

Documents required for obtaining Trade Certificate

Every person engaged or intending to be engaged in any profession, trade and calling shall submit following documents along with duly filled Application form

1. Documents relating to the places of business (Ownership deed/rent agreement).
 - a) If the places of business are owned by the petitioner property tax receipt is to be produced.
 - b) If the place of business is on rented premises, rent bill is to be produced.
 - c) If rent is paid through rent control, then rent control challan is to be submitted.
 - d) In case of a Lessee, lease deed is to be produced.
 - e) If relative/person granted rent free accommodation by the premises owner, consent letter from the owner to be produced.
 - f) If relative/person granted rent free accommodation by any bonafide tenant, consent letter of the tenant is to be produced.
 - g) In case of a sub-tenant, consent of the premises owner will also have to be produced along with document viz. rent bills etc of the original tenant.
 - h) If business is carried on or likely to be carried on at any un-assessed property, the non-assesses should submit an affidavit as per Schedule-III. (Rs.10 non judicial stamp paper with notary).
2. In case of Companies/Private Limited Companies, the following documents are to be produced along with the application form
 - a) Copy of Memorandum/Articles of Association.
 - b) Copy of Declaration in Form-32 under the Companies Act, 1956.
 - c) Copy of Form-18 under the Companies Act, 1956.
 - d) Proof of occupancy.
3. In case of partnership firm, a copy of Partnership Deed is to be produced.
4. For doing business of STD/ISD/PCO, permission of the appropriate authority is to be submitted.
5. The permission of the competent authority is to be submitted for doing money lending business.
6. Branch office of any company may be opened within the area of NKDA with due authorization of main office.
7. In case of Chemist/Druggist business, permission of the appropriate authority is to be submitted.
8. In case of Share broking business, permission of the appropriate authority is to be submitted
9. In case of Import/Export business, permission of the appropriate authority is to be submitted.
10. In case of Pathological Laboratory, Clinic, Nursing Home and Hospital business, permission of the appropriate authority is to be submitted.
11. In case of Cable TV business, permission of the appropriate authority is to be submitted.
12. In case of Ration Shop business, permission of the appropriate authority is to be submitted.

- 13. In case of hemp/opium/liquor (country/foreign), spirit etc. business, permission of the appropriate authority is to be submitted.**
- 14. Blank letter head**
- 15. FOOD Licence in case of Hotel/Restaurant etc.**
- 16. O.C./P.O.C./C.C.**
- 17. Allotment letter/Possession letter/Deed/Plan sanction photo copy**

*****Fire N.O.C. are required to be submitted for all type of inflammable items.**