



Trade License

- *Citizen User manual*

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1.Introduction

SUJOG is an endeavor of Housing & Urban Development Department, Govt of Odisha, to leverage digital transformation in heralding a new era of improved efficiency and effectiveness of services delivery to the citizens. It aims to further enhance the public experience by providing accessible, convenient, transparent, and timely delivery of citizen centric services.

The SUJOG Trade License aims to help citizens to apply for new trade license, renew their existing trade licenses, apply for correction and ownership transfer of their licenses. The service allows the citizens to register any grievance under the purview of the municipal administration through the web and the mobile applications.

1.1. *Purpose of this Document*

The purpose of this document is to help the citizens in operating the Trade License Module. It provides a digital interface, allowing citizen to apply for the Trade License and subsequently make the payment online. This manual covers up the various features of Trade License and every feature is defined with a screenshot for user assistance.

1.2. *Objective*

In pursuance of the government's objective of accountable, transparent and citizen friendly government, it was decided to establish a timely issuance of trade license. The objective is to ensure online availability of the grievance system to the citizens thereby providing him/her facilities to lodge the grievances, find the status, and send reminders etc., irrespective of their geographical location.

1.3. *Intended Audience*

The trade license system enables citizens to submit applications for trade license remotely and track its status to approval. This manual can be used by Citizens to submit, track, and download their Trade License Certificates. The Trade License Module allows the citizens to:

- Apply for a Trade License.
- Apply for renewal of Trade License.
- Apply for correction of Trade License.
- Apply for Transfer of ownership of Trade License
- Complete the Payment for Trade License
- Keep a track of the status of the Trade License
- Download receipts of the payments made for any TL.
- Maintain a personal profile.
- Download Trade License Provisional and Final Certificates

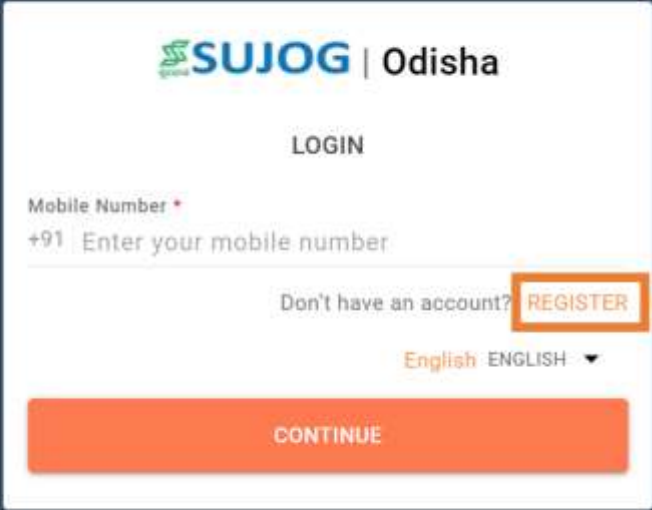
2. General Functionalities of SUJOG

2.1. Citizen Registration

1. To Register, please go to the following link:
<https://sujog.odisha.gov.in/home>



2. Click on 'Register' as shown in the image below.



3. Enter your mobile number and Name, select your city, and click on 'continue' button.



4. Application generated OTP (One Time Password) will be sent to the registered mobile number.

5. Enter the received OTP and click on 'Continue' to login into your account.



ENTER OTP

An OTP has been sent to ██████████ 

Please check your messages

OTP *

Enter OTP

Request another OTP in 21 seconds

CONTINUE

2.2. Citizen Login Application

If you are an already registered citizen on SUJOG, you need not register again. Please follow the below steps to login in the system to avail the services.

1. Open the application and enter your registered mobile number and click on continue.



The image shows the SUJOG LOGIN screen. At the top is the SUJOG logo. Below it is the title 'LOGIN'. There is a label 'Mobile Number *' followed by a text input field containing '+91' and the placeholder text 'Enter your mobile number'. Below the input field is a link that says 'Don't have an account? REGISTER'. At the bottom is a large orange button labeled 'CONTINUE'.

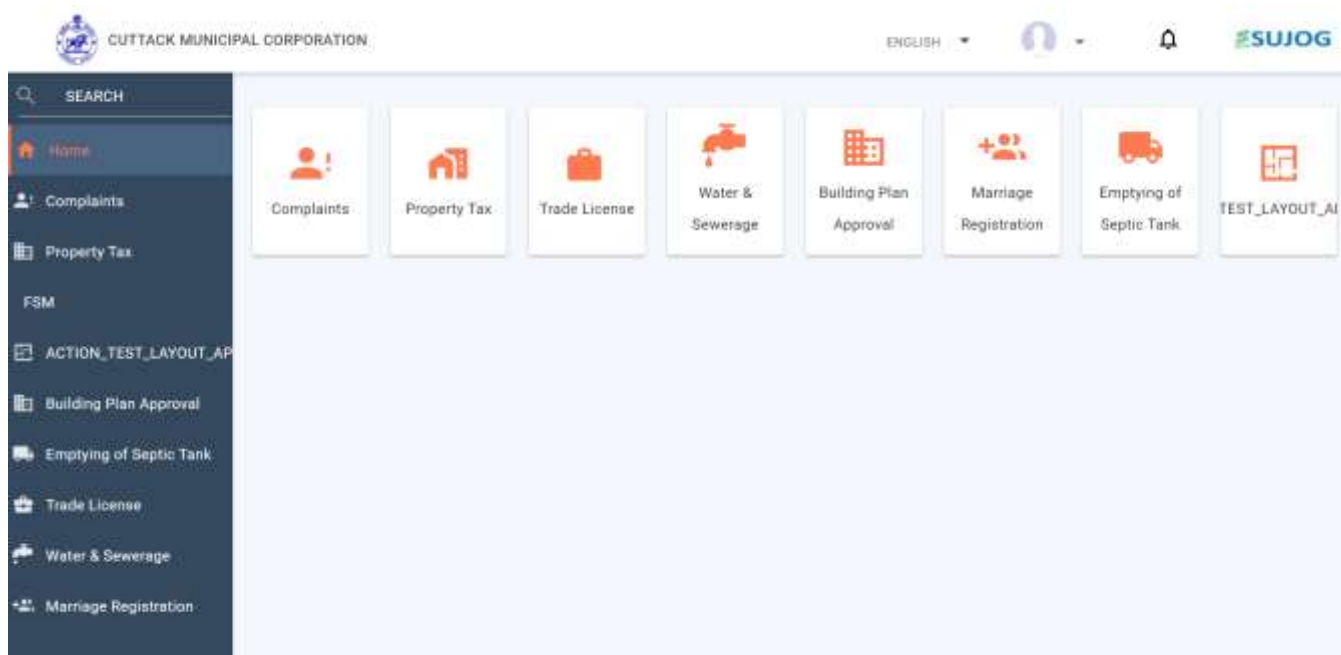
2. Citizen will need to enter the OTP received on the registered mobile number click on 'Continue'.



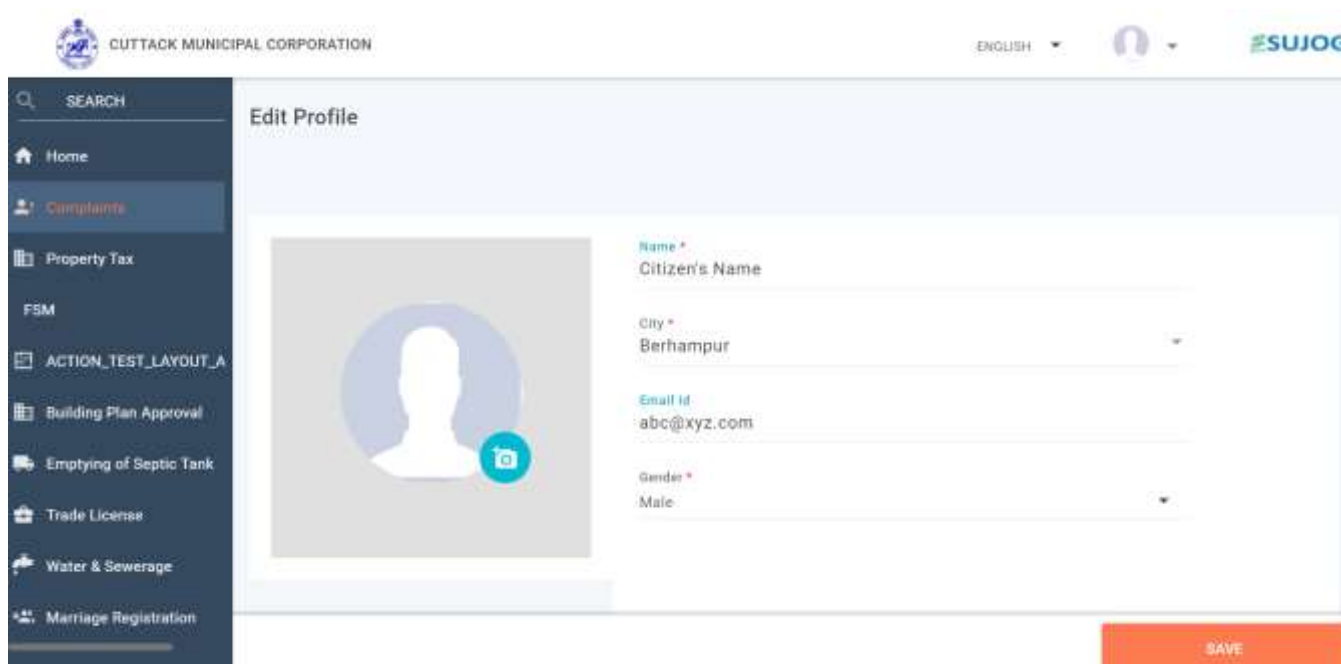
The image shows the SUJOG ENTER OTP screen. At the top is the SUJOG logo. Below it is the title 'ENTER OTP'. There is a message 'An OTP has been sent to : [redacted]' with a small icon of a pen. Below this is the text 'Please check your messages'. There is a label 'OTP *' followed by a text input field containing the placeholder text 'Enter OTP'. Below the input field is a link that says 'Request another OTP in 21 seconds'. At the bottom is a large orange button labeled 'CONTINUE'.

2.3. Edit User Profile

1. After completing the user registration on the portal, citizen will be able to make the following changes:
 - Upload profile photo
 - Capture/update name
 - Capture/update gender
 - Capture/update email ID
 - Capture/update base city
2. Citizen will select 'My Profile' icon on the top right corner and select Edit Profile option.



3. A new screen will appear where citizen will be able to update/make changes to profile picture, name, gender, city of residence and email id.



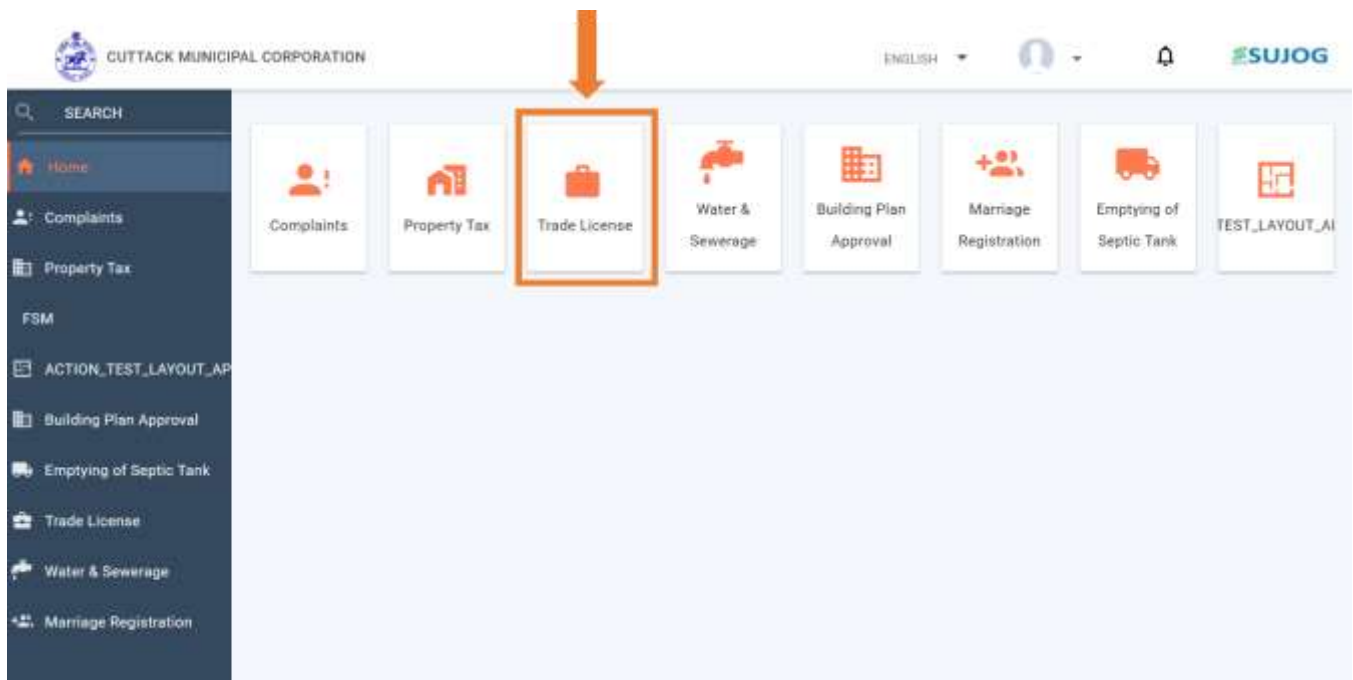
3. Functionalities of Trade License module

The key functionalities/facilities provided in the SUJOG Trade License for citizens of the state are as follows:

1. Apply for a new Trade License
2. Apply for a renewal of Trade License
3. Apply for correction of Trade License
4. Apply for Ownership Transfer of Trade License
5. Apply for Temporary Trade License, valid for 30 days.
6. Download your Instant Provisional Certificate
7. Download your payment receipts at any time.
8. Track your trade License applications.
9. Download your Trade License Certificate.

The steps to avail the above-mentioned facilities are detailed out below with images for reference.

After login, the citizen will be to navigate to the homepage to view and access all the services available on SUJOG. To access the Trade License service, the citizen selects the 'Trade License' tile.

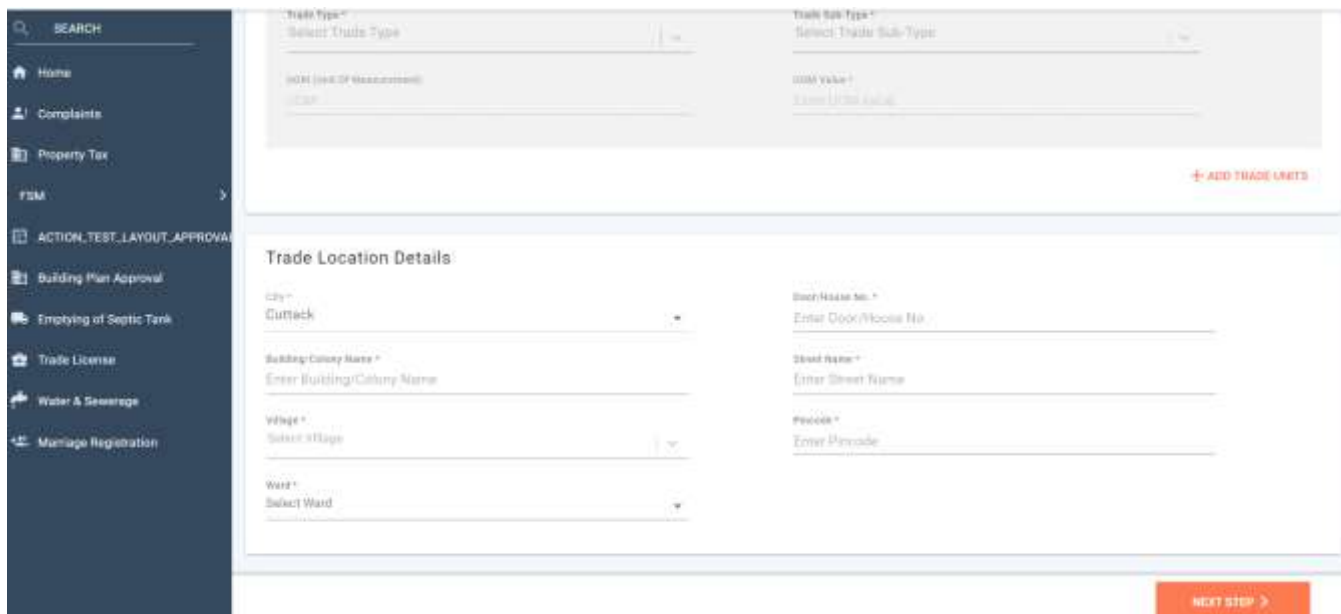


3.1. Apply New Permanent License

If Citizen is applying for a new trade license, select 'Apply for Trade License'.



- Citizen will be able to view the details of the list of mandatory documents required to apply for trade license. To proceed the user needs to click on the Apply Button.
- The first section of the trade license application is trade details – This section asks for details related to the trade, the trade commencement date, the trade period citizens want license for, trade category, trade location details.



Trade Type*
Select Trade Type

Trade Sub-Type*
Select Trade Sub-Type

HSI (HSN OF Measurement)
Enter HSI

GSM Value*
Enter GSM Value

City*
Select City

Building/Colony Name*
Enter Building/Colony Name

Village*
Select Village

Ward*
Select Ward

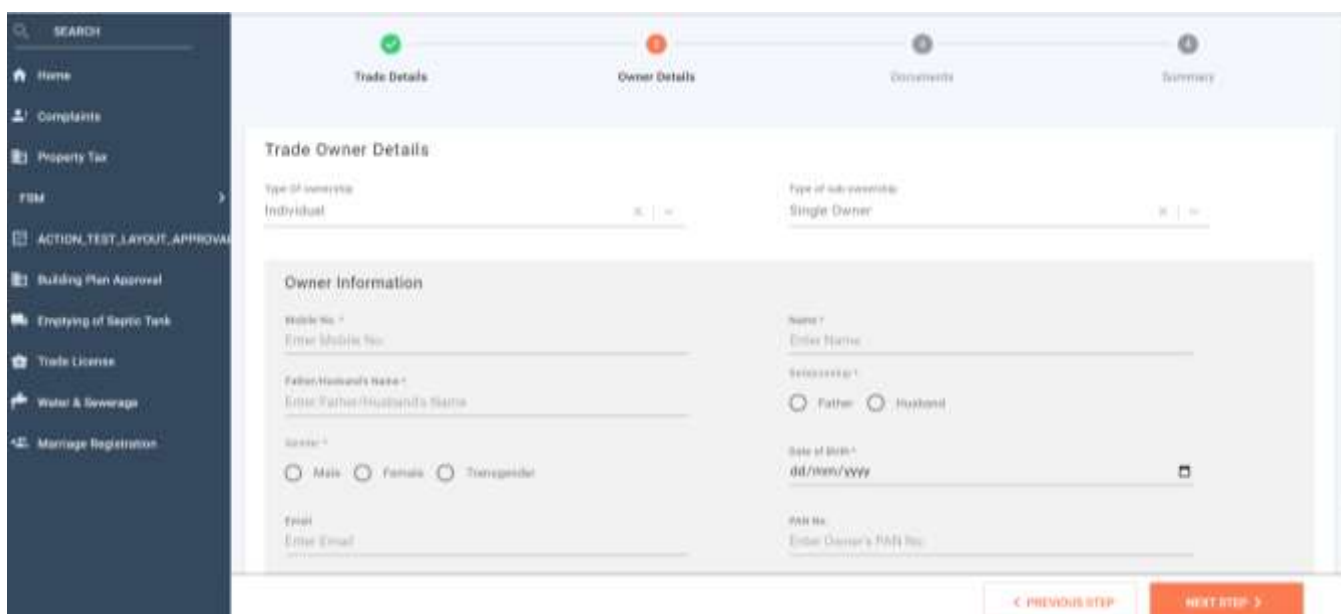
Door/House No.*
Enter Door/House No.

Street Name*
Enter Street Name

Pincode*
Enter Pincode

NEXT STEP >

- The second section of the trade license application is owners' details – This section asks for details related to the trade owner.



Trade Details **Owner Details** **Documents** **Summary**

Trade Owner Details

Type of Ownership*
Individual | Single Owner

Owner Information

Mobile No.*
Enter Mobile No.

Father/Husband's Name*
Enter Father/Husband's Name

Gender*
☐ Male ☐ Female ☐ Transgender

Name*
Enter Name

Surname*
☐ Father ☐ Husband

Date of Birth*
dd/mm/yyyy

Email*
Enter Email

PAN No.
Enter Owner's PAN No.

< PREVIOUS STEP **NEXT STEP >**

- The third section of the trade license application is documents page – This section has the facility to upload the necessary documents - Owner's Identity Card, Ownership Proof, and a photo of the owner.

Required Documents

Only one file can be uploaded for one document. If multiple files need to be uploaded then please combine all files in a pdf and then upload.

- 1 Owner's ID Proof***
Allowed documents are Aadhar Card / Voter ID Card / Driving License
Only .jpg and .pdf files. 5MB max file size. [UPLOAD FILE](#)
- 2 Ownership Proof***
Allowed documents are Rent Deed / Lease Doc / Property Registry / General or Special Power of Attorney
Only .jpg and .pdf files. 5MB max file size. [UPLOAD FILE](#)
- 3 Owner's Photo***
Allowed documents are Owner Photo
Only .jpg and .png 3MB max file size. [UPLOAD FILE](#)

[< PREVIOUS STEP](#) [NEXT STEP >](#)

- Once the documents are uploaded, review all the details in the summary page and click on submit.

Application Summary

Trade License Tax	5000	Total Amount Rs 5000 Not Paid
Total Amount	5000	

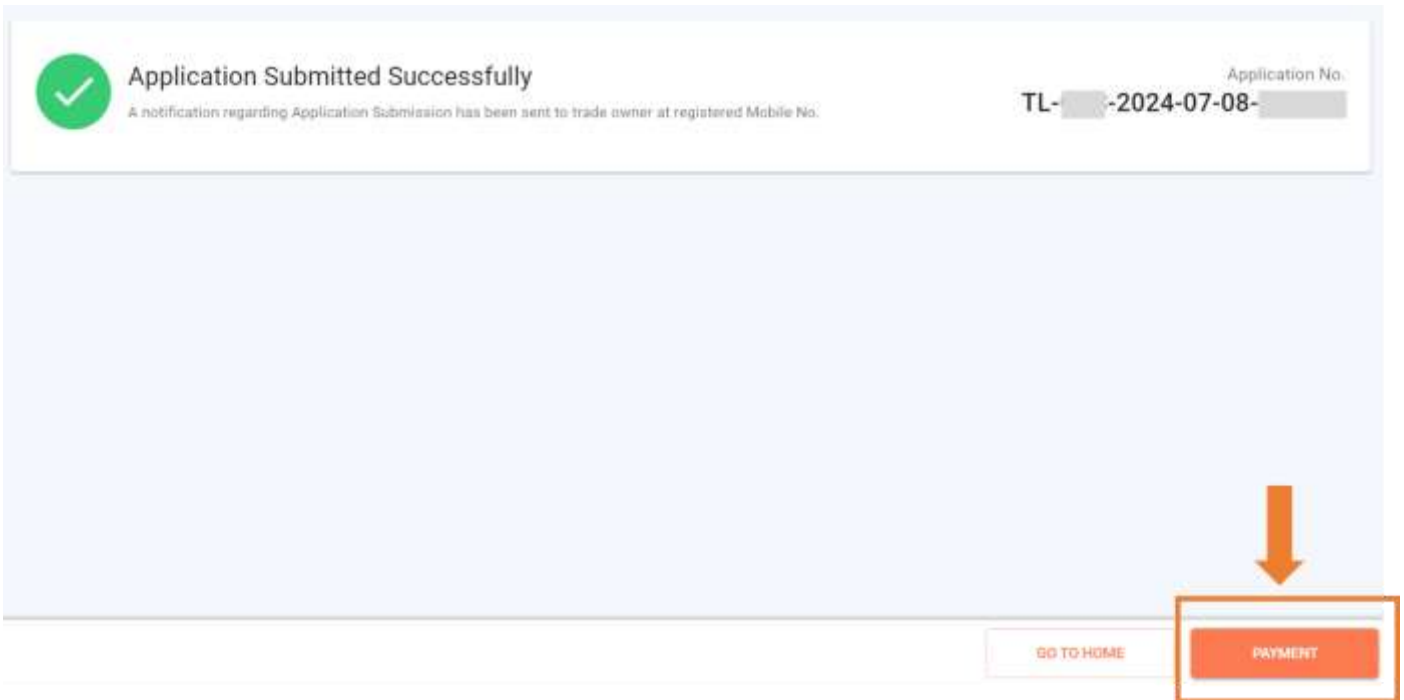
[VIEW BREAKUP](#)

Trade Details [EDIT](#)

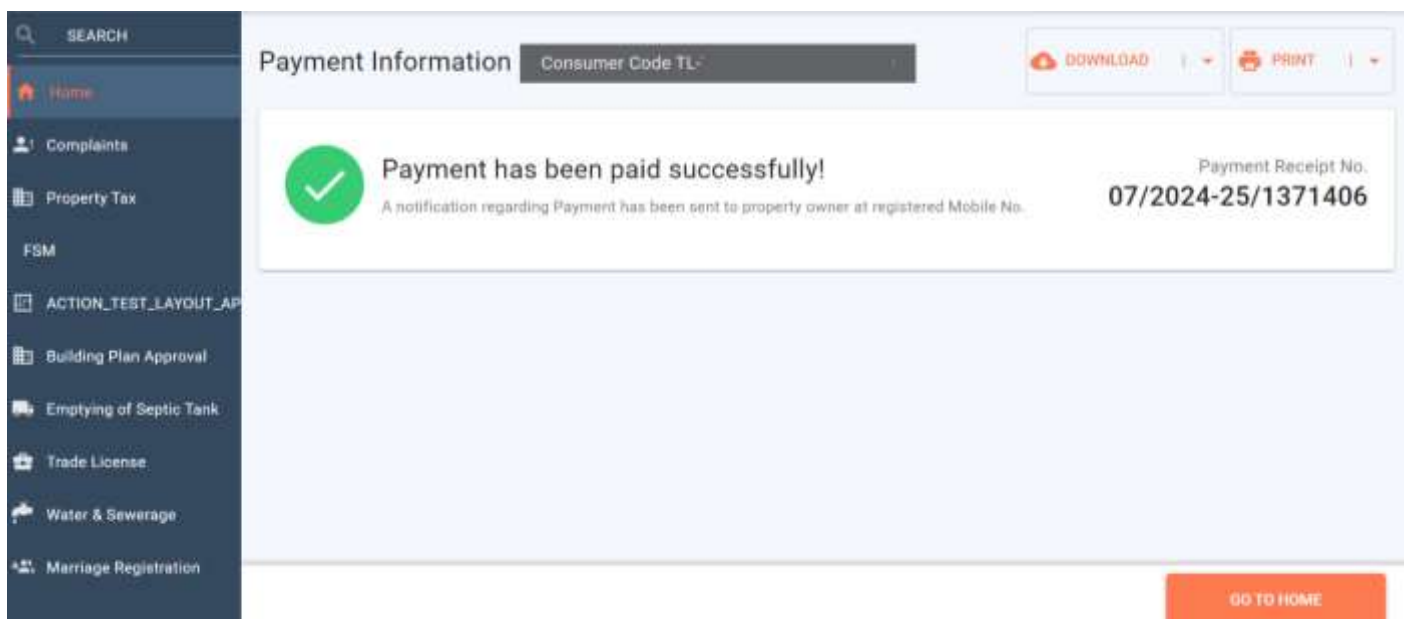
Applicant Type New	License Type Permanent	Trade Name Taaza Nasha Centre	GST License No. NA
Trade Commencement Date 01/01/2021	Trade Period 5 Years	Trade GST No. NA	Trade Purpose NA

[< PREVIOUS STEP](#) [SUBMIT >](#)

- Once application is submitted, citizen has to make the payment to avail instant Provision Trade License.



- Once you click on payment, it takes you to the payment page. Select the payment gateway and it redirects to the payment gateway page. Once you complete the payment you will be able to download the receipt and provisional trade license.



- After successful payment, citizen will be able to download the payment receipt and the Provisional Trade License Certificate.

Trade License Application

Application No. TL-

Task Status

Date: 08/07/2024 | Updated By: | Status: Pending for Document verification | Current ID: NA

DOWNLOAD **PRINT**

- Provisional Certificate
- Receipt
- Application

Total Amount

Trade License Tax

Total Amount

Rs

Paid Successfully

[VIEW REFERENCE](#)

- After payment, the application is pending with the ULB officers for the verification & Approval process. Citizens will receive timely SMS notifications regarding the status and can also check the status on the SUJOG application, in the 'My Applications tile'.

Trade License

Apply for Trade License

Apply for Temporary Trade License

Renewal of Legacy License

My Applications (47)

How it works? >

SEARCH	Application Type	New
Home	Trade Name	Test
Complaints	Application No	TL-
Property Tax	Owner Name	Owner name
FSM	License No	TL-
ACTION_TEST_LAYOUT_APPROVAL	Status	Approved
Building Plan Approval	Validity	23/11/2023 - 23/11/2024
Emptying of Septic Tank	VIEW DETAILS	
Trade License	Application Type	New
Water & Sewerage	Trade Name	Test
Marriage Registration	Application No	TL-
	Owner Name	Owner Name
	License No	TL/TST/2024-06-26/033016
	Status	Approved
	Validity	06/02/2020 - 06/02/2025
	VIEW DETAILS	
	Application Type	New
	Trade Name	Test

- Once the application is approved by the ULB, Citizen will be able to download the Trade License Certificate

Trade License Application

Application No. TL- [REDACTED]
License No. TL/ [REDACTED]

[DOWNLOAD](#) [PRINT](#)

[TL Certificate](#)
[Receipt](#)
[Application](#)

[VIEW HISTORY](#)

Task Status

Date	Updated By	Status	Current Owner	Comments
24/06/2024	System Admin	Approved	NA	Deemed Approved

Trade License Tax 5000

Total Amount **Rs 5000**
Paid Successfully

[TAKE ACTION](#)

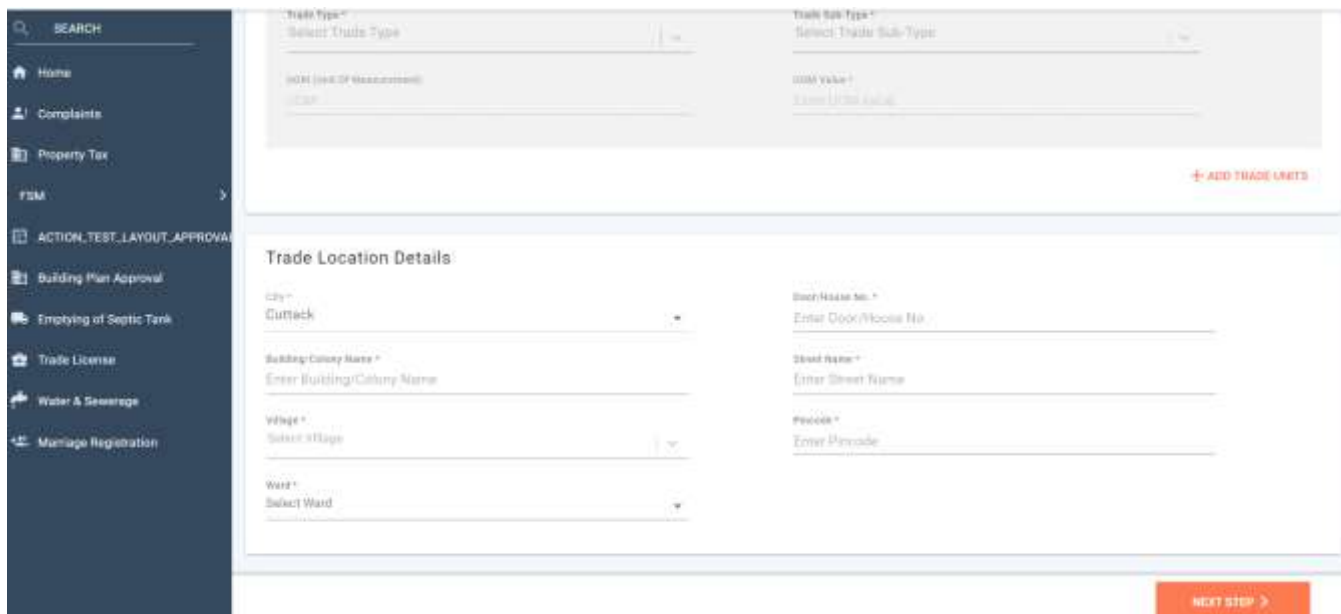
3.2. Apply for Temporary License

Temporary license is valid for trades less than 30 days. If Citizen is applying for a new trade license, select 'Apply for Temporary Trade License'.



- Citizen will be able to view the details of the list of mandatory documents required to apply for trade license. To proceed the user needs to click on the Apply Button.
- The first section of the trade license application is trade details – This section asks for details related to the trade, the trade commencement date, trade end date, trade category, trade location details.

 A screenshot of the 'Apply for Temporary Trade License' form. The top of the form has a title 'Apply for Temporary Trade License' and a progress bar with four steps: 1. Trade Details (active), 2. Owner Details, 3. Documents, and 4. Summary. The 'Trade Details' section contains several input fields: 'Name Of Trade *' with the example 'Diljit Da Dhaba', 'Trade Commencement Date *' with the format 'dd/mm/2024' and a calendar icon, 'Trade End Date *' with the format 'dd/mm/yyyy', 'Trade GST No.' with the placeholder 'Enter Trade GST No.', and 'Trade Purpose' with the placeholder 'Enter Trade Purpose'.



Trade Type*
Select Trade Type

Trade Sub-Type*
Select Trade Sub-Type

HSI (out of Measurement)
0.000

GSM Value*
0.000 (1000.0000)

City*
Cuttack

Building/Colony Name*
Enter Building/Colony Name

Village*
Select Village

Ward*
Select Ward

Shop House No.*
Enter Shop/House No.

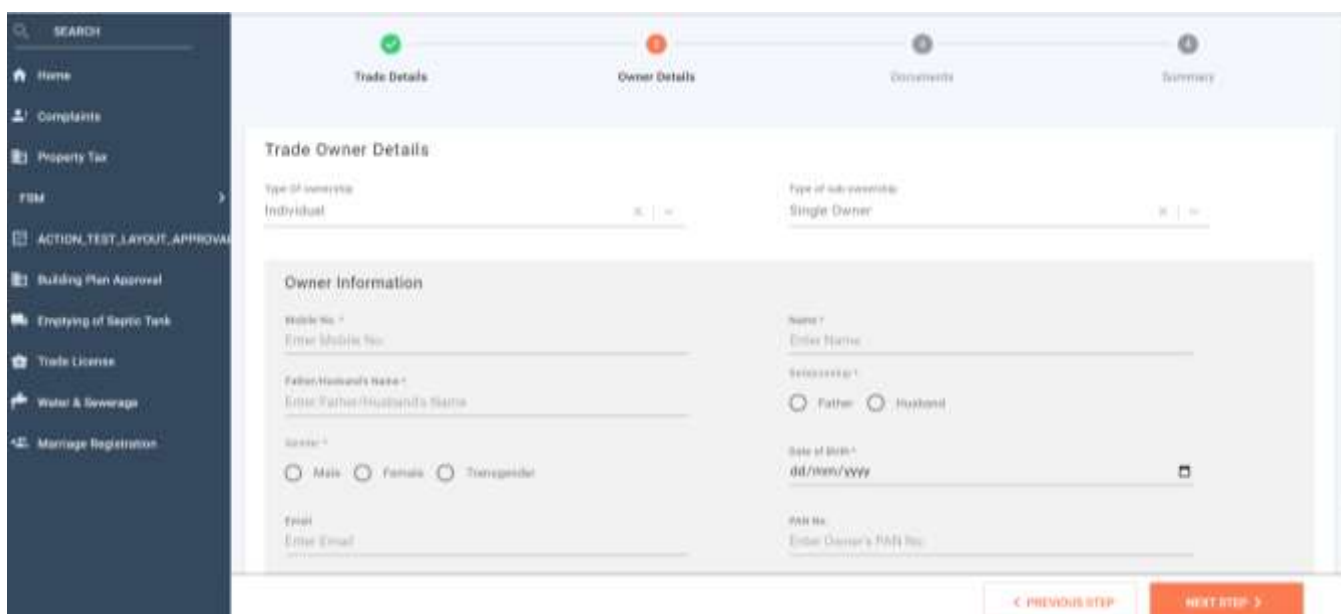
Street Name*
Enter Street Name

Pincode*
Enter Pincode

+ ADD TRADE UNITS

NEXT STEP >

- The second section of the trade license application is owners' details – This section asks for details related to the trade owner.



Trade Details **Owner Details** **Documents** **Summary**

Trade Owner Details

Type of Ownership
Individual | Single Owner

Owner Information

Mobile No.*
Enter Mobile No.

Father/Husband's Name*
Enter Father/Husband's Name

Gender*
☐ Male ☐ Female ☐ Transgender

Name*
Enter Name

Relationship*
☐ Father ☐ Husband

Date of Birth*
dd/mm/yyyy

Email
Enter Email

PAN No.
Enter Owner's PAN No.

< PREVIOUS STEP **NEXT STEP >**

- The third section of the trade license application is documents page – This section has the facility to upload the necessary documents - Owner's Identity Card, Ownership Proof, and a photo of the owner.

Trade Details Owner Details Documents Summary

Required Documents

Only one file can be uploaded for one document. If multiple files need to be uploaded then please combine all files in a pdf and then upload

- Owner's ID Proof***
Allowed documents are Aadhar Card / Voter ID Card / Driving License
Only .jpg and .pdf files; 5MB max file size
- Ownership Proof***
Allowed documents are Rent Deed / Lease Doc / Property Registry / General or Special Power of Attorney
Only .jpg and .pdf files; 5MB max file size
- Owner's Photo***
Allowed documents are Owner Photo
Only .jpg and .png 3MB max file size

< PREVIOUS STEP NEXT STEP >

- Once the documents are uploaded, review all the details in the summary page and click on submit.
- Once application is submitted, citizen has to make the payment to avail instant Provision Trade License.

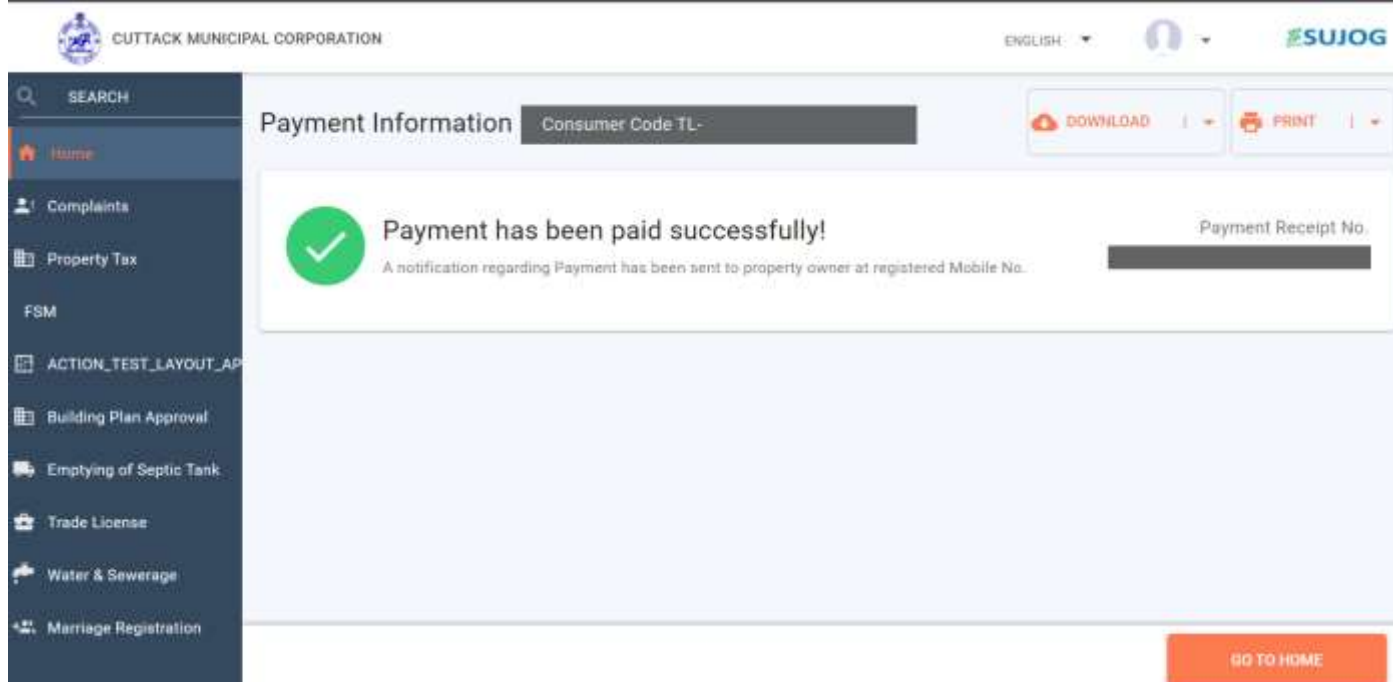
Application Submitted Successfully

A notification regarding Application Submission has been sent to trade owner at registered Mobile No.

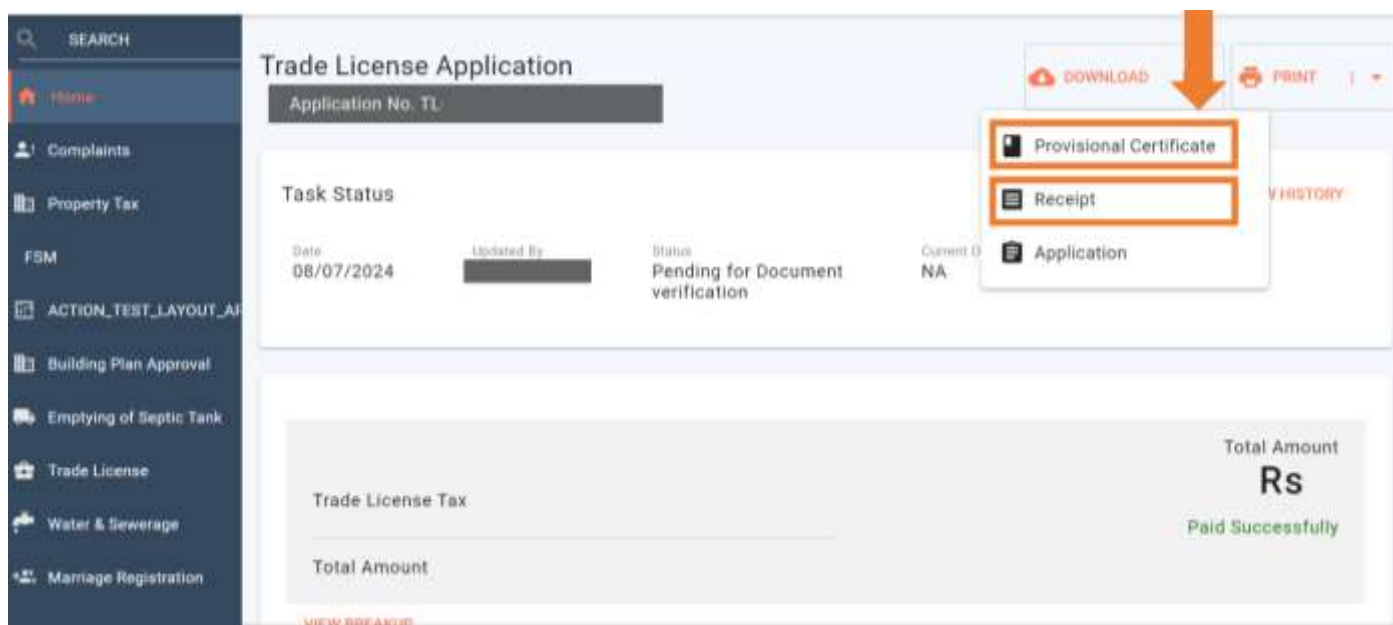
Application No. TL- [redacted] -2024-07-08- [redacted]

GO TO HOME PAYMENT

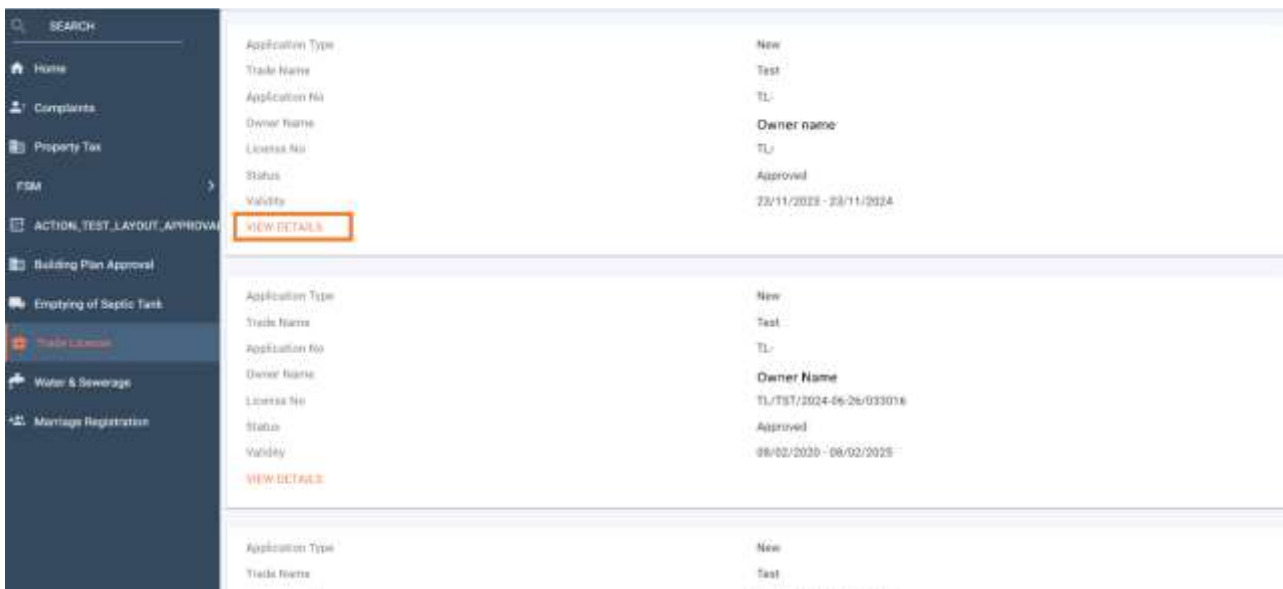
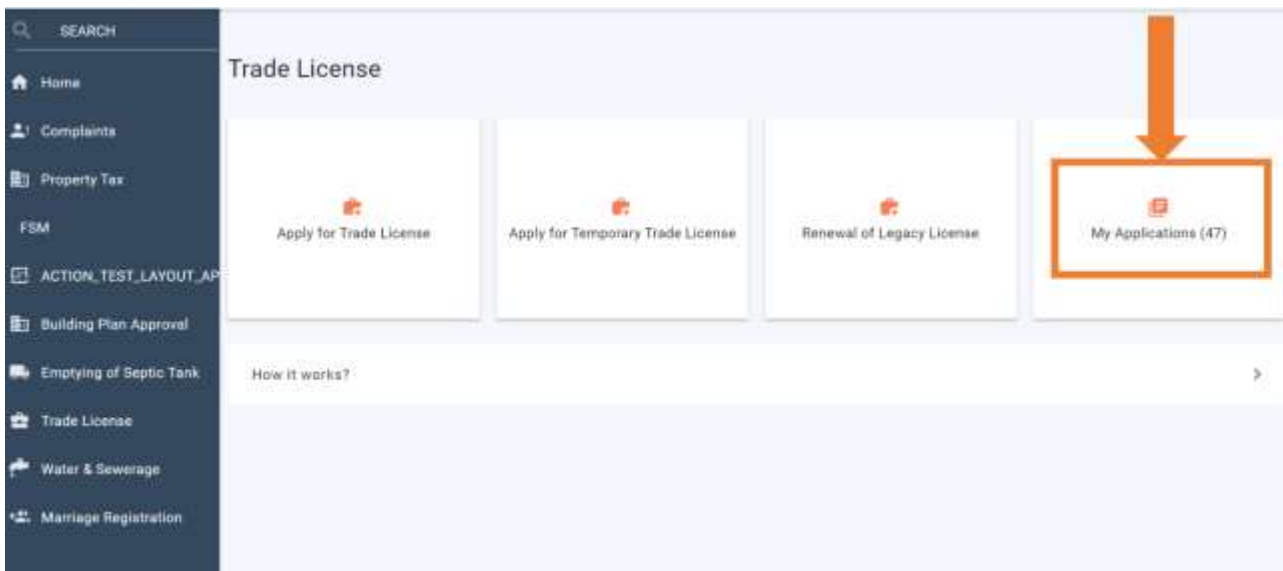
- Once you click on payment, it takes you to the payment page. Select the payment gateway and it redirects to the payment gateway page. Once you complete the payment you will be able to download the receipt and provisional trade license.



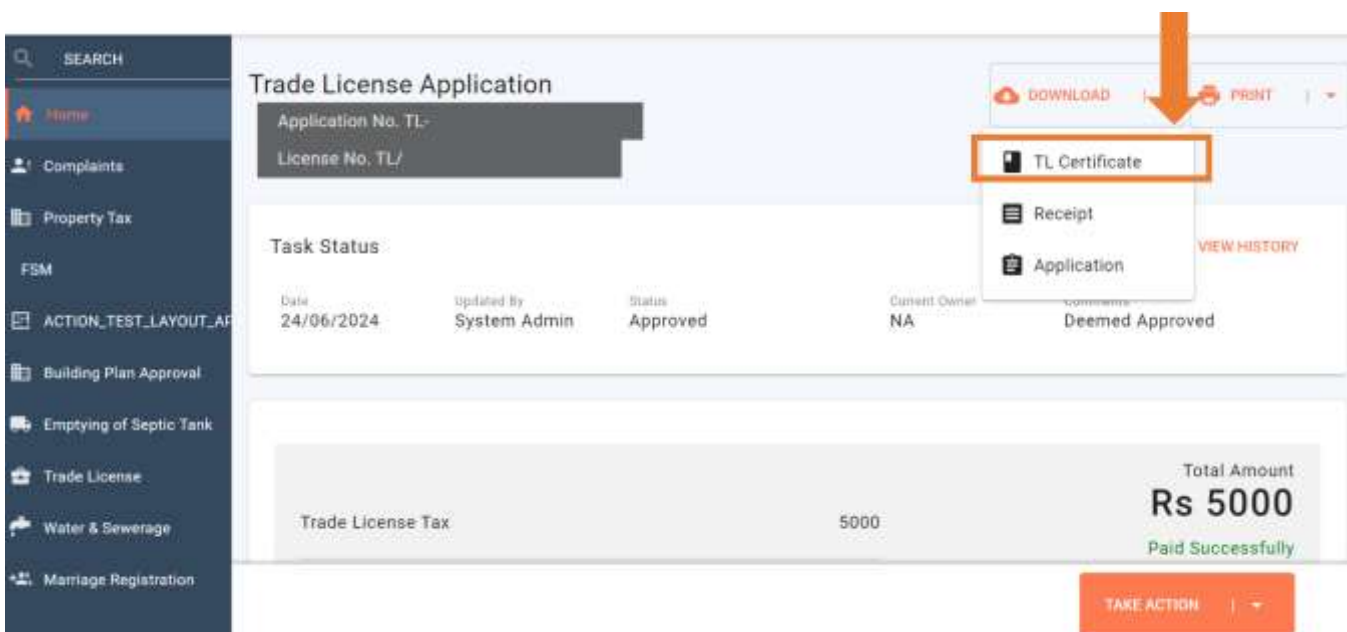
- After successful payment, citizen will be able to download the payment receipt and the Provisional Trade License Certificate.



- After payment, the application is pending with the ULB officers for the verification & Approval process. Citizens will receive timely SMS notifications regarding the status and can also check the status on the SUJOG application, in the 'My Applications tile'.



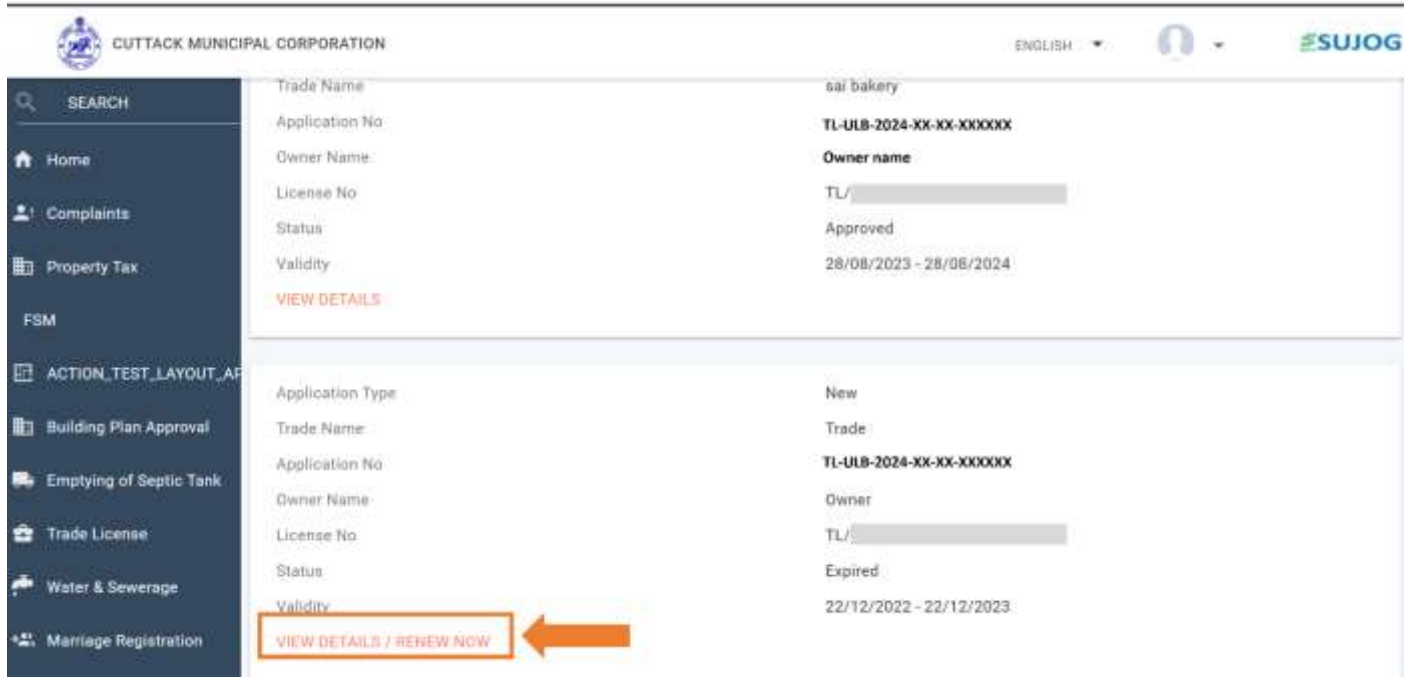
- Once the application is approved by the ULB, Citizen will be able to download the Trade License Certificate





3.3. Apply for Renewal of Trade License

If the Trade License has expired or is going to be expired, then citizen has to apply for the renewal of the Trade License. The citizen will get reminders over SMS and on the SUJOG App notifications regarding the expiry of the Trade License. Follow the below steps to apply for renewal.

Renewal Option is visible to citizen one month prior to date of expiry and after the certificate has expired. Citizen will not be able to apply for correction or ownership transfer until the Trade License is renewed and active again.



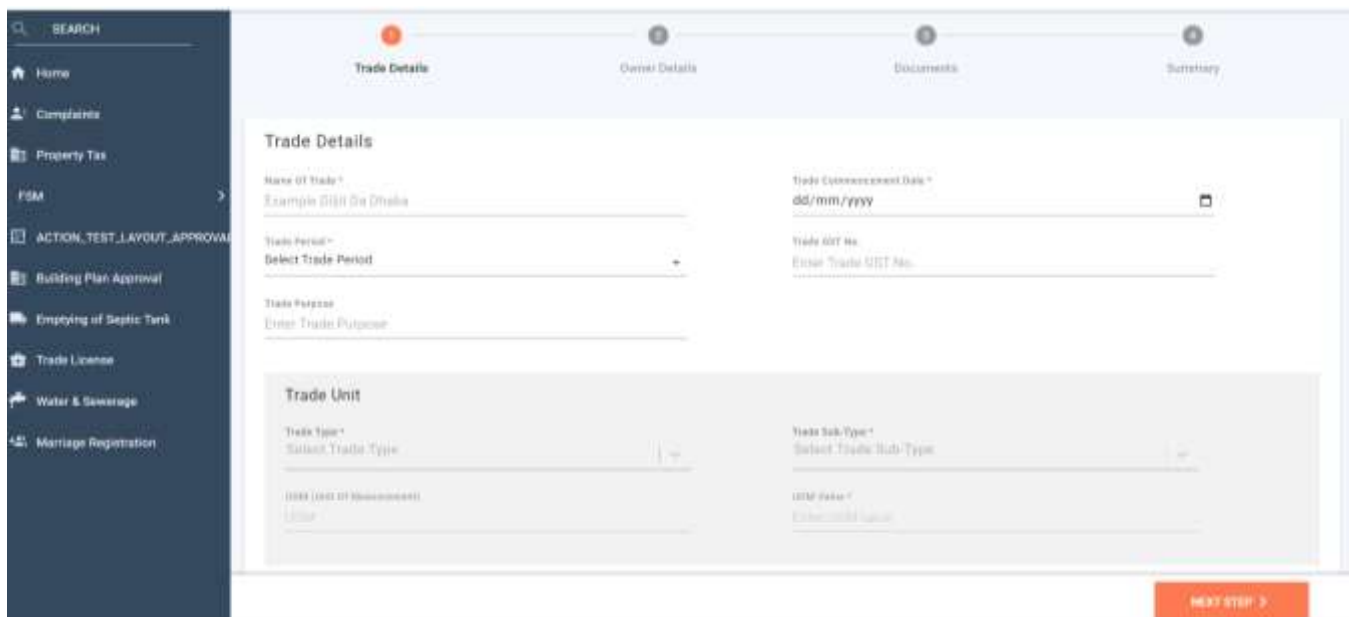
CUTTACK MUNICIPAL CORPORATION ENGLISH  

Trade License Details:

Trade Name	sai bakery
Application No	TL-ULB-2024-XX-XX-XXXXXX
Owner Name	Owner name
License No	TL/
Status	Approved
Validity	28/08/2023 - 28/08/2024
VIEW DETAILS	

Application Type	New
Trade Name	Trade
Application No	TL-ULB-2024-XX-XX-XXXXXX
Owner Name	Owner
License No	TL/
Status	Expired
Validity	22/12/2022 - 22/12/2023
VIEW DETAILS / RENEW NOW	

- Once you click on 'Renew Now' The first section of the trade license application is trade details – This section asks for details related to the trade, the trade commencement date, the trade period citizens want license for, trade category, trade location details.



Trade Details

Name of Trade *
Example DSR Or Dhruba

Trade Commencement Date *
dd/mm/yyyy

Trade Period *
Select Trade Period

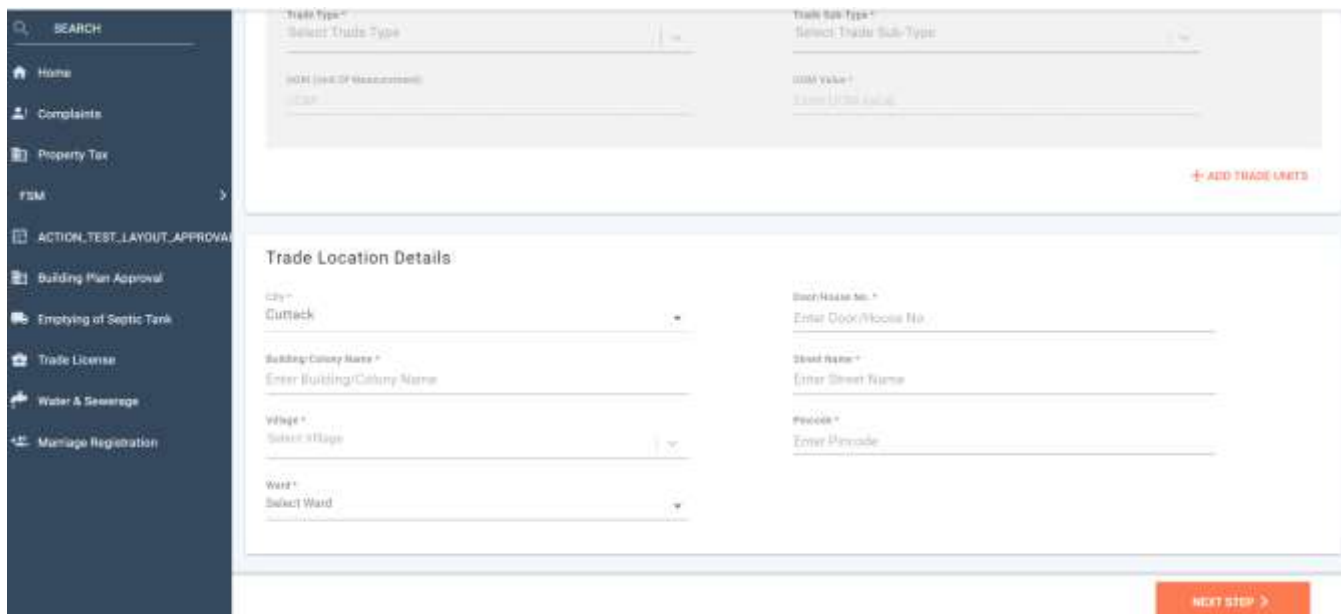
Trade Purpose
Enter Trade Purpose

Trade Unit

Trade Sub-Type *
Select Trade Sub-Type

UTM Value *
Enter UTM Value

[NEXT STEP >](#)



Trade Type*
Select Trade Type

Trade Sub-Type*
Select Trade Sub-Type

HSI (HSN OF Measurement)
Enter HSI

GSM Value*
Enter GSM Value

City*
Select City

Shop/House No.*
Enter Shop/House No.

Building/Colony Name*
Enter Building/Colony Name

Street Name*
Enter Street Name

Village*
Select Village

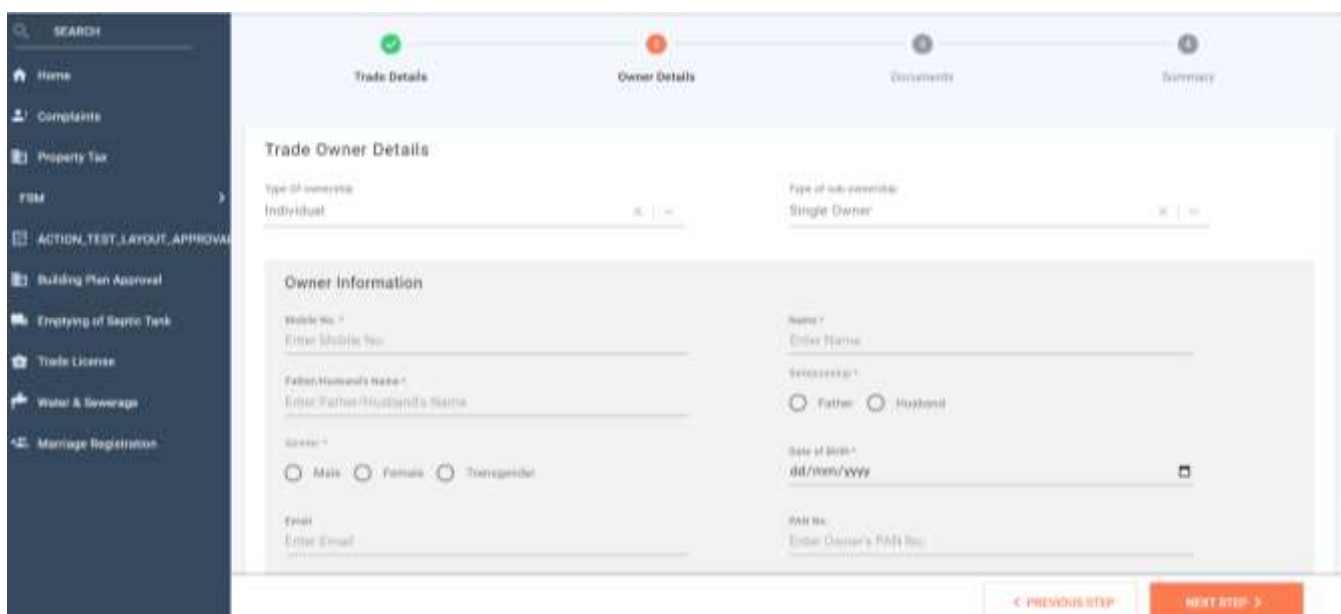
Pincode*
Enter Pincode

Ward*
Select Ward

ADD TRADE UNITS

NEXT STEP >

- The second section of the trade license application is owners' details – This section asks for details related to the trade owner.



Trade Details **Owner Details** **Documents** **Summary**

Trade Owner Details

Type of Ownership
Individual | Single Owner

Owner Information

Mobile No.*
Enter Mobile No.

Name*
Enter Name

Father/Husband's Name*
Enter Father/Husband's Name

Gender*
☐ Male ☐ Female ☐ Transgender

Date of Birth*
dd/mm/yyyy

Email
Enter Email

PAN No.
Enter Owner's PAN No.

PREVIOUS STEP **NEXT STEP >**

- The third section of the trade license application is documents page – This section has the facility to upload the necessary documents - Owner's Identity Card, Ownership Proof, and a photo of the owner.

Required Documents

Only one file can be uploaded for one document. If multiple files need to be uploaded then please combine all files in a pdf and then upload.

- Owner's ID Proof***
Allowed documents are Aadhar Card / Voter ID Card / Driving License
Only .jpg and .pdf files. 5MB max file size. [UPLOAD FILE](#)
- Ownership Proof***
Allowed documents are Rent Deed / Lease Doc / Property Registry / General or Special Power of Attorney
Only .jpg and .pdf files. 5MB max file size. [UPLOAD FILE](#)
- Owner's Photo***
Allowed documents are Owner Photo
Only .jpg and .png 3MB max file size. [UPLOAD FILE](#)

[< PREVIOUS STEP](#) [NEXT STEP >](#)

- Once the documents are uploaded, review all the details in the summary page and click on submit.
- Once application is submitted, citizen has to make the payment to avail instant Provision Trade License.

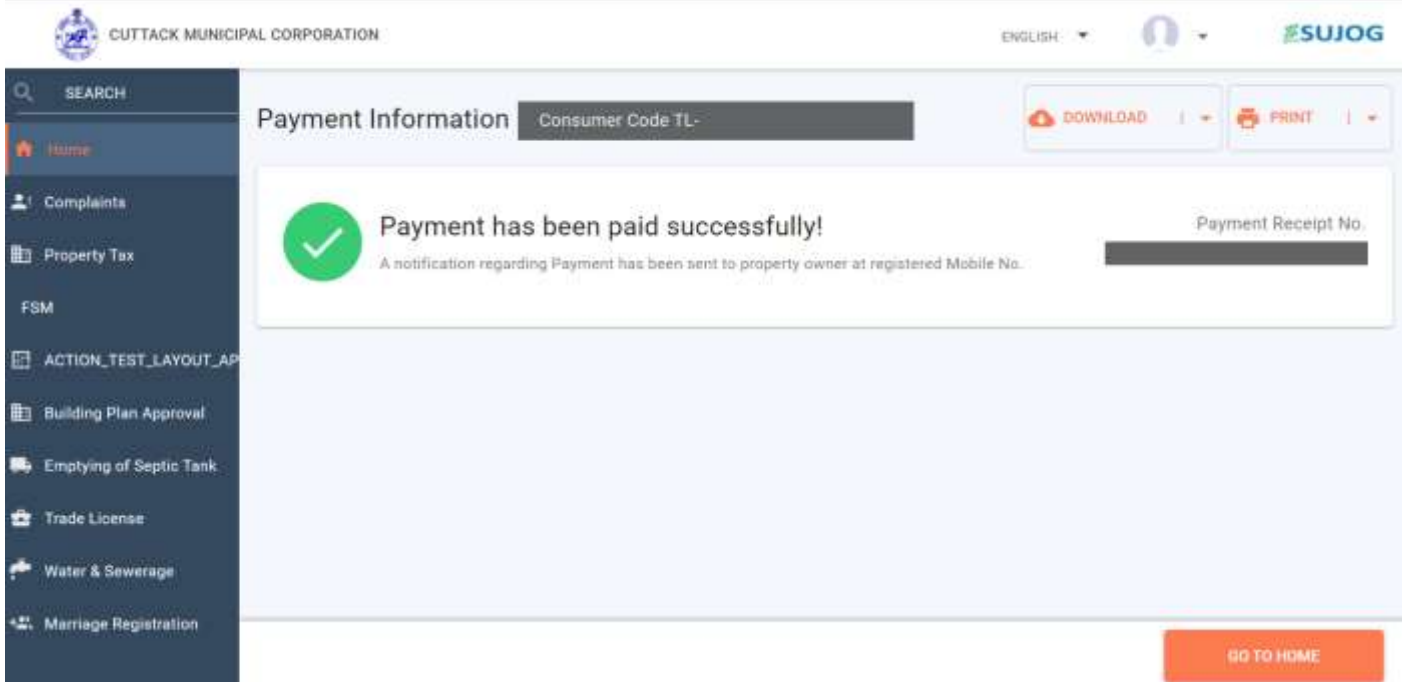
Application Submitted Successfully

A notification regarding Application Submission has been sent to trade owner at registered Mobile No.

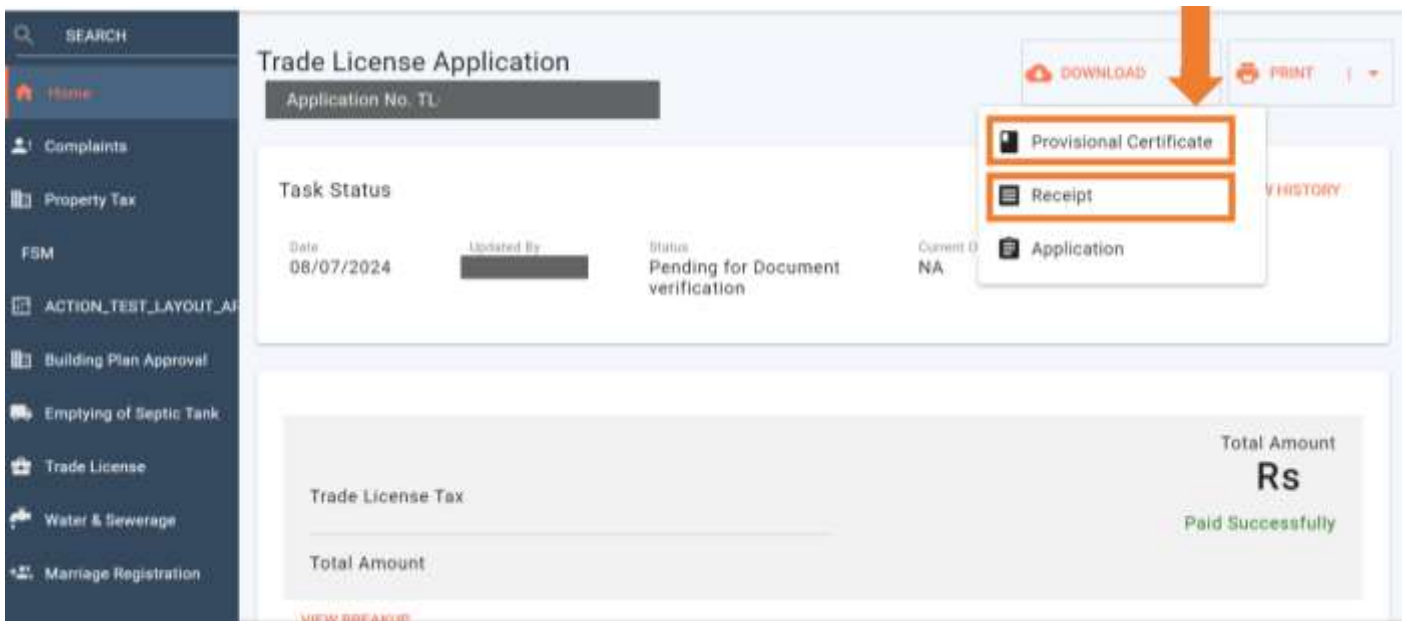
Application No. TL- [redacted] -2024-07-08- [redacted]

[GO TO HOME](#) [PAYMENT](#)

- Once you click on payment, it takes you to the payment page. Select the payment gateway and it redirects to the payment gateway page. Once you complete the payment you will be able to download the receipt and provisional trade license.



- After successful payment, citizen will be able to download the payment receipt and the Provisional Trade License Certificate.



- After payment, the application is pending with the ULB officers for the verification & Approval process. Citizens will receive timely SMS notifications regarding the status and can also check the status on the SUJOG application, in the 'My Applications tile'.

Trade License

Apply for Trade License Apply for Temporary Trade License Renewal of Legacy License **My Applications (47)**

[How it works?](#)

Application Type	Trade Name	Application No	Owner Name	License No	Status	Validity
New	Test	TL-	Owner name	TL	Approved	23/11/2023 - 23/11/2024
VIEW DETAILS						
New	Test	TL-	Owner Name	TL/TST/2024-06-26/033016	Approved	08/02/2020 - 08/02/2025
VIEW DETAILS						
New	Test					

- Once the application is approved by the ULB, Citizen will be able to download the Trade License Certificate

SEARCH

Home

Complaints

Property Tax

FSM

ACTION_TEST_LAYOUT_AP

Building Plan Approval

Emptying of Septic Tank

Trade License

Water & Sewerage

Marriage Registration

Trade License Application

Application No. TL-
License No. TL/

DOWNLOAD

PRINT

TL Certificate

Receipt

Application

VIEW HISTORY

Task Status

Date	Updated By	Status	Consent Owner	Comments
24/06/2024	System Admin	Approved	NA	Deemed Approved

Trade License Tax	5000	Total Amount Rs 5000 Paid Successfully
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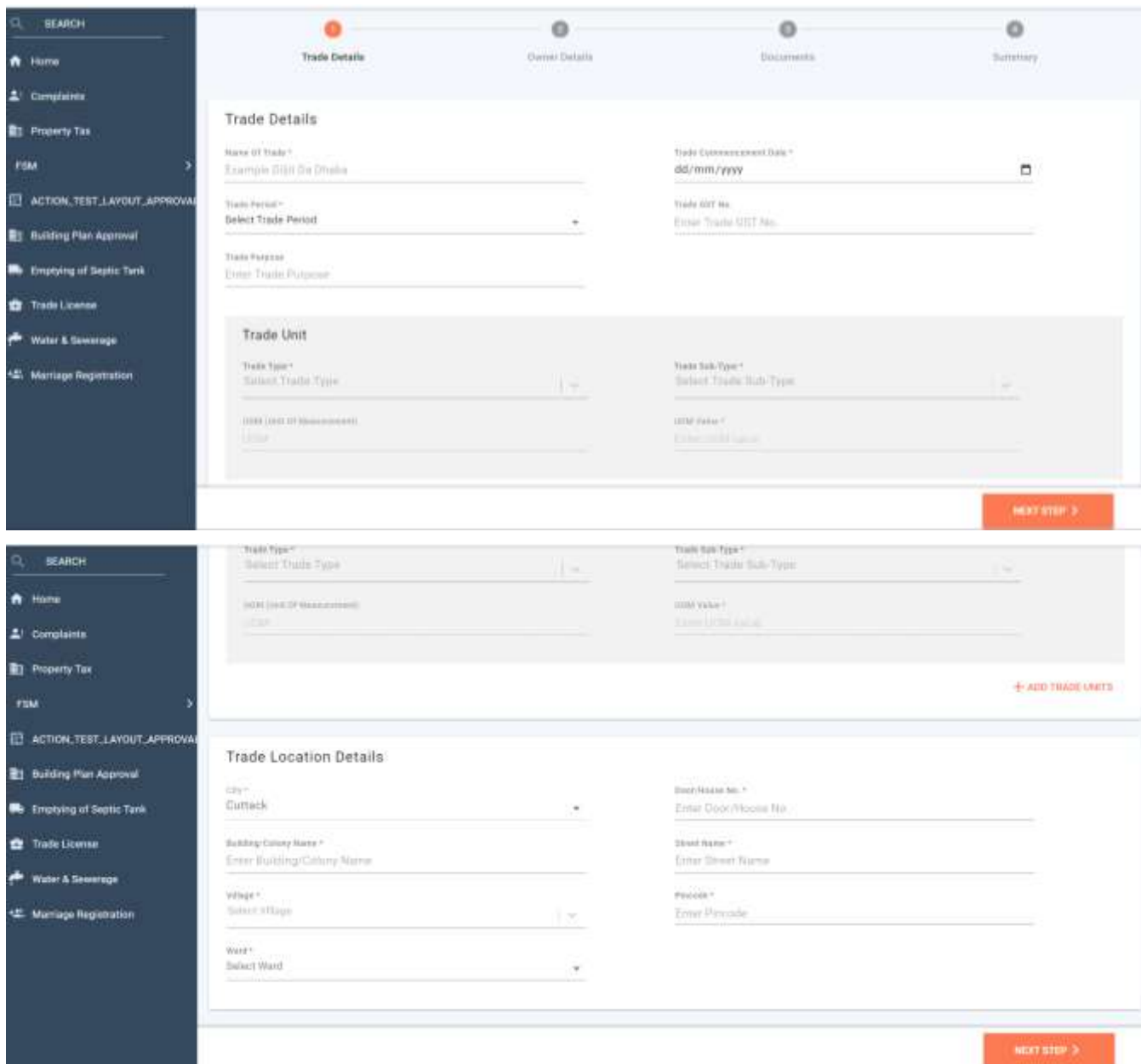
TAKE ACTION

3.4. Apply for Correction in Trade License

If Citizen wishes to correct any spelling in the Trade License details, then citizen has to apply for the correction of the Trade License. Follow the below steps to apply for correction. Correction is allowed only on the trade details page.

The screenshot displays the SUJOG Citizen User Manual interface. On the left is a sidebar menu with various service categories. The main area shows a list of Trade License applications. Two applications are listed, each with a 'VIEW DETAILS' button highlighted by an orange arrow. The second application is selected, showing its details: Application Type (New), Trade Name, Application No., Owner Name, License No., Status (Expired), and Validity (23/08/2022 - 23/08/2023). Below the details, there is a 'Task Status' section showing the application is 'APPROVED' with a date of 27/06/2024. At the bottom, a 'Digital Signature Details' section shows 'No' for 'Is Certificate Digitally Signed'. To the right of this section, there is a 'TAKE ACTION' button with a dropdown menu containing 'RENEWAL' and 'CORRECTION'. An orange arrow points to the 'CORRECTION' option.

- Once you click on 'View Details', the application page opens and in the 'Take Action' button, you will see an option for 'Correction'. Click on the same to initiate the trade license correction application.
- The first section of the trade license application is trade details – This section asks for details related to the trade, the trade commencement date, the trade period citizens want license for, trade category, trade location details.



Trade Details

Name of Trade *
Example DSH De Dhaka

Trade Commencement Date *
dd/mm/yyyy

Trade Period *
Select Trade Period

Trade Purpose
Enter Trade Purpose

Trade Unit

Trade Type *
Select Trade Type

Trade Sub-Type *
Select Trade Sub-Type

UOM (Unit of Measurement)
Enter

UOM Value *
Enter UOM Value

Trade Location Details

City *
Guttack

Building/Colony Name *
Enter Building/Colony Name

Village *
Select Village

Ward *
Select Ward

Door/House No. *
Enter Door/House No.

Street Name *
Enter Street Name

Pincode *
Enter Pincode

NEXT STEP >

- The third section of the trade license application is documents page – This section has the facility to upload the necessary documents - Owner's Identity Card, Ownership Proof, and a photo of the owner.

Required Documents

Only one file can be uploaded for one document. If multiple files need to be uploaded then please combine all files in a pdf and then upload.

1	Owner's ID Proof* Allowed documents are Aadhar Card / Voter ID Card / Driving License Only .jpg and .pdf files. 5MB max file size.	UPLOAD FILE
2	Ownership Proof* Allowed documents are Rent Deed / Lease Doc / Property Registry / General or Special Power of Attorney Only .jpg and .pdf files. 5MB max file size.	UPLOAD FILE
3	Owner's Photo* Allowed documents are Owner Photo Only .jpg and .png 3MB max file size.	UPLOAD FILE

< PREVIOUS STEP NEXT STEP >

- Once the documents are uploaded, review all the details in the summary page and click on submit.
- Once application is submitted, Citizen can download instant Provision Trade License.

Application for New Trade License Correction

Application Submitted Successfully

A notification regarding Application Submission has been sent to trade owner at registered Mobile No.

TL- Application No. [REDACTED]

DOWNLOAD PRINT

GO TO HOME

- After submission, citizens can download the provisional trade license certificate.

CUTTACK MUNICIPAL CORPORATION

ENGLISH

Trade License Application

Application No. TL-

Task Status

Date	Updated By	Status	Current O
08/07/2024		Pending for Document verification	NA

DOWNLOAD **PRINT**

- Provisional Certificate
- Receipt
- Application

VIEW HISTORY

Trade License Tax

Total Amount

Total Amount

Rs

Paid Successfully

VIEW RRFAKID

- After Submission, the application is pending with the ULB officers for the verification & Approval process. Citizens will receive timely SMS notifications regarding the status and can also check the status on the SUJOG application, in the 'My Applications tile'.

Trade License

Apply for Trade License

Apply for Temporary Trade License

Renewal of Legacy License

My Applications (47)

How it works?

SEARCH	Application Type	New
Home	Trade Name	Test
Complaints	Application No	TL-
Property Tax	Owner Name	Owner name
FSM	License No	TL-
ACTION_TEST_LAYOUT_APPROVAL	Status	Approved
Building Plan Approval	Validity	23/11/2023 - 23/11/2024
Emptying of Septic Tank	VIEW DETAILS	
Trade License	Application Type	New
Water & Sewerage	Trade Name	Test
Marriage Registration	Application No	TL-
	Owner Name	Owner Name
	License No	TL/TST/2024-06-26/033016
	Status	Approved
	Validity	06/02/2020 - 06/02/2025
	VIEW DETAILS	
	Application Type	New
	Trade Name	Test

- Once the application is approved by the ULB, Citizen will be able to download the Trade License Certificate

Trade License Application

Application No. TL- [REDACTED]
License No. TL/ [REDACTED]

[DOWNLOAD](#) [PRINT](#)

[TL Certificate](#)
[Receipt](#)
[Application](#)

[VIEW HISTORY](#)

Task Status

Date	Updated By	Status	Current Owner	Comments
24/06/2024	System Admin	Approved	NA	Deemed Approved

Trade License Tax 5000

Total Amount **Rs 5000**
Paid Successfully

[TAKE ACTION](#)

3.5. Apply for Ownership Transfer in Trade License

If Citizen wishes to transfer ownership of the Trade License, then citizen has to apply for the Ownership of the Trade License. Follow the below steps to apply for correction. This service allows to modify only the owner details of the trade license.

SEARCH	Status	Pending payment
Home	Validity	23/11/2022 - 23/11/2024
Complaints	VIEW DETAILS	
Property Tax	Application Type	New
FSM	Trade Name	Trade Name
ACTION TEST LAYOUT APPROVAL	Application No.	TL-1
Building Plan Approval	Owner Name	Owner Name
Emptying of Septic Tank	License No.	TL-1
Trade License	Status	Expired
Water & Sewerage	Validity	22/11/2021 - 22/11/2022
Marriage Registration	VIEW DETAILS	
	Application Type	New
	Trade Name	Trade Name
	Application No.	TL-1
	Owner Name	Owner B
	License No.	TL-1
	Status	Expired
	Validity	23/08/2022 - 23/08/2023
	VIEW DETAILS	

- Once you click on 'View Details' of an application, under the 'Owner Details' section, you will see the Transfer Ownership button. Click on the button to initiate the application.

SEARCH

Home

Complaints

Property Tax

FSM

ACTION_TEST_LAYOUT_A5

Building Plan Approval

Emptying of Septic Tank

Trade License

Water & Sewerage

Marriage Registration

City
Balasore

Village
Akatpur

Door/House No.
Testing

Pincode
784250

Building/Colony Name
Testing

Ward
03

Street Name
Od

Owner Details

Type Of ownership
Individual

Type of sub-ownership
Single Owner

Mobile No.

Name

Father/Husband's Name
Father

Relationship
Father

Gender
Female

Date of Birth
05/09/1999

Email
Balasore@gmail.com

PAN No.
NA

Correspondence Address
Od

Special Owner Category
None of the above

TRANSFER OWNERSHIP

TAKE ACTION

Trade License Ownership Transfer

Progress: 1. Trade Details (Active) | 2. Ownership Transfer Details | 3. Document Upload | 4. Summary

Trade Information

Trade Details			
Trade Name Name	Old License No NA	Trade Commencement Date 07/09/2023	Trade Period 1 Years
Trade GST No NA	Trade Purpose Testing		
Trade Type Eating Establishments	Trade Sub-Type Bar & Restaurants	UOM (UNIT OF Measurement) NA	UOM Value NA

NEXT STEP >

- The first section of the Transfer Ownership application is trade details – Changes are not allowed in this page, therefore click on next step.
- In the next page the Transferor details will be visible, and the citizen has to provide the new owner details.

Trade Owner Details

Type of ownership: Individual | Type of sub-ownership: Single Owner

Owner Information

Mobile No. * Enter Mobile No.	Name * Enter Name
Father/Husband's Name * Enter Father/Husband's Name	Relationship * <input type="radio"/> Father <input type="radio"/> Husband
Gender * <input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender	Date of Birth * dd/mm/yyyy
Email Enter Email	PAN No. Enter Owner's PAN No.
Correspondence Address * Enter Correspondence Address	Special Owner Category Select Special Owner Category

< PREVIOUS STEP | **NEXT STEP >**

- The third section of the application is documents page – This section has the facility to upload the necessary documents - Owner's Identity Card, Ownership Proof, and a photo of the owner.

Trade License Ownership Transfer Application No. TL-

Progress: Trade Details (✓), Ownership Transfer Details (✓), Document Upload (●), Summary (●)

Required Documents

Only one file can be uploaded for one document. If multiple files need to be uploaded then please combine all files in a pdf and then upload

- 1 Owner's ID Proof***
Allowed documents are Aadhar Card / Voter ID Card / Driving License
Only .jpg and .pdf files. 5MB max file size
- 2 Ownership Proof***
Allowed documents are Rent Deed / Lease Deed / Property Registry / General or Special Power of Attorney
Only .jpg and .pdf files. 5MB max file size
- 3 Owner's Photo***
Allowed documents are Owner Photo
Only .jpg and .png files. 5MB max file size

< PREVIOUS STEP NEXT STEP >

- Once the documents are uploaded, review all the details in the summary page and click on submit.
- Once application is submitted, Citizen can download instant Provision Trade License.

Application for Ownership Transfer

Application Submitted Successfully

A notification regarding Application Submission has been sent to trade owner at registered Mobile No.

TL- Application No.

DOWNLOAD PRINT

- After submission, citizens can download the provisional trade license certificate.

Trade License Application

Application No. TL-

Task Status

Date: 08/07/2024 | Updated By: | Status: Pending for Document verification | Current Owner: NA

DOWNLOAD (Dropdown):

- Provisional Certificate
- Receipt
- Application

Total Amount

Trade License Tax

Total Amount

Paid Successfully

- After Submission, the application is pending with the ULB officers for the verification & Approval process. Citizens will receive timely SMS notifications regarding the status and can also check the status on the SUJOG application, in the 'My Applications tile'.

Trade License

Apply for Trade License | Apply for Temporary Trade License | Renewal of Legacy License | **My Applications (47)**

How it works? >

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	Owner Name	Owner Name
	License No	TL/TST/2024-06-26/033016
	Status	Approved
	Validity	06/02/2020 - 06/02/2025
	VIEW DETAILS	
	Application Type	New
	Trade Name	Test

- Once the application is approved by the ULB, Citizen will be able to download the Trade License Certificate

Trade License Application

Application No. TL- [REDACTED]
License No. TL/ [REDACTED]

[DOWNLOAD](#) [PRINT](#)

[TL Certificate](#)
[Receipt](#)
[Application](#)

[VIEW HISTORY](#)

Task Status

Date	Updated By	Status	Current Owner	Comments
24/06/2024	System Admin	Approved	NA	Deemed Approved

Trade License Tax 5000

Total Amount **Rs 5000**
Paid Successfully

[TAKE ACTION](#)