

PUNJAB RIGHT TO SERVICE ACT 2011

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LOCAL GOVERNMENT DEPARTMENT PUNJAB

FROM FOR SEEKING SERVICE :MUNICIPAL COMMITTEE/MUNICIPAL CORPORATION \_\_\_\_\_

Service asked for: (115) Renewal of Trade License

(Stipulated Time 10 Days)

|   |  |                   |                                     |           |                                    |
|---|--|-------------------|-------------------------------------|-----------|------------------------------------|
| 1 | Date of Application                          |                   |                                     |           |                                    |
| 2 | Name of the Applicant                        |                   |                                     |           |                                    |
| 3 | Father's/Husband's name                      |                   |                                     |           |                                    |
| 4 | Address                                      | City/Village      |                                     | P.O       |                                    |
|   |  | Tech.             |                                     | Distt     |                                    |
|   |  | Phone/Mobile. No  |                                     |           |                                    |
|   |  | E-mail ID, if any |                                     |           |                                    |
| 5 | Renewal of Trade License<br>ULBs Requirement | a                 | Simple Application.                 |           |                                    |
|   |  | b                 | Photo Copy of the Previous License. |           |                                    |
|   |  | c                 | Departmental Fees.                  |           |                                    |
|   |  | d                 |                                     |           |                                    |
|   |  | e                 |                                     |           |                                    |
|   |  |                   |                                     | Checklist | Checklist<br>(for office use only) |
| 6 | Documents to be attached                     | a                 | Simple Application.                 | Yes/No    | Yes/No                             |
|   |  | b                 | Photo Copy of the Previous License. |           |                                    |
|   |  | c                 |                                     |           |                                    |
|   |  | d                 |                                     |           |                                    |
|   |  | e                 |                                     |           |                                    |
| 7 | Signature of the applicant                   |                   |                                     |           |                                    |

(FOR OFFICE USE)

|    |   |  |    |  |  |
|----|---|--|----|--|--|
| 1. | Acknowledgement Receipt No.               |  | 2. | Date                                   |  |
| 3. | Date by which Service to be provided      |  | 4. | Fees/Facilitation Charges, if any      |  |
| 5. | Name of the Designated Officer            |  | 6. | Designation                            |  |
| 7. | Location:<br>1.Office<br>2.Suvidha Center |  | 8. | Signature of D.O/<br>Receiving Officer |  |

(ACKNOWLEDGEMENT SLIP)

|      |   |                          |                                    |                                     |  |
|------|---|--------------------------|------------------------------------|-------------------------------------|--|
| 1.   | Acknowledgement Receipt No.               |                          | 2.                                 | Date                                |  |
| 3.   | Date by which service to be provided.     |                          | 4.                                 | Fees/Facilltation Charges, if any   |  |
| 5    | Service asked for                         | Renewal of Trade License |                                    |                                     |  |
| 6    | Documents to be attached                  | a                        | Simple Application                 | Yes/No                              |  |
|      |   | b                        | Photo Copy of the Previous License | Yes/No                              |  |
|      |   | c                        |                                    |                                     |  |
|      |   | d                        |                                    |                                     |  |
|      |   | e                        |                                    |                                     |  |
| 7(a) | Name of the Designated Officer            |                          | b                                  | Designation                         |  |
| c    | Location:<br>1.Office<br>2.Suvidha Center |                          | d                                  | Signature of the Designated Officer |  |