notify it the Official Gazette.
 - d) Trade means any economic or business activity with or without the purpose of making profit
 - e) All the persons residing in the jurisdiction of any ULB of Jharkhand and engaged in any trade covered under the Schedule of the Jharkhand Municipal Act 2011 shall apply for the license under this regulation within 3 months of notification of this regulation. The failure to comply with this section will attract fine and other action as per the provision of section 20 of this Regulation.

3. **Authority to issue a License :**

As per section 455 (The chapter 40) of Jharkhand Municipal Act 2011, the owner or occupier of every place for the use of which for any purpose a license is required under the Act, shall apply to the Commissioner / Executive Officer / Special Officer for such license not less than thirty days before the place is used for such purpose. The Competent Authority shall communicate either approval in Form B or refusal in Form C within 22 working days from the date of application. In case of non disposal of application within 22 working days, it will be deemed approved. The authority to issue licenses in respects of trades or business specified in the schedule shall be the Municipal Commissioner/ Executive Officer/Special Officer of the notified ULBs.

[Provided that the Municipal Commissioner/ Executive Officer may delegate Chief Executive Officer or any other Officer of the municipality the power to issue a license under these regulations on his behalf as he may deem fit.]

4. **Procedures:**

- a) To set up or run a business unit in area of urban local bodies, applicant has to submit its application in Form A to Urban Local Body by paying applicable Municipal Trade License fees. On the advent of online Municipal License Management System (MLMS), applicant will submit its application in Form A through MLMS with online payment facility to pay its applicable fees and track the application status.

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- b) The disposal of application will be passed through four tier verification i.e. Primary verification by dealing assistant, Secondary verification by section head, site inspection by Tax Daroga and approval / refusal of application by Approval Authority.
- c) Section head means graduate or above qualified staff employed / engaged in the urban local bodies. Approval Authority may designate section head in his/her Urban Local Body, if necessary. Approval Authority means Municipal Commissioner in case of Municipal Corporation, Executive Officer in case of Nagar Panchayat/Nagar Parishad, and Special officer in Notified Area Committee/Nagarpalika.
- d) After primary verification on application details, dealing assistant will forward the application to section head for secondary verification. Section head will review the technical aspect of the application for recommendation on approval or disapproval to Approval Authority. The disapproval will depend upon the form not properly filled or the documents not being in order. Approval Authority may instruct Tax Daroga for site inspection of the premise on which commercial activities is proposed to run, if necessary and indicate the specified checkpoint during the site inspection of the premise. Tax Daroga will submit the inspection report within 10 working days from the date of instruction received from Approval Authority. After reviewing the note/remarks on specified check point submitted by Tax Daroga, Approval Authority may issue or refuse the Municipal Trade License permit to the applicant within 3 working days from the date of file submitted by Tax Daroga.
- e) A provisional license will be issued the same day to the applicant on trust and verify method, while for the final license the approval authority of Urban Local body may issue the Municipal Trade License within 9 days from the date of application where no site inspection is required and 22 working days where site inspection is required. In case of non disposal of application within above specified time, Municipal Trade License will be deemed approved.

The provisional license will be issued to the applicant under the trust and verify method within 1 (one) day of submission of the application and the actual verification will be done after that. If the applicant does not hear anything within 22 days, then the application is deemed to be approved. In case, after verification the papers and other details are not found in order, then the person/entity will be debarred from applying for the license next 2 years and/ or a fine of Rs.1000/- to 5000/- may be imposed.

The table below has exhibited to define the role and responsibility of hierarchy along with timeline to deliver the service.

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Approval Process of Municipal Trade License in Urban Local Bodies - No Site Inspection		
Hierarchy	Days	Role & Responsibility
Dealing Assistant	3	1) Review all documents and remark on documents 2) Forward the file to Section in Charge
Section In Charge	3	1) Final Review of the application with attached documents and remark 2) Prepare recommendation note for issuing certificate or Prepare objection note for rejection of issuing certificate 3) Forward the recommendation to approval authority or Send back the application to applicant if necessary
Executive Officer / Special Officer / Municipal Commissioner	3	1) Review all remarks with documents 2) Issue Municipal Trade License certificate or Reject the application to issue the certificate or Send back the application to section in charge if necessary

Approval Process of Municipal Trade License in Urban Local Bodies - Site Inspection		
Hierarchy	Days	Role & Responsibility
Dealing Assistant	3	1) Review all documents and remark on documents 2) Forward the file to Section in Charge
Section In Charge	3	1) Final Review the application with attached documents and remark 2) Prepare recommendation note for issuing certificate or Prepare objection note for rejection of issuing certificate 3) Forward the recommendation to Approval Authority or Send back the application to applicant if necessary
Executive Officer / Special Officer / Municipal Commissioner	3	1) Review all remarks with documents 2) Send the file to Tax Daroga for site inspection of the premises along with referring checkpoints.
Tax Daroga	10	1) Do site inspection on specified checkpoint given by Approval Authority

Approval Process of Municipal Trade License in Urban Local Bodies - Site Inspection

Hierarchy	Days	Role & Responsibility
		2) Send the report on inspection to Approval Authority
Executive Officer / Special Officer / Municipal Commissioner	3	1) Review all remarks with documents 2) Review all remarks onsite inspection 3) Issue Municipal Trade License certificate or Reject the application to issue the certificate or Send back the application to Section in charge/Tax Daroga if necessary

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5. Document required for issuing Municipal Trade License

Documents required for issuing Municipal Trade License are as follows;

5.1 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.

or

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)

5.2 If partnership Firm

Enclose Deed or Agreement

or

If Business is Pvt. Ltd. Or Ltd. Company

Enclose Registration Certificate incorporating under the companies Act 1956/2013

or

If applicant is individual

Identity Proof of Trade applicant

6. Municipal Trade License fees

In exercise of the powers conferred under section 154 & 155 (chapter 17) of the Jharkhand Municipality Act 2011, the fee structure to issue and renew the Municipal Trade License in Urban Local Bodies shall be levied according to built-up area of space in the premises used for commercial activities as specified in the table exhibited below.

Sl. No.	Built-up area (in sq. ft.)	Rate Per Annum (Rs.)
1	Up to 100	300/-
2	101 to 500	500/-
3	501 to 1000	1,500/-
4	Above 1000	2,500/-

7. **Inspection at business place/premises**

In exercise of the powers conferred under section 483 & 484 (chapter 4) and 548 (Chapter 45) of the Jharkhand Municipality Act 2011, the Urban Local Body has the power to inspect places in respect of which a license or permission is required for running a trade. The date of inspection may be informed to the applicant for his/her presence at premises prior 2 working days. Tax Daroga may be authorized to do site inspection of the premise on the checkpoints given by Approval Authority. Inspection authority may involve / invite other agency to inspect the business place / site, if found necessary. Applicant may be asked to submit affidavit for declaration on availing applicable NOCs/permit/clearance if required as per business nature.

8. **Municipal Trade License renewal**

In exercise of the powers conferred under section 483 & 484 (chapter 4) and 548 (Chapter 45) of the Jharkhand Municipality Act 2011, until granted license is renewed, the grantee shall be deemed to be without a license or permission. Every license shall expire at the end of the 12 months from the issue date of license. The grantee needs to apply for renew the license before 1 month from the date of expiry. Normally, there will not be an inspection of the trade premises for renewal. However, tax Daroga may carry out random inspection after the Municipal Trade License has been renewed as per the order of approval authority. Original Municipal Trade License will be mandatory document to renew the trade license to Urban Local Body. On the advent of online Municipal Trade License Management, the grantee may renew its Municipal Trade License though this online application.

9. **Municipal Trade License renewal fees**

In exercise of the powers conferred under section 154 & 155 (chapter 17) of the Jharkhand Municipality Act 2011, the fees structures to renew the Municipal Trade License in urban local bodies shall be levied as fees applied for issuing new license as per Section 6. The renewal fee may be revised as per the decision taken by the Urban Development and Housing Department on request of the ULBs or as per the prevailing situation. The amendments in the fee will only be done in beginning of the financial year if necessary.

10. **Suspended / revoked Municipal Trade License**

In exercise of the powers conferred under section 482(3) (chapter 44) of the Jharkhand Municipality Act 2011, any license or permission granted under this Act may at any time, be suspended or revoked by the approval authority of Urban Local Body, by whom it was granted under the following circumstances;

- 10.1 It has been secured by the grantee through misrepresentation or fraud
- 10.2 if any of the restriction or conditions of license or permission has been infringed or evaded by grantee.

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10. if the grantee has been convicted for the contravention of any of the provisions of the Jharkhand Municipal Act, 2011 / rules / regulation made thereunder relating to any matter for which the license / permission was granted.

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When any such license or permission is suspended or revoked, the grantee shall be deemed to be without a license or permission until the license or the permission is renewed or issued.

In the exercising of power of U/S 483(3) in the Jharkhand Municipal Act 2011, Approval authority of urban local bodies may follow the stages prescribed below;

- i. The Approval Authority of Urban Local Bodies may send the hearing notice in form mentioned in Appendix 4 with predefined time and date to grantee by enclosing all relevant documents for issuing this notice. The hearing date may be extended to maximum fifteen working days from the date of issuing the notice.
- ii. The Approval Authority shall entertain and accept all the relevant documents submitted by grantee/ person authorized by grantee on the hearing day.

On the advent of Online Municipal Trade License Management System, Approval Authority will send the notice to grantee and receive the response from grantee on the Municipal Trade License Application Management System.

The Approval Authority may pencil their decisions on the same day or within 5 working days or in case Approved Authority do not take any decision with respect to the hearing notice after 5 working days of hearing, the notice will be deemed cancelled.

The grantee whose interests are affected by a decision relating to its Municipal Trade License, may lodge such an appeal before Principal secretary, Urban Development and Housing Department (UDHD), Govt. of Jharkhand or authorized officer (not below the rank of Joint Secretary) within 15 working days from the issue date of order.

11. Surrender of Municipal Trade License

The grantee may surrender its Municipal Trade License or permission granted under Jharkhand Municipal Act 2011 at any time within its validity period. No fees will be levied on surrender of the Municipal Trade License. Original Municipal Trade License will be mandatory document for surrender the Municipal Trade License to Urban Local Body. On the advent of online Municipal Trade License Management, the grantee may surrender its Municipal Trade License though this online application.

12. **Amendment of the Municipal Trade License**

Once any license or permission granted under Jharkhand Municipal Act 2011 is issued, it will remain in force till its validity period. The grantee may apply for change in the trade if he/she is changing the trade within the same premises, or in case the covered area of the trade is being increased or decreased. The renewed license will be given after depositing the relevant fee and required documents. After surrendering the existing license / permission, the grantee shall be provided with new Municipal Trade License for the same premises.

The fee structures for the amendment of the Municipal Trade License in urban local bodies shall be levied according to built-up area of space in the premises used for commercial activities as specified in the table exhibited below :-

Sl. No.	Built-up area (in sq. ft.)	Rate Per Annum (Rs)
1	Up to 100	150/-
2	101 to 500	250/-
2	501 to 1000	750/-
3	Above 1000	1,250/-

13. **Cancellation of Municipal Trade License :**

A License issued under the provision of these regulations shall be cancelled :-

- if the licensee fails to abide by the conditions laid down in the license;
- if the premises of the shop has been shifted without approval of the concerned authority;
- if container for disposing garbage and refuses is not available within the premises;
- if the licensee carries on or permits to be carried on, any other trade in the licensed premises, except the trade mentioned in the license; and if it becomes evident that the running of the trade has created a public nuisance and polluted the vicinity;
- if it becomes evident that the information submitted, in is a misrepresentation of fact or mistake;
- if the licensee fails to display a notice board containing the nature of articles, which he is exposing or offering for sale in accordance with the instructions issued by the municipality from time to time;
- if it is found that the license has been sublet;
- if it is found that licensee is carrying on his business in an unapproved building.

[Provided that no order of cancellation shall be made unless the licensee has been given opportunity of making representation]

(Handwritten signatures and initials)

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14. **Duplicate Municipal Trade License :**

The authority empowered to issue a license may, for sufficient reasons, issue a duplicate Municipal Trade License on payment of Rs. 100/- with the word "Duplicate" appearing prominently therein.

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15. **Identification of Municipal Trade License :**

An Identification number for each and every trade or license shall be issued by the Municipal Commissioner/Executive Officer/Special Officer. The same should be displayed prominently at the signboards erected by the licensee. In case of non-compliance, the Municipal Commissioner/ Executive Officer/ Special Officer may cancel the license.

16. **Power to close shop or market in case of dangerous disease or epidemic :**

The Municipal Commissioner/ Executive Officer/Special Officer may, for a specified time, with a view of preventing the spread of any dangerous diseases, order that any market, hotel and lodging house shall be closed, or forbid any person to attend any such market, to lodge in such lodging or in such hotel.

17. **Restriction of sale of diseased animal or unwholesome articles intended for human consumption :**

No person shall sell or expose for sale:-

- a) Any livestock intended for food; or
- b) Any other article of food or drug intended to be used for human consumption, which is diseased, unsafe, or unfit for consumption.

18. **Power to inspect places when food etc. intended for human consumption is stored**

The Municipal Commissioner/Executive Officer/Special Officer or any officer authorized by them on their behalf, may:-

- a) At all reasonable time enter into and inspect any place in which any livestock, food or any article of food or any drug is deposited for the purpose of sale; or
- b) Inspect and examine any living thing, food or any other article of food or any drug intended for human consumption which is being for sale.

19. **Power to stop use of premises used in contravention of licenses**

If the Municipal Commissioner or the Executive Officer is of the opinion that any premises is being used for a non- residential purpose without a license under this Act or otherwise than in conformity with the terms of a license granted in respect thereof, he may stop the use of any such premises for any such purpose for a specified period by such means as he may consider necessary.

20. **Fine :**

Whosoever commits any offence by failing to comply with any provision of the rules and regulations or any direction lawfully given to him or any requisition lawfully made upon him under the provision of the Act or under these regulations, shall be punished with fine which may extend to Rs. 100/- and further fine not exceeding Rs. 10/- per day, during which the offence is continued, after he has been convicted of such offence.

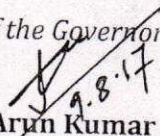
21. **Power of the State Government**

21.1 Notwithstanding anything contained in the foregoing paragraphs of the Jharkhand Municipal Trade License Regulations, the Urban Development and Housing Department by issuance of notification in the official gazette may amend or withdraw any of the provisions and/or the schemes mentioned herein above.

21.2 If any difficulties arises in giving effect to provisions of the Jharkhand Municipal Trade License Regulations and/or if any dispute arises about the interpretation of any provisions of the said policy, the same shall be referred to the Honorable Minister, Urban Development and Housing Department through Principal Secretary/ Secretary, Urban Development and Housing Department.

Order: It is hereby ordered that the copy of this resolution be published in the Special Gazette and wide publicity be given and circulated among all Department/Head of the Department.

By order of the Governor of Jharkhand,

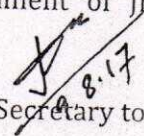

(Arun Kumar Singh)

Principal Secretary to Government

Ranchi, Dated. 11/08/17

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Memo No- SUDA/AMRUT/37/2017.....

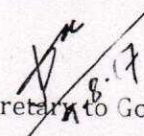
Copy to : Copy of the resolution forwarded to the Superintendent, Government Press, Jharkhand, Ranchi for publication in the forthcoming issue of Government Gazette/Nodal officer, E-Gazette, Urban Development and Housing Department, Government of Jharkhand for information and necessary action.


Principal Secretary to Government

Ranchi, Dated. 11/08/17

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Copy to : Principal Secretary to Chief Minister, Govt. of Jharkhand/P.S to Minister, Urban Development and Housing Department/P.S to Chief Secretary/All Additional Chief Secretary/ Principal Secretary/Secretary, Govt. of Jharkhand/All Divisional Commissioners, Jharkhand/Director, SUDA / Director, DMA/All Deputy Commissioners, Jharkhand / All Officers, UD&HD/ Municipal Commissioners/ Executive Officers/ Special Officers, urban local bodies for information and necessary action.


Principal Secretary to Government

APPENDIX - 1 : APPLICATION FORM

Form - A

Municipal Trade License Application

..... Municipal Corporation/ Municipal Council/ Nagar Panchayat/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: _____

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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.:
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. : Area (In Sq. Ft.):
Items of Trade (Refer to Schedule of Jharkhand Municipal Corporation Act (2011)):
a)
b)
c)

d)
e)

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.:

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

List of Items of Trade to be Added:

- a)
- b)
- c)
- d)

List of Items of Trade to be Deleted:

- a)
- b)
- c)
- d)

8. Declaration

I S/o, W/o by faith resident
of.....

..... do hereby solemnly affirm and declare that the statements made herein below are
true to the best knowledge and belief.

8.1 That I am owner/leasee /power of attorney holder of land having R.S./M.S. Plot
no.....Katha no..... Khewat no.....
Than no..... corresponding to holding no.ward no
.....of the name of authority.....measuring area of.....(Sq. ft.)
situated at village/mouza.....P.S.name of the
place.....

8.2 The space measuring of(Sq. ft.) is used for commercial activities in
the premise having holding no:...../ property identification
no.....on the aforesaid plot.

The validity of this license is subject to meeting the terms and conditions as specified in U/S 455 of Jharkhand Municipal Act 2011 and other applicable sections in the act along with following terms and conditions:

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- 1) Business will run according to license issued.
 - 2) Prior permission from local body is necessary if business is changed.
 - 3) Information to local body is necessary for extension of area.
 - 4) Prior information to local body regarding winding of business is necessary
 - 5) Validity of the license will be one year from the date of issuance and it will be renewed every year.
 - 6) Application for renewal of license is necessary one month before expiry of license
 - 7) In the case of delay, penalty will be levied according to Rule 259 of Jharkhand Municipal Act 2011
 - 8) Illegal Parking in front of firm in non-permissible
 - 9) Sufficient number of containers for disposing garbage and refuse shall be made available within the premises and the licensee will cooperate with the ULB for disposal of such waste.
 - 10) SWM Rules, 2016 and Plastic Waste Management Rules 2016 shall be adhered to in words as well as spirit.

Authorized Signatory

(Name of Approval Authority)

(Designation of Approval Authority)

APPENDIX - 3 : Refusal of Trade License Certificate

Form - C

Refusal of Municipal Trade License Certificate

.....Municipal Corporation/ Municipal Council/ Nagar Panchayat
Municipal Trade License

(This certificate relates to Section 455(i) Jharkhand Municipal Act 2011)

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Municipal Trade License number:

Issue date of Municipal Trade License Number:

Validity of Municipal Trade License number:

Occupancy Certificate No. (If any):

Owner / Entity Name:

Ward No.:

Owner Name of Entity:

Holding No. :

Nature of Entity:

Street Address:

Ownership of Business Premises:

Application No.:

Business Code (As per Schedule of the Jharkhand
Municipal Act, 2011):

Date & Time of Application:

Date of Establishment:

Mobile No.:

With respect to the Application No Dated....., your reply to the objections made by this office has not been found satisfactory. Your application for approval of issuing trade license for conduction business having code (As per Jharkhand Municipal Act 2011) is hereby refused on the following grounds.

- 1.....
- 2.....
- 3.....
- 4.....

Authorized Signatory
(Name of Authorized officer)
(Name of Local body/authority)

8.3 It is sole responsibility and liability to avail/ arrange all applicable NOCs / Permits from appropriate authorities from the State Govt. of Jharkhand / Central Govt. of India to run the commercial activities for which I am applying Municipal Trade License.

List of Documents to be attached

Documents Description		Tick <input checked="" type="checkbox"/>
S. No.	For NEW LICENSE	
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. or 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) .	
2	If partnership Firm Enclose Deed or Agreement or If Business is Pvt. Ltd. Or Ltd. Company Enclose Registration Certificate incorporating under the companies Act 1956 or If applicant is individual 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	
For AMENDMENT OF LICENSE		
1	Previous Municipal Trade License	
2	An affidavit on Rs. 10/- Non-Judicial Stamp paper to the effect that amendment has being made	
For SURRENDER OF LICENSE		
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.	

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Date ___ / ___ / ___

(Applicant's Signature)

APPENDIX - 2 : TRADE LICENSE CERTIFICATE

Form - B

Municipal Trade License Approval Certificate

.....Municipal Corporation/ Municipal Council/ Nagar Panchayat/NAC

Municipal Trade License

(This certificate relates to Section 455(i) Jharkhand Municipal Act 2011)

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Municipal Trade License number:

Issue date of Municipal Trade License Number:

Validity of Municipal Trade License Number:

Occupancy Certificate No. (If any):

Owner / Entity Name:

Ward No.:

Owner Name of Entity:

Holding No. :

Nature of Entity:

Street Address:

Ownership of Business Premises:

Application No.:

Business Code (As per Schedule of the Jharkhand
Municipal Act, 2011):

Date & Time of Application:

Date of Establishment:

Mobile No.:

This is to declare that(owner /entity name) having application number has been successfully registered with us with satisfactory compliance of registration criteria and to certify that trade license number has been allocated to(owner /entity name) for conducting business which is as per business code mentioned in Jharkhand Municipal Act 2011 in the regime of this local body.

8.3 It is sole responsibility and liability to avail/ arrange all applicable NOCs / Permits from appropriate authorities from the State Govt. of Jharkhand / Central Govt. of India to run the commercial activities for which I am applying Municipal Trade License.

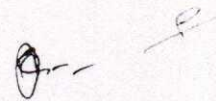
List of Documents to be attached

Documents Description		Tick <input checked="" type="checkbox"/>
For NEW LICENSE		
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. or 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)	
2	If partnership Firm Enclose Deed or Agreement or If Business is Pvt. Ltd. Or Ltd. Company Enclose Registration Certificate incorporating under the companies Act 1956 or If applicant is individual 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	
For AMENDMENT OF LICENSE		
1	Previous Municipal Trade License	
2	An affidavit on Rs. 10/- Non-Judicial Stamp paper to the effect that amendment has being made	
For SURRENDER OF LICENSE		
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.	

5169
11/08/17

Date ___ / ___ / ___

(Applicant's Signature)



APPENDIX - 4 : NOTICE ON SUSPENSION & REVOCATION OF
MUNICIPAL TRADE LICENSE

Form - D

To

Name of Grantee

Address

Jharkhand

Date:-

5669
11/08/17

Sub: Hearing Notice on Suspension & Revocation of Municipal Trade License No.

Dear Sir,


It is informed to you that trade license no. _____ which was
granted to you on _____ Day _____ Month _____ Year at the premises having
address of _____

_____ from _____ (Name of ULB) for conducting the
trade of _____ falls under suspension /revocation of the license
/permission by qualifying the following conditions as per U/S 483(C) of Jharkhand
Municipal Act 2011.

Therefore, you are requested to visit on your own or depute your authorised
representative _____ (Name of ULB) _____ at _____
(11 AM) on _____ Day _____ Month _____ Year. It is requested to carry all the
relevant documents in original against this suspension & revocation notice.

Regards
(Name of Approval Authority)
Approval Authority
(Name of ULB)

Enclose: Relevant Documents for this notice



APPENDIX - 5 : CLOSURE ON NOTICE OF SUSPENSION & REVOCATION OF MUNICIPAL TRADE LICENSE

Form - E

5169
11/08/17
To
Name of Grantee
Address
Jharkhand

Date:-

Sub: Closure on Notice on Suspension & Revocation of Municipal Trade License No. _____ issued on _____ Day _____ Month _____ Year

Dear Sir,

It is to inform you that, the notice on Suspension & Revocation of Trade License on _____ issued on _____ Day _____ Month _____ Year for hearing and analysing all relevant documents submitted by you has been completed.

By the output of analysis on evidence / Justification submitted by you, the following decisions have been cancelled on the closure of hearing notice issued on _____ Day _____ Month _____ Year as follows-

Thanking you.

Regards

(Name of Approval Authority)

Approval Authority

(Name of ULB)

[Handwritten signature]

[Handwritten mark]