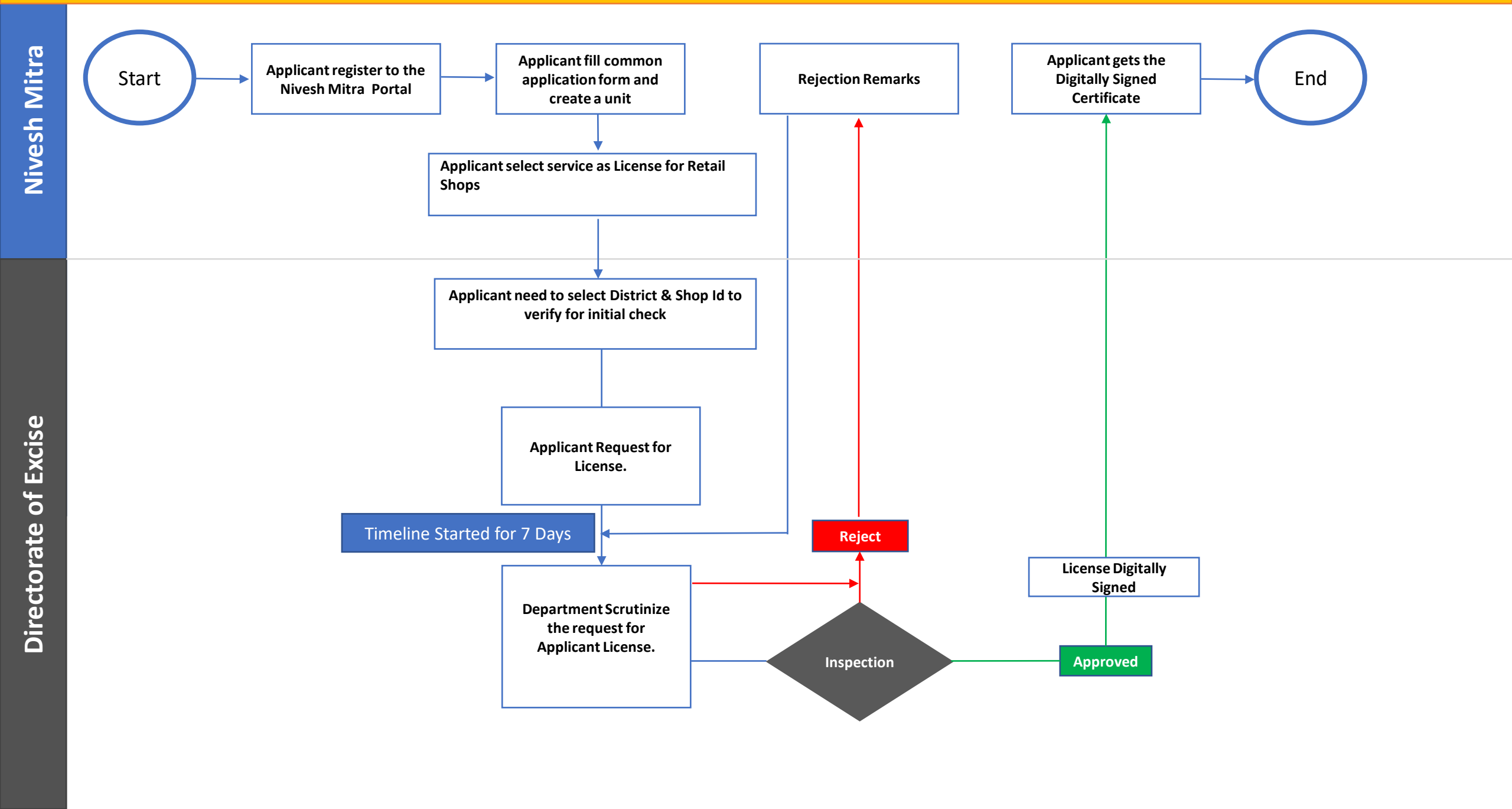
Process Flow for License for Retail Shops & Renewal



Checklist		
1	Name of License	**License for Retail Shops & Renewal**
2	Stage	**Post-Establishment**
3	Applicability Criteria	**Excise Commissioner**
4	Timeline	**7 Days**
5	Documents Required	**NO Documents Required**
6	Form Submision	**http://niveshmitra.up.nic.in**
7	Fee	**No Fee Required**
8	Competent Authority	**Department of Excise**

Process Flow for Procedure for Retail Shops & Renewals

Steps for Retail License & Renewals

1. a) The applicant will open the Online Single Window Portal using the address "**http://niveshmitra.up.nic.in**"
   b) Register with Online portal using their personal Details and Contact Details.
   c) A user id and password will be generated and sent through Email/SMS.
   d) Applicant should verify email id and mobile no.
   e) Now using the User id and Password, user is able to login to Nivesh Mitra portal.

2. After logging into the Nivesh Mitra portal, the Applicant has to fill the **Common Application Form** and create a new **Unit**.
3. Click **Apply for Permission**, select unit from dropdownlist, Now select Department as **Excise** and service as "**License for Retail Shops & Renewal**" then click on proceed button.
4. Applicant need to select Destrict and Shop Id then click on Submit button. Verified Applicant will go ahead and submit the application form for respective services.

5. Applicant submits the request for License.

6. If details filled by the applicant are incorrect then a message will be displayed "Please fill correct information".

7. If details filled by the applicant are correct then competent authority will approve the request and digitally signed the license.

8. Then Applicant open **Certificate/ NOC Issued** tab and click link to download the License.

9. Here applicant has to share his **feedback** before downloading the digitally signed NoC.

10. Applicant Downloads **the digitally signed License** from Nivesh Mitra login.