

Urban Development Department – Trade License

1	Name of Approval / NOC / License / Registration	Trade License
2	Issuing Authority	Urban Local Body
3	Stage	Pre-Operation
4	SLA/ Number of Days	30 Days
5	Documents Required	(i) ID Proof of Applicant (ii) Address Proof of Applicant
6	Form Submission	http://niveshmitra.up.nic.in/
7	Fee	Variable Fee (Auto calculated based on inputs, check Fee Description link)
8	Mode of Payment	Online
9	Procedure for getting license	<p>Step- 1 : a) The applicant shall open the Online Single Window Portal using the address https://niveshmitra.up.nic.in/ b) Register in Online portal using their personal Details and Contact Details. c) A password is generated and sent thru SMS/Email. Using the User id and Password, log into the online Web portal.</p> <p>Step – 2 : After logging into the web portal, the Applicant shall fill the common application form and create Unit.</p> <p>Step – 3 : Select apply for permission, choose unit, select Department “Urban Development Department” and service “Trade License” then click on proceed.</p>

		<p>Step – 4 : The applicant will go ahead, fill form, select license type, validity, upload required documents and submit the application form for service “Trade License”</p> <p>Step – 5 : Go to Pay Consolidated Fee menu at single window system (Nivesh Mitra), select unit & service. Calculated amount will be shown.</p> <p>Step – 6 : Calculated Fee submitted by Applicant Online</p> <p>Step – 7 : ULB’s (Nagar Nigam/Nagar Palika Parishad) Verifying officer shall verify the application & forward to approving officer through online portal</p> <p>Step – 8 : ULB’s (Nagar Nigam/Nagar Palika Parishad) approving officer shall accept the application & generate the order for “Trade License”</p> <p>Step – 9 : Applicant can track the status at Dashboard in online single window system</p> <p>Step – 10 : Applicant can download the trade license from online single window system by clicking on “CERTIFICATE/NOC ISSUED” at Dashboard</p> <p>Step – 11 : Applicant can verify the certificate by clicking on “NOC Search” under Information menu on online single window system. Enter Certificate No. to verify the details.</p>
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