1. NEW TRADE LICENSE:

1.1 ABOUT

This trade application is built for New Trade licenses, Renewal of Trade licenses etc., through online or through CFC centre. This module will help the citizens to get services faster and easier. System will take care of process on behalf of citizen & official, all procedures can be done by officials through online. Citizen has to submit required documents and have to pay license amount.

1.1.1 Description:

In this module system will facilitate the citizen to register his/her licenses online to the portal. Same can be done at CFC centre. Citizen can also track the application status & after approve of application, citizen can download certificate. Presently it hand delivers at CFC centre.

1.2 REGISTRATION OF NEW TRADE LICENSE

1.2.1 How to file New Trade License Application

Applications can be filed either through the citizen by online or through the CFC operator.

1.2.2 Steps to file New Trade License by citizen or CFC operator

Form generation by filling the details :> Upload documents :> Submit

- Click login in the home page of portal.
- Clicking citizen login/ CFC operator, entering the user name and password and click on login,
- System will display the different services.
- Click "New Trade License"

System will display the Application form as below:

Figure 1: New Trade License Application Form

The following are the mandatory fields,

- **Owner Name:** The Citizen/ CFC operator should enter his name.
- **Mobile number:** The Citizen/ CFC operator should enter the valid phone number of 10 digits.
- **Gender:** The radio button for Male or Female should be selected accordingly
- **Relationship:** Select the appropriate relationship according to the names entered from the drop downs.
- **Relative Name**: Entering the name of the relative according to the relationship given.

Figure 2: New Trade License Owner Detail

In Owner address details:

- **State:** Select the state at the time of birth i.e., Arunachal Pradesh
- **District:** Select the district from the drop downs.
- **Village/Town:** Select the village/Town from the drop downs.

Figure 3: Trade details

In Trade Details,

- **Trade Category:** Select the category from the drop downs.
- **Trade Sub-Category:** Select the sub-category according to the trade category from the drop downs.
- **Trade Type:** Select the type of trade viz., permanent from the drop downs.
- **Business Structure is of:** Select the structure of business according to the trade type from the drop downs.
- **Place of Business is at:** Select the business place i.e., the location of the business from the drop downs.
- **Firm/Shop Name:** Enter the title e.g., Company trade.
- **Requested Date From:** Select the appropriate date (earlier than the requested date to field) of the trade license.
- **Requested Date To:** Select the appropriate date (later than the requested date from field) of the trade license.

Figure 4: New Trade License Trade Address Details

Trade Address Details:

- **State:** Entering the state of the trade address.
- **District:** Entering the district according to the state.
- **Town:** Select Town for the Drop down.
- **Ward:** Select Ward Number from the drop down.
- **Sector/Colony:** Entering the sector which falls under the particular state, subdivision, village/town, zone, and ward.
- **Police Station:** Entering the Police Station which falls under the particular state, subdivision, village/town, zone, and ward.
- **Post office:** Entering the Post Office which falls under the particular state, subdivision, village/town, zone, and ward.

After entering all the details of the mandatory fields, the citizen / CFC operator has to click "**Next**".

The form will proceed to the next level for uploading documents.

1.2.3 Upload Documents

How to upload files while filing a "New Trade License" application?

In upload documents page, click **browse** in the mandatory field (the one with asterisk mark), It will open the new window to select the file (which has to be saved in the system formerly), click a file whose maximum size has to be 4 MB (as mentioned in the form) and then click open. The file will be seen in the browse button field. Now, Click Upload. It can be seen that the file has been attached at the bottom with a "**View**" and "**Delete**" Button.

- **View:** Click on "view" to see the attached file
- **Delete:** If the inappropriate file is deleted can click "delete".
- **Previous:** If the citizen/CFC operator has to edit anything in the form earlier, then click on "previous" button. The form will reappear and any field can be edited and then again proceed by clicking "Next" button.
- **Submit:** Everything is fine, and then clicks, "Submit".
- **Cancel:** If cancel the application click on "Cancel" button, the application is closed.

After clicking on "**Submit**", System will display the success message saying "**The application has been filed successfully Please Click "here" to generate Acknowledgment Receipt**." Click on the "**here**" link to generate the Acknowledgement receipt for New Trade License.

In acknowledgement receipt, all the below details will show.

Office of the Chief Municipal Executive Officer
Itanagar Municipal Council
Naharlagun

Acknowledgement for New Trade License

Acknowledgement No: NTL-2017-0000-2490   **Date:** **10-03-2018**

Firm/Shop Name: Shiva Technologies   **Trade Type:** Permanent

Trade Category	Trade Sub-Category
Agriculture Products and Industries	Whole sale dealer in potato/onion/ginger/chilies/pepper/garlic and cardamom etc.
Forest Base Industries, Forest Product	Retailer of animal hide / bone (other than endangered) protected animal as per wild life protection Act
Mineral Ore and Mineral Based Products	Lime Stone / granite/clay/hydrate lime/marble stone (Retailer)
Professional Institution	Physical training Institute i.e. kungfu/karate/judo/Gymnasium
Mineral Ore and Mineral Based Products	Black and tin Smithy

Name Of Proprietor: shiva   **Mobile No:** 9100000000

Communication Address: Sector/Colony - Mowb-II ,Ward - 2 ,Town - ITANAGAR ,District - PAPUM PARE ,State - ARUNACHAL PRADESH

Email ID : @gmail.com

Details Received: Passport Size Photo , Land allotment paper with up to date revenue payment , Lease Agreement Paper , Recommendation from the Councilor

Departmental Official/ Seal Signature