

Online Procedure For New Trade License

- The applicant has to visit the GHMC website www.ghmc.gov.in and go to trade license in **our services** to apply for new Trade License.
- Applicant shall register and login through the one time password .
- Fill the online application form with required mandatory information.
- After Submission of the application, applicant has to pay Trade License fee through online payment gateway, integrated in the same application using Net banking/Credit/Debit card.

After completion of successful Payment, Applicant will get an online receipt . The online process shall be implemented as follows:

(i) An online receipt will be generated on payment of license fee at the time of submitting online application.

(ii) A provisional certificate will be issued on submission/uploading of (2) mandatory documents online. (1. ID Proof, 2. Lease Deed/Legal Occupancy)

(iii) A final TIN number is generated and digitally signed certificate will be issued after field verification and compliance with norms and bylaws of trade license.

- The applicant can track the application status at various levels in his login .
- Online submitted application form will be scrutinized under various steps viz., by field verification officer and final approval authorities.
- field verification officer will verify the documents and submits his recommendation to the Deputy Commissioner/Zonal Commissioner/Chief Veterinary Officer for approval / rejection / issue of Trade license certificate.
- Final approval authority(ZC/DC/CVO) will verify the application received from field verification officer and can approve or Reject the application.
- After ZC/DC/CVO approval, applicant can download the final digital signed Trade license certificate in his login through GHMC web portal.