



## Service Name - Apply for New Trade License

### 1. Process Flow/Procedure

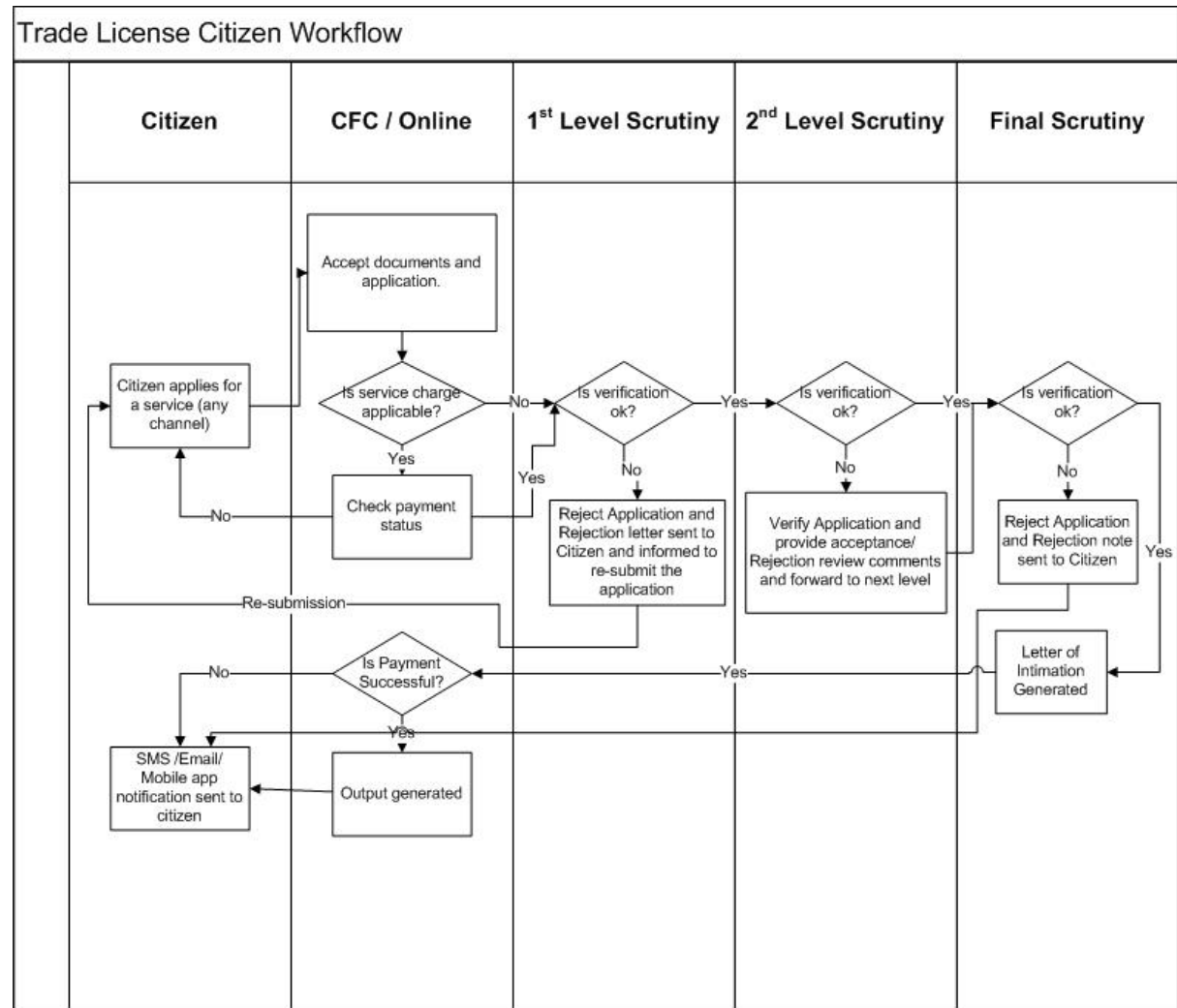
- Citizen can apply for the service on Web, Aaple Sarkar, and Mobile App or can visit CFC/ULB office. On Web, he can upload the supporting mandatory documents.
- Pay the prescribed fees either Online (Credit Card/Debit Card/Net Banking) or Offline (At ULB/CFC).
- Application no. is generated which further can be used by applicant to track the application.
- Applicant will be informed through SMS and email for every important event.
- Verification of documents will be done at ULB/CFC counter. Citizen needs to submit the copies of the documents at the ULB/CFC counter. ULB/CFC clerk will check all the documents and authorize or Un-authorize the application.
- If application is un-authorized then citizen can re-submit document or can correct the application form.
- If application is authorized then it will be scrutinized (if applicable) by the respective department.
- If application is rejected during final scrutiny then rejection letter will be generated and intimated to applicant through SMS and email.
- Once the application is scrutinized (if applicable), LOI charges will be auto populated based on charge master setup and generate the LOI (if applicable).
- Applicant needs to make the payment against the LOI (if applicable).
- Later, Citizen will avail the digitally signed certificate against the service applied through online login or from the ULB/CFC counter.
- Timeline to complete the Services:

Services	No. of days
New Trade License	15

- Scrutiny Levels

Services	No. of Scrutiny Levels
New Trade License	3

## 2. Service wise workflow

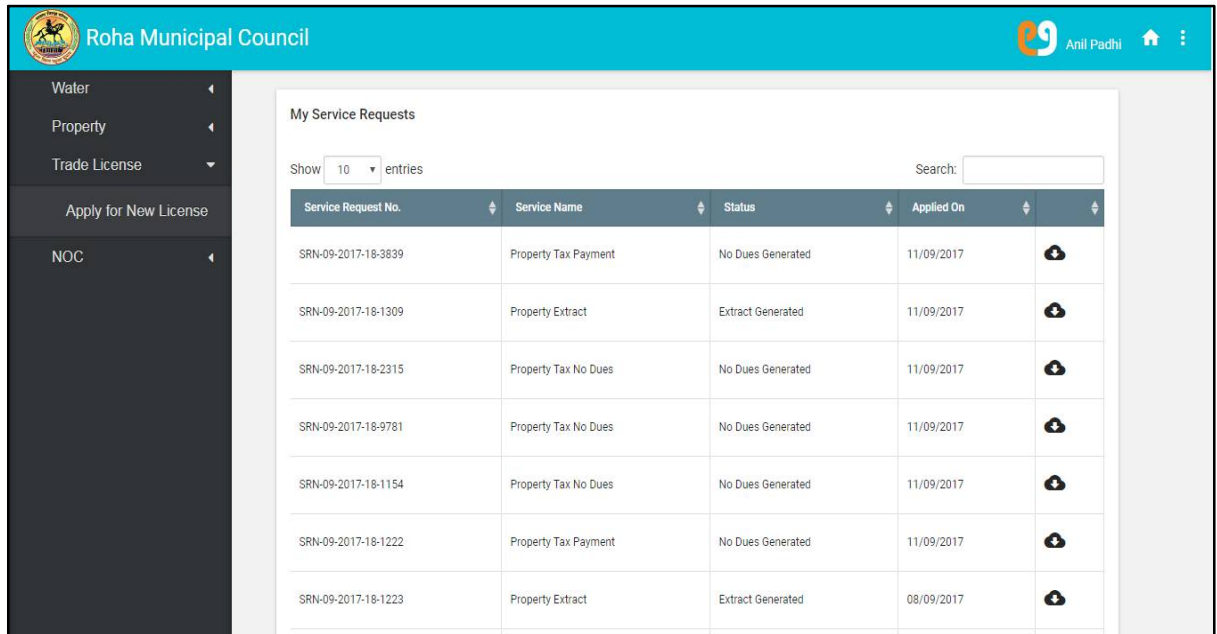


### 3. Document checklist

Services	Required documents from Citizen	Documents verified by ULB
<b>New Trade License</b>	<ul style="list-style-type: none"> <li>Lease Deed/ Legal Occupancy</li> </ul>	<ul style="list-style-type: none"> <li>Latest Property Tax Payment Details</li> </ul>
	<ul style="list-style-type: none"> <li>Partnership Deed (if partners involved)</li> </ul>	<ul style="list-style-type: none"> <li>Latest Water Tax Payment Details</li> </ul>
		<ul style="list-style-type: none"> <li>Health NOC</li> </ul>
		<ul style="list-style-type: none"> <li>Occupancy Certificate</li> </ul>

## 4. Screen shots

- Step 1: After Login, the below screen will be displayed by the system. User should click on "Trade License" link displayed at left hand side of the screen.



**Roha Municipal Council**

Anil Padhi


**My Service Requests**


Show 10 entries

Search:

Service Request No.	Service Name	Status	Applied On
SRN-09-2017-18-3839	Property Tax Payment	No Dues Generated	11/09/2017
SRN-09-2017-18-1309	Property Extract	Extract Generated	11/09/2017
SRN-09-2017-18-2315	Property Tax No Dues	No Dues Generated	11/09/2017
SRN-09-2017-18-9781	Property Tax No Dues	No Dues Generated	11/09/2017
SRN-09-2017-18-1154	Property Tax No Dues	No Dues Generated	11/09/2017
SRN-09-2017-18-1222	Property Tax Payment	No Dues Generated	11/09/2017
SRN-09-2017-18-1223	Property Extract	Extract Generated	08/09/2017

- Step 2: After Clicking on “Apply for New License”, it will redirect to the Applying for New Trade License Page. User should enter mandatory fields and click on “Pay” button.


Roha Municipal Council


Anil Padhi

### Applying for New Trade license

1 Create
2 Download

#### Trade Owner Details

Aadhaar Number 123456789012	Mobile Number * 9022647947	Trade Owner Name * Anil Padhi
Father/Spouse Name * RAJAN	Email ID * apadhi12@gmail.com	Trade Owner Address * MUMBAI

#### Trade Owner Details

Aadhaar Number 123456789012	Mobile Number * 9022647947	Trade Owner Name * Anil Padhi
Father/Spouse Name * RAJAN	Email ID * apadhi12@gmail.com	Trade Owner Address * MUMBAI

#### Trade Location Details

Property Assessment No 1223	Locality * Varcha Mohlla Asthami	Admin Ward * Prabhag 1
Revenue Ward * Prabhag 3	Ownership Type * RENTED	Trade Address * MUMBAI

#### Trade Details

Trade Title * ABC	Trade Type * PERMANENT	Trade Category * Flammables
Trade Sub-Category * Petrol or Diesel bunks	UOM * Area - Sq Mtr	Validity Years * 1
Remarks RENEW	Trade Commencement Date * 10/09/2017	<input checked="" type="checkbox"/> Trader is not the owner of the Property

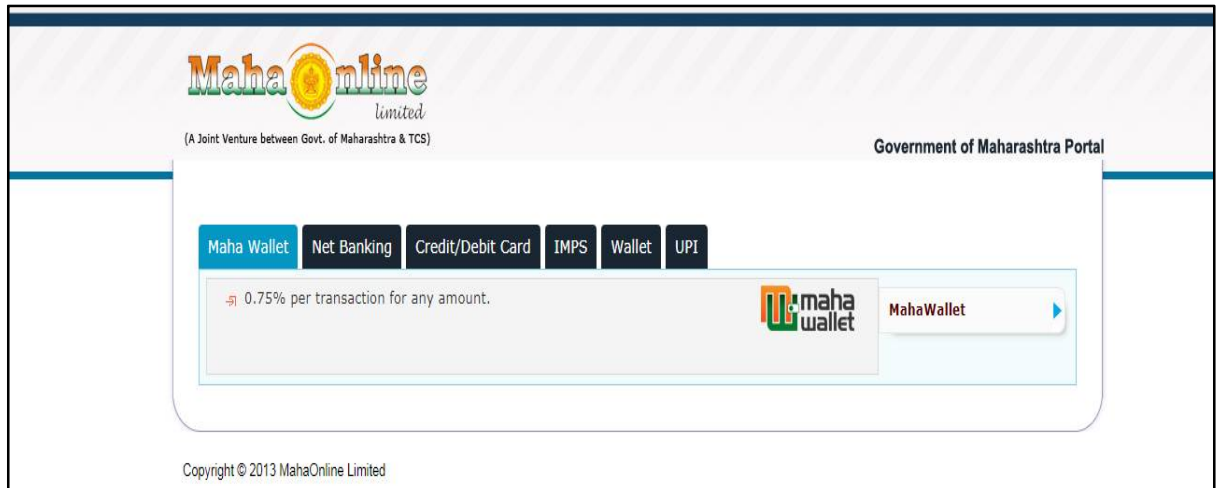
#### Agreement Details

Date of Execution * 12/09/2017	Registered/Non Registered Document No * 123A
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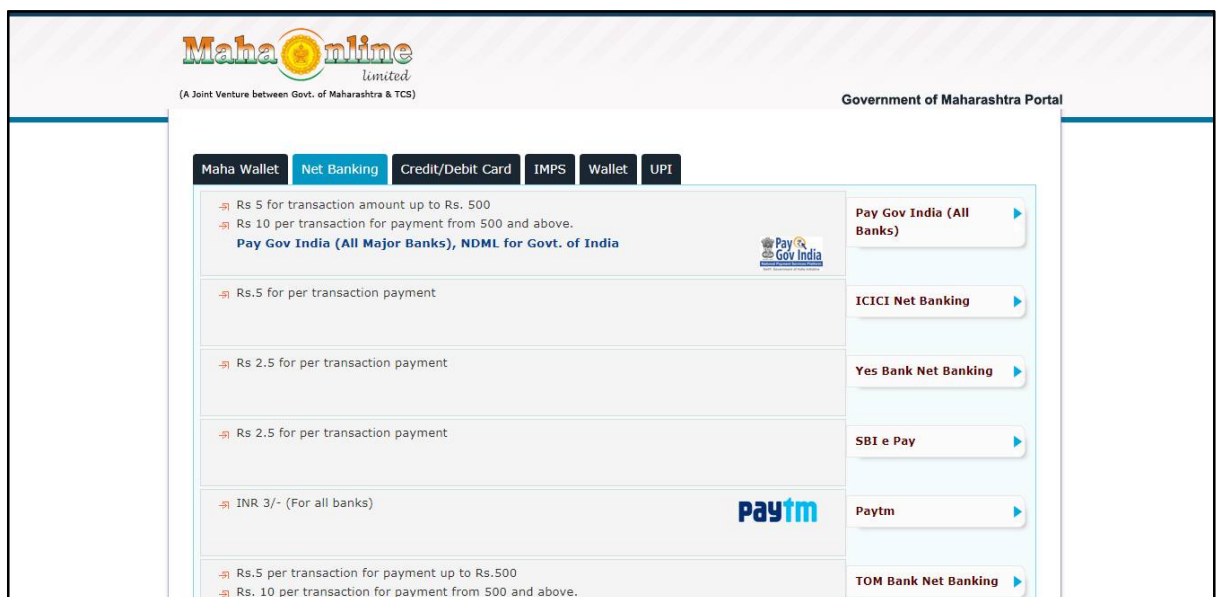
#### Upload Documents

Sr.No	Documents Name	Attach Documents	Remarks
1	Photo	<input type="button" value="Choose File"/> No file chosen	
2	Aadhaar Card	<input type="button" value="Choose File"/> No file chosen	
3	Pan Card	<input type="button" value="Choose File"/> No file chosen	
4	Driving License	<input type="button" value="Choose File"/> No file chosen	

- Step 3: User should click on "Pay" button to proceed with payment. After Clicking on Pay Button, page will be redirect to the Mahaonline Payment Mode Page



- Step 4: After Clicking on Net banking Option on the Mahaonline Payment Mode Page it will redirect to the Net Banking Option Page





- Step 5: After Clicking on Yes Bank Net banking Option on the Mahaonline Payment Mode Page it will redirect to the Payment Details Page.

**MahaOnline limited**  
(A Joint Venture between Govt. of Maharashtra & TCS)

**Government of Maharashtra Portal**

**Payment Details**

Name	: 1388
Selected Service	: BPMS, UDD
Application Number	: TestTran8829610000
Charges (in Rs.)	: 20.00
Portal Fees (in Rs.)	: 0.00
Total Amount (in Rs.)	: 20.00
Payment Mode	: Yes Bank Net Banking

**Proceed for Payment**

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- Step 6: After Clicking “Proceed for Payment” button on the Mahaonline Payment Mode Page it will redirect to the Atom Payment Option Page.

**atom™**  
payment solutions for every business

**PAYMENT MODE**

- Saved Card
- Credit Card
- Debit Card
- Net Banking**
- IMPS
- Challan

**Net Banking Details**

Select from all other banks

Select Bank

**Billing Details**

77XX9XXX33 1XX8

Cancel **Pay Now**

By clicking Pay Now you are agreeing to Terms & Conditions

**Amount Payable**

20.00

**Atom Test**

Transaction Id :170908365500416899

Verified by VISA, MasterCard SecureCode, AMERICAN EXPRESS SafeKey, VISA, Diners Club INTERNATIONAL, AMERICAN EXPRESS, RuPay, Maestro, PCI-DSS



- Step 7: After selecting Net banking Option and selecting Bank As Atom bank clicking on Pay Now button it will redirect to the Atom Transaction Page.

Welcome to Atom Bank  
Atom Txn ID: 100000241231 Amt: 20.0000

☒ Success ☐ Failure

[Click To Transfer Funds](#)

- Step 8: After Clicking on Click To Transfer Funds button it display the below message

Welcome to Atom Bank  
Atom Txn ID: 100000241754 Amt: 1919.0000

☒ Success ☐ Failure

[Click To Transfer Funds](#)

paynetzuat.atomtech.in says:

url : <https://paynetzuat.atomtech.in/paynetz/atom?ITC=100000241754&BID=1000002417541&ClientCode=007&amt=1919.0000&Status=S>

OK





Step 9: After clicking on Ok Button of the message displayed on the above screen it generates "Receipt for Application fee"

**Roha Municipal Council**

Anil Padhi

Applying for New Trade license

1 Create
2 Download

### Receipt for: Application Fee

	<b>Roha Municipal Council</b> Trade License Department			
Receipt Number : 09/2017-18/000019	Receipt For : Application Fee	Receipt Date: 13/09/2017		
Service Request Number: SRN-09-2017-18-1014 Applicant Name : Anil Padhi Amount : Rs. 20				
Bill Reference No. & Date	Details			
1066-13/09/2017	Application for New Trade License			
Amount in words: Rs. Twenty only				
Payment Mode				
Mode	Amount	Transaction No	Transaction Date	Bank Name
Online	20	NA	NA	NA

This is computer generated receipt no authorised signature required

DOWNLOAD



- After Clicking on the Download button on the Applying for New Trade License page it should allow to take the print of the same. Below is the print preview for the same.

9/13/2017

**Receipt for: Application Fee**

	<b>Roha Municipal Council</b> Trade License Department	
Receipt Number : 09/2017-18/000019	Receipt For : Application Fee	Receipt Date: 13/09/2017
Service Request Number: SRN-09-2017-18-1014 Applicant Name : Anil Padhi Amount : Rs. 20		

Bill Reference No.& Date	Details			
1066-13/09/2017	Application for New Trade License			
Amount in words: Rs. Twenty only				
Payment Mode				
Mode	Amount	Transaction No	Transaction Date	Bank Name
Online	20	NA	NA	NA

This is computer generated receipt no authorised signature required