

User Manual **Trade License**



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About this Manual

The purpose of this document is to help the citizens in operating the Trade License System (TLS). It provides a digital interface, allowing the citizen to apply for the Trade License and subsequently make the payment online.

The TLS allows the citizens to

- Apply for a 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.

This manual covers up the various features of TLS and every feature is defined with a screenshot for user assistance.

In case you need further help, please send an email to contact@egovernments.org

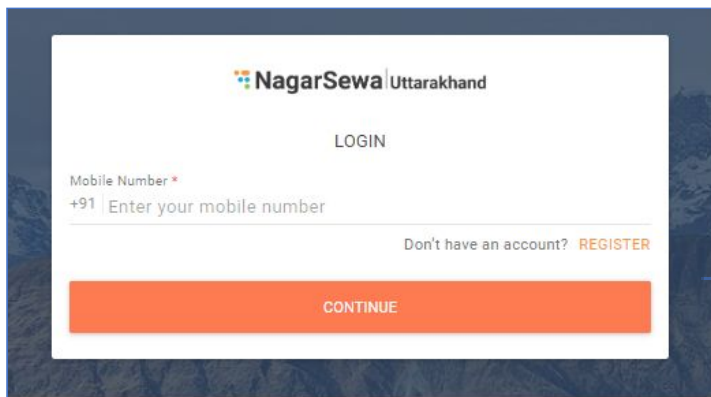
1. General Functions

Following are the general functions of the application:

1.1.Login into the application

To login, please go to the following link:

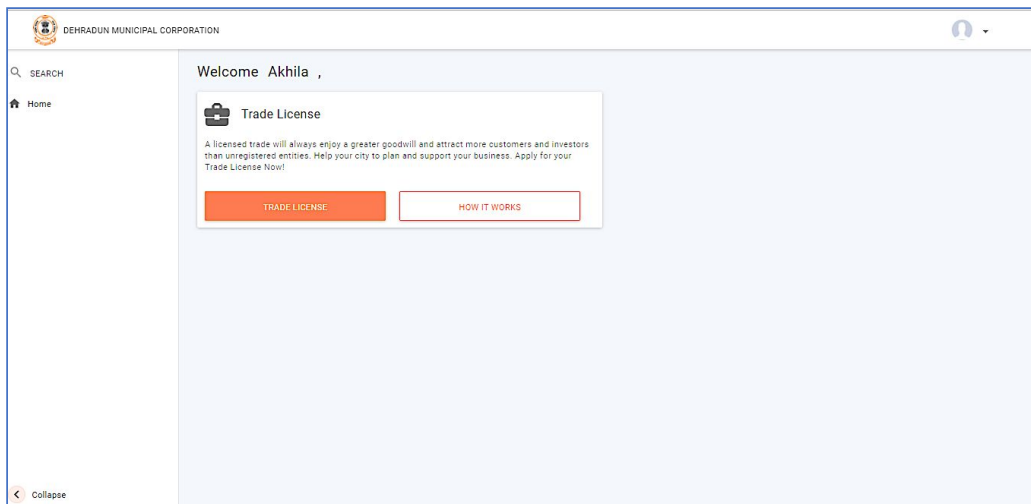
www.nagarsewa.uk.gov.in/citizen/language-selection



The login form for NagarSewa Uttarakhand. It features the logo at the top, followed by the title 'LOGIN'. Below this is a 'Mobile Number' field with a red asterisk, containing the prefix '+91' and a placeholder 'Enter your mobile number'. To the right of the field is a link 'Don't have an account? REGISTER'. At the bottom is a large orange 'CONTINUE' button.

Citizen enters credentials,
Selects his/her city and logs in

On login in, the homepage will be displayed on
the citizen screen.



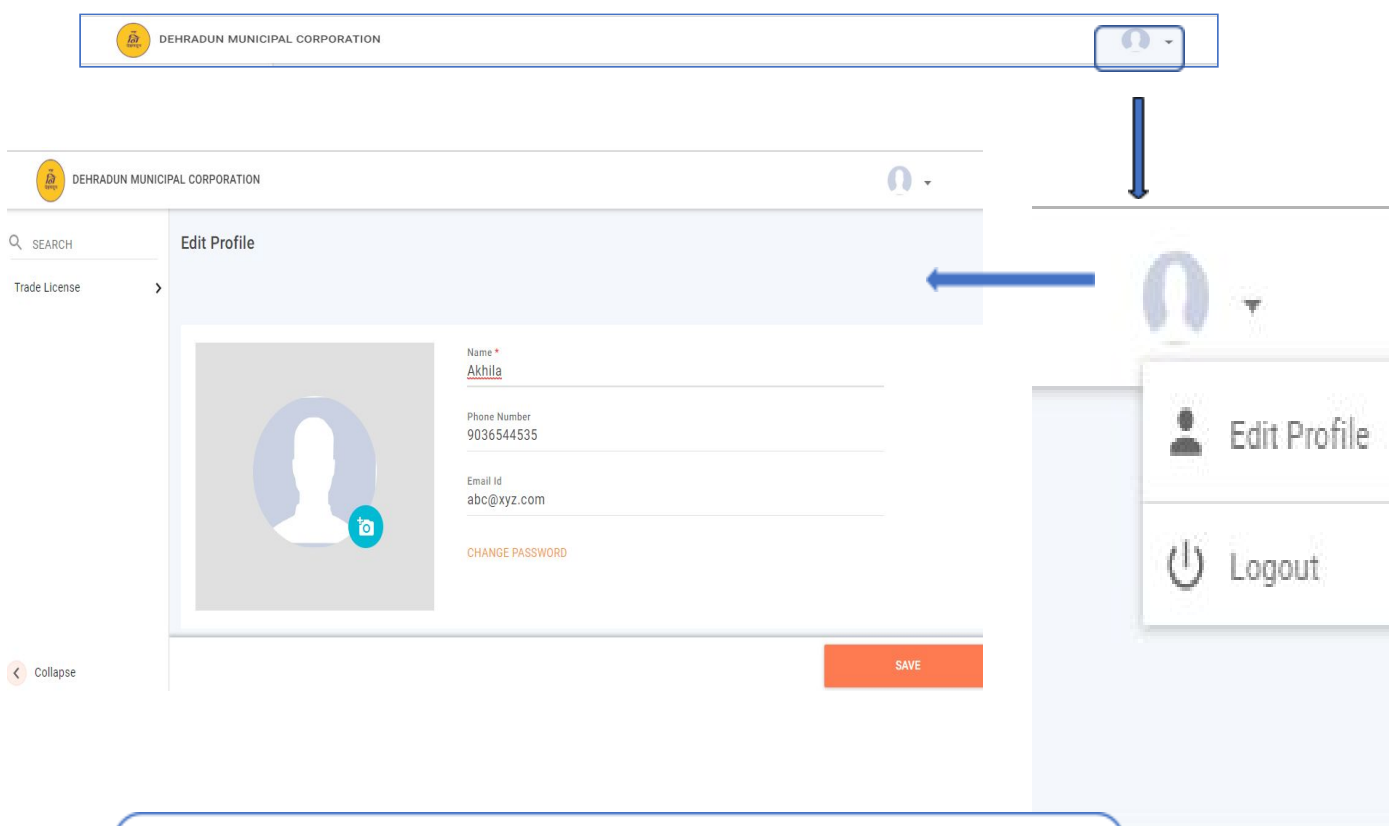
The homepage of the NagarSewa Uttarakhand application. It features a header with the 'DEHRADUN MUNICIPAL CORPORATION' logo and a user profile icon. A sidebar on the left contains a 'SEARCH' bar and a 'Home' link. The main content area displays a 'Welcome Akhila' message, followed by a 'Trade License' section with a brief description and two buttons: 'TRADE LICENSE' and 'HOW IT WORKS'. A 'Collapse' button is located at the bottom left of the sidebar.

1.2.Editing the Profile

Follow the steps shown below to edit your profile. You can:

- Upload profile photo
- Capture/update mobile number
- Capture/update email ID

1.3.Updating name, mobile number, and email id



User sees the 'Edit Profile' page where he/she can upload a new profile picture, edit his/her name, Phone Number and Email Id

To change or remove the Profile picture, user clicks on the camera icon on his/her picture

1.4.Uploading Profile Photo

DEHRADUN MUNICIPAL CORPORATION

SEARCH

Trade License

Edit Profile

Profile Picture Placeholder

Name *
Akhila

Phone Number
9036544535

Email Id
abc@xyz.com

CHANGE PASSWORD

SAVE

Two options appear on the screen: 'Gallery' and 'Remove'.

User clicks on 'Remove' to remove the present Profile picture and clicks on 'Gallery' to upload a new picture from the computer. Once the user is done editing his/her profile, user clicks on 'SAVE' button in the bottom right of the page to save the changes.

2. Applying for a new Trade License

SEARCH

Home

Complaints

mSeva Complaints offers an easy to use interface which enables you to lodge civic works related complaints. It also lets you track the status of your complaint and facilitates direct communication with the concerned department.

COMPLAINTS HOW IT WORKS

Property Tax

Assess, pay and track your Property Taxes online with mSeva Property Tax.

PROPERTY TAX HOW IT WORKS

Trade License

A licensed trade will always enjoy a greater goodwill and attract more customers and investors than unregistered entities. Help your city to plan and support your business. Apply for Trade License.

TRADE LICENSE HOW IT WORKS

Citizen logs into the system and sees the Landing page with option Trade License. User clicks on 'Trade License'



Citizen sees the Trade License Home page. Here he/she clicks on 'Apply'

DEHRADUN MUNICIPAL CORPORATION

Trade License

Apply for New Trade License

Trade Details

Financial Year *
Select Financial Year

Application Type *
Select Application Type

License Type *
Permanent

Structure Type *
Select Structure Type

Trade Commencement Date *
mm/dd/yyyy

Operational Area (Sq Ft)
Enter Operational Area in Sq Ft

Occupancy Type *
Select Occupancy Type

Old Application Number
Enter Old License No.

Name Of Trade *
Example Diljit Da Dhaba

Structure Sub Type *
Select Structure Sub Type

Trade GST No.
Enter Trade GST No.

No. Of Employees
Enter No. Of Employees

Trade Unit

Trade Category *
Select Trade Category

Trade Type *
Select Trade Type

Trade Sub-Type *
Select Trade Sub-Type

UOM (Unit Of Measurement)
LOM

LOM Value *
Enter LOM value

+ ADD TRADE UNITS

Trade Location Details

City *
Dehradun

Property ID/UID
Enter Property ID/UID

Building/Colony Name
Enter Building/Colony Name

Street Name
Enter Street Name

Mohalla *
Enter Mohalla

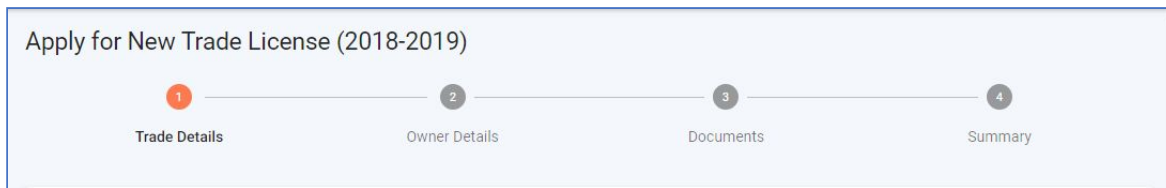
Pincode
Enter Pincode

GIS Coordinates
Select your trade location on map

Electricity Connection No.
Enter Electricity Connection No. of Trade Location

NEXT STEP >

Once the citizen clicks on Apply, a form will open up asking about various details related to the trade for which citizen needs the license.



On the top of the page there are sectional timeline, which helps the citizen to identify the current section on which the citizen is filling up details. The current section is highlighted with orange colour. Here you can see that currently the user is on 'Trade Details' section

Following are the subsections in Trade Details:

2.1.Trade Details Subsection

Following is the screen for the Trade Detail Sub-section:

Trade Details	
Financial Year *	2019-20
Application Type *	New
License Type *	Permanent
Structure Type *	Immovable
Trade Commencement Date *	08/16/2019
Operational Area (Sq Ft)	Enter Operational Area in Sq Ft
Occupancy Type *	Owned
Old Application Number	Enter Old License No.
Name Of Trade *	DJ Tools
Structure Sub Type *	Shed
Trade GST No.	Enter Trade GST No.
No. Of Employees	Enter No. Of Employees

Following are the fields in Trade Sub-section

Financial Year	Select the Financial Year for which the license is applied for.
Application Type	Select the Application Type as: <ul style="list-style-type: none"> New Renewal
Old Application Number	Enter the old application number (if available)
Name of the Trade*	Enter the name of the trade

Structure Type*	Select the Structure Type from the drop-down. This can be: <ul style="list-style-type: none"> • Immovable • Movable
Structure Sub Type*	Select the Structure Sub Type from the drop-down. This can be: <ul style="list-style-type: none"> • Shed • Open Land etc
Trade Commencement Date *	Specifies the date from which the trade is operating. Here Citizen can also input the future date within a financial year.
Trade GST No*	Requires inputting the GST No related to the Trade.
Operation Area (Sq Ft)	Requires inputting the operational area of the premises/property where trade is conducted.
No of Employees	No of employees employed in trade for which the license is applied.
Occupancy Type *	Select appropriate Occupancy Type from the drop-down

***PS:** When the user clicks on the label of the trade, the color of the label changes to red, specifying that action is taken on that label. The example is shown below:



2.2. Trade Unit Subsection

Following is the screen for the Trade Unit Sub-section:

Trade Unit		
Trade Category* Select Trade Category ▼	Trade Type* Select Trade Type ▼	Trade Sub-Type* Select Trade Sub-Type ▼
UOM (Unit Of Measurement) * UOM	UOM Value* Enter UOM value	

Following are the fields in the Trade Unit -section

Trade Category*	<p>Select the appropriate category related to the Trade from the drop-down. This can be :</p> <ul style="list-style-type: none"> • Goods • Services
Trade Type*	<p>Select the appropriate trade type related to trade from the drop-down. This field is dependent on Trade Category.</p> <p>1) If the user has selected the trade category as goods then the trade types will be:</p> <ul style="list-style-type: none"> • Sales/Storage • Manufacture. • Wholesale <p>2) If the user has selected the trade category as service then the trade types will be :</p> <ul style="list-style-type: none"> • Goods Based Services • Non Goods Based Services
Trade Sub Type*	<p>The trade subtype is dependent on the selected Trade Category & Trade Type. The list is in accordance with the above-selected fields.</p>

*Mandatory Fields

- After finalizing the details click on

NEXT STEP >

3. Trade Owner Details

Trade Owner Details

Type Of ownership *
Individual

Type of sub-ownership *
Single Owner

Owner Information

Mobile No. *
Enter Mobile No.

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

Gender *
Select Gender

Email
Enter Email

Correspondence Address *
Enter Correspondence Address

Name *
Enter Name

Relationship *
☐ Father ☐ Husband

Date of Birth *
mm/dd/yyyy

PAN No.
Enter Owner's PAN No.

Relation Type
Select Relation Type

Once the Trade Details are entered, the Citizens will be taken to the 'Trade Owner Details' Screen. Here the Citizen will enter the details about the owner/owners who are related in the Trade.

Following are the subsections in Trade Owner Details:

3.1.Trade Owner Details Subsection

Following is the screen for the Trade Unit Sub-section:

Trade Owner Details

Type of ownership *
Individual

Type of sub-ownership *
Single Owner

Following are the fields in Trade Owner Details Subsection

Type of Ownership*	Select the appropriate type of ownership related to the trade for which the license is being applied.
Type of Sub-ownership*	Select the appropriate type of sub-ownership related to the trade for which the license is being applied.

*Mandatory Fields

3.2.Owner Information Subsection

Following is the screen for the Owner Information Sub-section:

Owner Information

Mobile No. *
Enter Mobile No.

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

Date of Birth *
Enter Date of Birth

PAN No.
Enter Owner's PAN No.

Special Owner Category
Select Special Owner Category

Name *
Enter Name

Gender *
Select Gender

Email
Enter Email

Correspondence Address *
Enter Correspondence Address

Following are the fields in Trade Owner Details Subsection

Mobile Number*	Enter the mobile number of the primary owner.
Name*	Enter the name of the owner
Father/Husband Name*	Enter either Father/Husband's name as applicable to the owner.
Relationship *	Select Relationship from the option Father or Husband
Gender*	Select Gender from the drop-down box.
Date of Birth*	Enter the Date of birth of the owner.
Email	Enter trade owner email id
PAN NO	Enter the Pan no of the owner.
Correspondence Address*	Enter the address on which the owner can be reached at.

Relation Type	Select Relation Type from the drop-down
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*Mandatory Fields

- If the citizen has selected multiple owners then the citizen can add the multiple owners by clicking on



- Once all the details have been filled, click on the Next Step.

4. Uploading the Documents

Apply for New Trade License
Application No. UK-TL-2019-08-16-001198

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

1	Aadhaar Card* NA Only .jpg and .pdf files. 5MB max file size.	<div>UPLOAD FILE</div>
2	PAN Card* NA Only .jpg and .pdf files. 5MB max file size.	<div>UPLOAD FILE</div>

Once the citizen has entered Trade Owner Details, the next step is to upload relevant documents related to trade.



Following are the documents which are required to upload

Owners ID Proof*	<p>Click on the Upload File option to upload the relevant Owner ID proof. The documents which are accepted are :</p> <ol style="list-style-type: none"> 1) Aadhar Card 2) Voter ID Card 3) Driving License <p>The documents related to owners id proof may vary from ULB to ULB.</p>
Ownership Proof*	<p>Click on the Upload File option to upload the relevant Ownership proof. The documents which are accepted are :</p> <ol style="list-style-type: none"> 1) Rent Deed 2) Lease Doc 3) Property Registry 4) General/ Special Power of Attorney <p>The documents related to Ownership Proof may vary from ULB to ULB.</p>

*Mandatory Fields

***PS:** Only JPEG & PDF files are permitted to upload whose maximum size must be less than 6MB.

- Once all the details have been filled, click on the Next Step.

5. Summary

Once the citizen has uploaded the documents, the next step is the summary of the filled application form as shown below.

DEHRADUN MUNICIPAL CORPORATION

Apply for New Trade License Application No. UK/L/2019-09-16-081199

Trade Details Owner Details Documents Summary

Application Summary

		Total Amount
Trade License Tax	5000	Rs 5000
Relate	0	
Penalty	0	
Total Amount	5000	

VIEW BREAKUP

Trade Details

Application Type New	Old Application Number NA	License Type Permanent	Trade Name DJ Tools
Structure Type Immovable	Structure Sub Type Shed	Trade Commencement Date 16/08/2019	Trade GST No. NA
Operational Area (Sq Ft) NA	No. Of Employees NA	Occupancy Type Owned	
Trade Category Trade	Trade Type Petroleum	Trade Sub Type Petrol/Diesel pump bulk	ULM/Other PM license category NA
ICMR Value NA			
Property Assessment ID NA	City Dehradun	Door House No. NA	Building/Colony Name NA
Street Name NA	Ward Old Rajpur - Ward No. 1(Rajpur) - A1	Pincode NA	Electricity Connection No. NA

Owner Details

Type of ownership Individual	Type of sub-ownership Single Owner	Mobile No. 9036544535	Name Akhila
Father/Husband's Name Vasanth	Gender Female	Date of Birth 25/06/1995	Email NA
PAN No. NA	Correspondence Address Bangalore	Relation Type Proprietor	

Documents

Aadhaar Card Aadhaar.pdf	PAN Card PAN.pdf
VIEW	VIEW

PREVIOUS STEP SUBMIT

Once the form is reviewed, the citizen can click on 'Submit'.

6. Payment of License fee

Once the application is approved by the Approver, Citizen can pay the license fee at the ULB counter and obtain the Trade License Certificate or can download the certificate by opening the application with his login.