

PROCEDURE AND CHECKLIST FOR-

TRADE LICENSE

A. Trade License

a) Checklist:

- Copy of Valid shop license
- Shops and Commercial Establishment License Number

b) Fees:

The license fee for grant of license shall be decided by the Executive Officer/ Secretary from time to time. However, the fee will be calculated on annual license fee rate multiplied by number of years the license is requested by the applicant. The fee shall be charged in the following manner: -

Sr. No.	Scale of business	License period			
		Yearly	5 Yearly	10 Yearly	15 Yearly
1	Small scale business/trade	100/-	400/-	700/-	1300/-
2	Medium business/trade	200/-	800/-	1400/-	2600/-
3	Large scale business/trade	500/-	2000/-	3500/-	6500/-

In the fairs, fee shall be charged on the following rates: -

- | | |
|----------------|------------------|
| a) Small Shop | Rs. 25/- P. Day |
| b) Medium Shop | Rs. 50/- P. Day |
| c) Large Shop | Rs. 100/- P. Day |

c) **Service Delivery Process:**

Sr. No.	Process Description
1	Applicant has to go http://labour.hp.gov.in/ & has to login with his credential
2	Applicant will select the Trade license or Shop & Commercial Establishment Registration cum trade license . In the later selection user will first fill the information related to Shop & Commercial Establishment and will pay the required fees and can process further for Trade license.
3	User once revived the Shop & commercial license following process for trade license will be followed.
4	Applicant will fill the forms for trade license
5	Payment will be made by Applicant
If Application forwarded to Municipal Corporation	
6	Application will be forwarded to Junior Engineer after verification
7	After verification application is forwarded to Municipal Engineer
8	Further Application is forwarded to Commissioner to issue final certificate
9	Applicant download the License
If Application forwarded to Municipal Council	
11	Application will be forwarded to Junior Engineer after verification
12	After verification application is forwarded to Municipal Engineer
13	Further Application is forwarded to Executive Officer to issue final certificate
14	Applicant download the License
If Application forwarded to Nagar Panchayat	
15	Application will be forwarded to Junior Engineer after verification
16	Further Application is forwarded to Secretary to issue final certificate
18	Applicant download the License

Note: At each step if application is in complete or any objection from the concern departments or concern Authority, it will be shared back to applicant for correction/modification