

PROCEDURE FOR OBTAINING ONLINE Trade License

- ❖ The applicant has to visit the online ULB websites (Example:<http://siddipetmunicipality/tradeapp>) or CDMA website <http://cdma.telangana.gov.in/tradeapp> for applying new Trade License.
- ❖ Applicant will fill the form with required information and upload the mandatory documents.
- ❖ **Mandatory Documents are:**
 1. ID Proof ([Aadhaar Card - Individual], [PAN/Incorporation Certificate - Business])
 2. Lease Deed/Legal Occupancy ([Owner -Property Tax Receipt], [Tenant - Owner Occupancy Certificate])
- ❖ After Submission of the application, applicant has to pay Trade fee through online payment gateway, integrated in the same application using Credit/Debit card.
- ❖ After completion of successful Payment, Applicant will receive SMS with Unique application number and provisional certificate. Using the Unique application number, applicant can track the application status at various levels.
- ❖ Online submitted application form will be scrutinized under various steps viz., **Sanitary Inspector Verification** and Municipal Commissioner Verification.
- ❖ Sanitary Inspector will verify the documents and submits his recommendation to the Commissioner for approval / rejection / issue of Trade license certificate.
- ❖ Municipal Commissioner will verify the application received from Sanitary Inspector, Commissioner approve/Reject the application.
- ❖ After Municipal Commissioner Approval, applicant can download the final digital signed Trade license certificate using the Unique Application number from ULB website or CDMA web portal.

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