

**GREATER HYDERABAD MUNICIPAL CORPORATION**

**APPLICATION FOR OBTAINING TRADE LICENSE CERTIFICATE /  
RENEWAL OF EXISTING TRADE LICENSE**

**APPLICATION NO: HL001**

**File No.** .....  
(to be generated by CSC)

**A. Applicant Particulars**

1. Circle No.	
2. Name of the Business Owner	
3. Father's Name / Husband's Name	
4. Postal Address of the Business Owner	
5. Address of the business establishment	
6. Contact (Mobile) No.	
7. Property Tax Assessment No. of Business establishment	

**B**

1. Purpose of application	<input type="checkbox"/> New License <input type="checkbox"/> Renewal
2. Nature of Trade	
3. Title of Trade	
4. Brief Description of trade	
5. Type of Business establishment	<input type="checkbox"/> Own <input type="checkbox"/> Rented (Incase of rented, Rental Agreement should be enclosed)
6. If Rent, Monthly Rent of Business establishment	
7. Trade Existing Zone	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial
8. Plinth Area of the establishment	
9. No. of workers	
10. H.P. Required	
11. No. of machines	
12. Physical Fitness certificate, in respect of dealers in food articles, eating houses, milk vendors etc,	
13. Period of license required	

**14. Details of License fee (in case of renewal of existing trade license)**

a. TIN Number	b. Amount remitted	c. Receipt Number	d. Receipt date

**15. Details of Penalty Fees (in case of renewal of existing trade license)**

a. Amount remitted	b. Receipt Number	c. Receipt date

**Applicant Undertaking:**

I hereby declare that all the information mentioned above is true to my knowledge. In case of any discrepancies if arises I will be held responsible. Hence I request you to issue me D & O Trade License.

**Date:****Applicant's Signature****List of Enclosures (Attested) for new trade license**

1. Self Assessment Form
2. Rental Deed/Lease Deed/Sale Deed
3. Property tax receipt up-to-date paid
4. Location plans – Blue Print Copies -3
5. NOC from two Immediate neighbours
6. Sanction plan obtained from GHMC/MCH-Copy
7. Passport Size Photos -2

**List of Enclosures (Attested) for renewal of existing trade license**

1. Property tax receipt up-to-date paid
2. Previous year trade license fee paid receipt

**Office Use Only**

I have verified the application and the enclosures and the application qualifies for further verification. Thereby it is requested to collect the processing fees of Rs. \_\_\_\_\_

**Service Centre Executive**