

OFFICE OF THE MUNICIPAL COUNCIL, BHADRAK

BHADRAK-756100(ODISHA)

Tel.No. 06784-251519(O), Fax No. 06784-251221

E-mail:- bhadrakm.hud@nic.in

Self Declaration Form for issue/renewal of Trade licence

I hereby give the detail pertaining to self assessment required U/S- _____ of OM Act-

1. Name of Applicant / Firm : _____
2. Father's Name : _____
3. Age (DOB): _____ / _____ / _____ (in word)
4. Address : _____

5. Nature of business for which licence is sought : _____
6. Purpose for which licence is required : _____
7. Value / Quantity of business : _____
8. Place of business
 - (a) Holding Number : _____
 - (b) Name of Street / locality : _____
 - (c) Other particulars for identifying the place : _____
 - (d) Plot No : _____
 - (e) Revenue Mouza : _____
9. Ownership of the proposed trade site (please "tick" the appropriate Blank) Self _____ Rent _____ .
10. Plinth area proposed to be utilised for trade / operation : _____
11. Working Hours : _____:_____ AM/PM to _____:_____ AM/PM & _____:_____ AM/PM to _____:_____ AM/PM
12. Number of Worker engaged : _____ (in Word)
13. Date of Commencement : _____ Date _____ Month _____ Year
14. Period of which licence is required : _____
15. Mobile No: _____

I do hereby declare that all the above information given by me / us are true to the best of my / our knowledge.

Yours Faithfully

Date :

Place :

Signature of the Applicant

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**ISSUE/RENEWAL OF TRADE LICENSE MANDATORY
REQUIRED VALID DOCUMENTS.**

- 1. SELF DECLARATION FORM- (ORIGINAL)**
- 2. RECENT COLOUR PASSPORT SIZE PHOTO- (ORIGINAL)**
- 3. VALID MOBILE NUMBER.**
- 4. VALID PHOTO ID PROOF- IF ANY ONE, i.e. (ZEROX COPY OF VOTER ID, ADHAAR CARD, DRIVING LICENSE, PASSPORT, PAN CARD, RATION CARD)**
- 5. VALID ADDRESS PROOF- IF ANY ONE, i.e. (ZEROX COPY OF HOUSE RENT AGREEMENT, ROR, DRIVING LICENSE, VOTER ID, PASSPORT, ADHAAR CARD, RATION CARD).**
- 6. UP-TO-DATE HOLDING TAX RECEIPT- (ZEROX COPY)**
- 7. CURRENT TRADE LICENCE FEE RECEIPT- (ZEROX COPY)**
- 8. PREVIOUS YEAR TRADE LICENCE CERTIFICATE- (ZEROX COPY OF PREVIOUS YEAR TRADE LICENCE CERTIFICATE, IF PARTY WANT TO RENEWAL OF TRADE LICENCE).**
- 9. LAND STATUS- (GOVT. / PRIVATE PROPERTY)**

N.B. : - NO CHANGE OR CORRECTION WILL BE ENTERTAINED AFTER THE REGISTRATION OF THE NAME OF OWNER & FIRM.

(TERM & CONDITION APPLY BY TAX SECTION)