

4. Issue of new trade license

Checklist and Procedure for services		
1	Name of the service	Issue of new trade license
2	Designated Officer	Zonal Taxation Officer
3	Documents to be enclosed with the request	<p>If applying as Individual</p> <ol style="list-style-type: none"> 1. Family ID(PPP)-(Mandatory) (If Family ID (Parivar Pehchan Patra) not available, then create family ID from https://meraparivar.haryana.gov.in/) 2. Rent / Lease Agreement / Ownership Proof of Trade Premises (Mandatory) <p>If applying as Firm</p> <ol style="list-style-type: none"> 1. Identity Proof of Applicant – any one (Mandatory): <ol style="list-style-type: none"> a. Aadhar Card b. Passport c. Election Commission Card d. Driving License e. Ration Card with Photo f. Photo ID Card (of State / Central Government, Public Sector Undertakings) 2. Rent / Lease Agreement / Ownership Proof of Trade Premises (Mandatory)
4	Fee/ Charges to be paid to get the service	Rs. 100 /-
5	Timeline	15 Days after submission of application

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Procedure

Trade license can be applied through Online Portal OR CSC Centre/Saral Kendra

Apply through CSC Centre/Saral Kendra.

1. Applicants give details to CSC/Saral Kendra operator to fill online application to apply for trade license along with required scanned copy of documents. List of documents required is mentioned above.
2. The application submitted will go to the login ID of Department's Verifier and he/she will check the application and documents.
3. If application/documents are found correct, then verifier define the fees, the same will be intimated to the applicant via SMS/email to initiate the online payment at <https://online.ulbharyana.gov.in/>.
4. If any discrepancy is found in the application/documents, the discrepancy will be intimated to the applicant
5. The applicant will revert to observation and submit the requisite information.
6. Verifier will check the resubmitted application/documents. If application/documents are found correct, then verifier define the fees, the same will be intimated to the applicant to initiate the online payment at <https://online.ulbharyana.gov.in/>.
7. After the payment, file gets forwarded to Approver with comments for approval/rejection.
8. Approver will check the application/documents and fees and finally approve it.
9. After approval, the Trade License will be issued online to the applicant.

Apply online ([Antyodaya-Saral Portal \(saralharyana.gov.in\)](https://online.ulbharyana.gov.in/)).

1. The applicant shall create a login ID for submitting online application at www.saralharyana.gov.in along with required scanned copy of documents. List of documents as mentioned above.
2. The application submitted will go to the login ID of Department's Verifier and he/she will check the application and documents.
3. If application/documents are found correct, then verifier define the fees, the same will be intimated to the applicant via SMS/email to initiate the online payment at <https://online.ulbharyana.gov.in/>.
4. If any discrepancy is found in the application/documents, the discrepancy will be intimated to the applicant.
5. The applicant will revert to observation and submit the requisite information.

		<ol style="list-style-type: none">6. Verifier will check the resubmitted application/documents. If application/documents are found correct, then verifier define the fees, the same will be intimated to the applicant to initiate the online payment at https://online.ulbharyana.gov.in/.7. After the payment, automatically forwarded to Approver with his/her comments for approval/rejection.8. Approver will check the application/documents and fees and finally approve it.9. After approval, the Trade License will be issued online to the applicant.
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