



# ***User Manual for General Trade/Storage License Application – MCD***

## **Citizen Interface**

Municipal Corporations of Delhi

April 2024

<https://mcdonline.nic.in>

Note: This document will be amended on regular basis as per the upgradation done in the application.





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# 1. Introduction

## 1.1. About General Trade License (GTL)

The Central Licensing & Enforcement Cell (CL&EC), MCD at deals with the issue and renewal of Municipal General Trade/Storage Licenses under the provisions of Section 417 of DMC Act-1957 (amended Time to Time) and composition of offences u/s 469. The Powers of Commissioner for grant of trade/storage license/permission already stand delegated to Dy. Commissioners/ Addl. Dy. Commissioner CL&EC u/s 491 of DMC Act.

Section 417 of the DMC Act-1957 (amended time to time) provides that any person, who desires to establish business of a General Trade and Storage, is required to obtain license from MCD, particularly for the articles mentioned under Part-I & Part-II of the Eleventh Schedule and other articles notified by the Government Authorities by issuing Public Notices/Orders/Directions from time to time. The applicant can apply for the same online through the internet or at any of the CSB center at four zonal offices of MCD.

In order to streamline records of trade license and ensure transparency, all applicants for new Trade /Storage Licenses shall get the electronically generated License u/s 417 of DMC Act only after submission of complete application along with requisite documents, self-declaration/ undertaking, without prior verification of documents /site inspection and on receipt of requisite payment within the prescribed time.

## 1.2. Purpose

The purpose of GTL portal is:-

- Transformation of legacy process and afresh development of web application as per the current functional and technical requirements.
- Facilitate citizens with cashless, paperless, and faceless system.
- Advanced GUI of Online registration system can help the citizen to easily apply, renewal, amendment and surrender the General trade license.
- Allows preservation of reporting forms in digital mode.
- Process oriented architecture which helps citizen to do easy registration for general trade license without visiting MCD department from any internet point.

## 1.3. General Trade License Categories

**License Validity Period** = One Year and valid up to 31-March of the Financial Year. License is granted/renewed FY to FY basis.

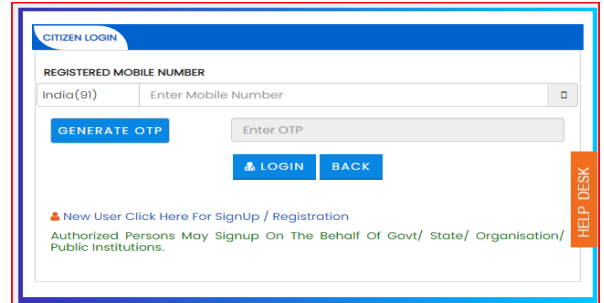
Sl. No.	Trade Classification
1	Conforming industrial area / Flatted group industries and newly Notified 22 areas of industrial area
2	C.B.D/ sub-C.B.D /Metropolitan city center
3	Local commercial
4	LSC (Local Shopping Complex)
5	CSC (Commercial Shopping Complex)
6	Community centers
7	District centers

8	Service market/ Service center
9	Pedestrian shopping streets
10	Commercial areas
11	Industrial units / plots abutting 24 m row and above in approved layout plan and approved use in sanctions building plan
12	MLU (mixed land use)
13	Special area category (old city and its extensions)
14	Urban/ Rural villages (only in extended Lal Dora Abadi)
15	Other categories (small shops upto 20 sqm at ground floor in residential area)

## 2. User Manual

### 2.1. Citizen Signup/ Login

1. Go to MCD Website through and Click on “Citizen Login”
2. If your Mobile number is registered, you can login directly.
3. If your mobile No. is not registered,

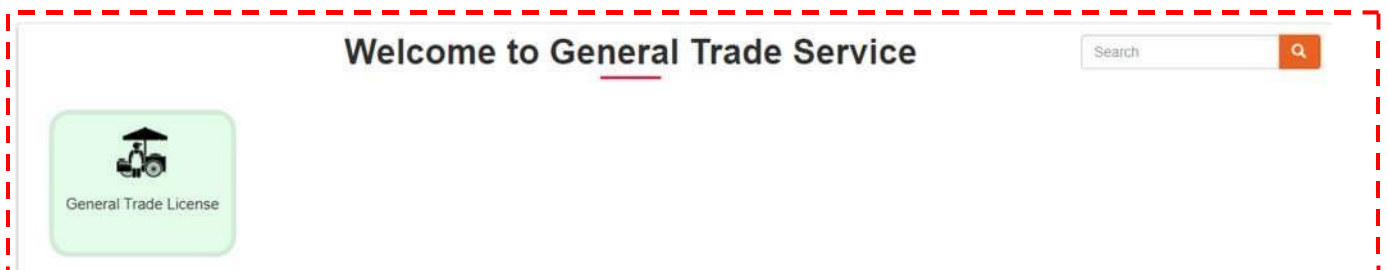


Please “New User Click Here for Signup/ Registration” (at the bottom of the page)

4. Registration page will open, fill mandatory details and then click on Submit button

5. You will be redirected to Citizen Login Page with message “Registered successfully. Now, login with Registered Mobile No:98xxxxxxx66”.

6. You can Login in the system through mobile OTP authentication.
7. Citizen can also change mobile number and other details through “Edit Profile” option available under name display at top right corner
8. On successful login, you will be redirected to Online Services Page.



9. Click on “General Trade/Storage License”, your login account will be opened.
10. Important instructions and Guidelines may also be read by the Citizen for self-help.

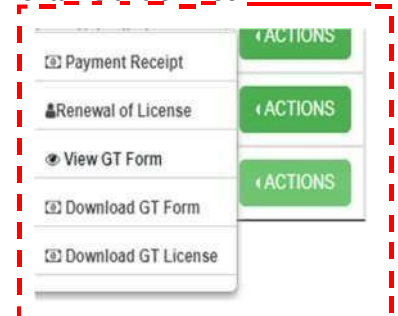
## 2.2. Citizen Dashboard

1. Dashboard provides listing of all General Trade registration records submitted by you along with key detail and status.

S.no	Profile/User Name	License Number	Application Number	Trade Premise	Trade Description	Mobile Number	Request Submission Date
1	NEHA YA...	SGTL040220211...	100220212...	CONFORMING INDUSTRIAL AREA ...	ADVERTISEMENTS AGENCIES	813079...	10/02/2021
2	NEHA YA...	SGTL040220211...	100220212...	CONFORMING INDUSTRIAL AREA ...	ADVERTISEMENTS AGENCIES	813079...	10/02/2021
3	NEHA YA...	SGTL040220211...	100220212...	CONFORMING INDUSTRIAL AREA ...	ADVERTISEMENTS AGENCIES	813079...	10/02/2021
4	NEHA YA...	SGTL040220211...	100220212...	CONFORMING INDUSTRIAL AREA ...	ADVERTISEMENTS AGENCIES	813079...	10/02/2021
5	NEHA YA...	SGTL040220211...	040220212...	CONFORMING INDUSTRIAL AREA ...	AGARBATTI AND SIMILAR P...	813079...	04/02/2021
6	NEHA YA...	SGTL040220211...	0402202119...	CONFORMING INDUSTRIAL AREA ...	ADVERTISEMENTS AGENCIES	813079...	04/02/2021
7	NEHA YA...	SGTL040220211...	0402202113...	CONFORMING INDUSTRIAL AREA ...	SHOW ROOMS	813079...	04/02/2021
8	NEHA YA...	SGTL040220211...	0402202111...	CONFORMING INDUSTRIAL AREA ...	SHOW ROOMS	813079...	04/02/2021

2. At the bottom of page, you can avail options for “Apply for New license” and “Search Legacy Record” after reading the Important instructions and General Guidelines

3. You can access service using Action button such as Apply for Renewal based on request status along with download GT form, download payment receipt and download Final License etc.



## 2.3. Search Legacy Record for Renewal

1. Searching can be done using –
  - License Number
  - Or
  - Unit/Establishment Name

2. After filling the mandatory details mentioned above (minimum 2 characters are required to search), click on the Submit button.
3. If the data is available in respect of the entered searching parameters, it will be reflected.
4. Click on the Action tab available against the concerned application and relevant options will appear like –Download license, Apply for Amendment, Renewal and Surrender based on License Validity and Request Status details.

## 2.4. Apply for New License

Using following steps, you can register to obtain New License:

1. Fill the New License Registration form (if not obtained earlier) correctly with all mandatory fields and click on Submit. It will not allow submission unless mandatory items are filled.
2. There are multiple sections available in the New License Registration form i.e., Category and trade descriptions, Personal Details, Trade Details, Premises Details, Constitution details and Upload Documents.
3. First section covers Applicant’s Personal details where the major part is applicant’s DOB it should not be less than 18 years.



- Further, second section covers about classification of trade such as Trade premises, trade description, trade category etc.

CLASSIFICATION OF TRADE

**TRADE CATEGORY TYPE IN GENERATED LICENSE \***

**TRADE DESCRIPTION \***

**CATEGORY \***

- Next sections cover information about property details, unit area, address of unit etc. These are the in formations of trade premises for which the user is applying for GTL.

PROPERTY DETAILS

**UPIC NUMBER (Max Length 15 Digit)**

**ON WHICH FLOOR THE UNIT IS SITUATED \***

**COVERED AREA OF FLOOR IN SQ. MTS \*(Max Length 10 Digit)**

**OWNERSHIP TYPE \***

**THE STRUCTURE PROTECTED UNDER DELHI SPECIAL PROVISION ACT 2011/14 \***

**WHETHER PROPERTY TAX PAID ? \***

**WHETHER CONVERSION CHARGES PAID \***

+ ADD
- REMOVE

TOTAL UNIT AREA

**TOTAL UNIT AREA IN SQ. MT \*(Max Length 10 Digit)**

ADDRESS OF UNIT (UNDER USE IN BUSINESS)

**PREMISES/PROPERTY NO. \*(Max Length 25 Chars)**

**STREET NAME \*(Max Length 25 Chars)**

**LOCALITY (Max Length 25 Chars)**

**COLONY \***

**WARD \***

**ZONE \***

**PIN CODE \*(Max Length 6 Digit)**

**COLONY CATEGORY \*(Max Length 50 Chars)**

**ELECTRIC CONNECTION NUMBER \*(Max Length 9 Digits)**

- Second last section covers the details of constitution such as establishment details, type of constitution, and list of partners. User have to fill the related general trade establishment details in this section.

ESTABLISHMENT DETAILS

**NAME OF UNIT/ESTABLISHMENT \*(Max Length 150 Chars)**

**YEAR OF ESTABLISHMENT \***

**GST NUMBER (Max Length 15 Digits)**

**PAN (Max Length 10 Digits)**

TYPE OF CONSTITUTION

**TYPES OF CONSTITUTION \***

**RELATIONSHIP OF APPLICANT WITH COMPANY**

LIST OF PARTNERS

+ ADD NEW ROW

S.No.	Name of Partner (Max Length 25 Chars)	Address (Max Length 250 Chars)	Designation of applicant in company
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>

CLEAR

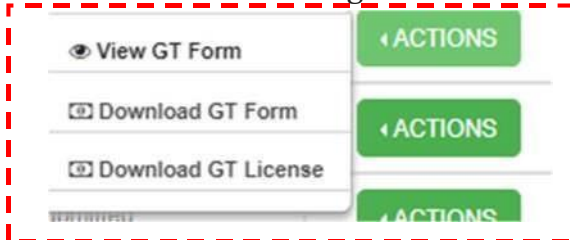


7. Last section is Document section where all mandatory and required documents need to upload. After uploading all mandatory documents and filling mandatory information, click the confirmation check box and click Submit button to save details and proceed for further Fee Payment. “Save as Draft” can be used to save filled information and submit later on using update request option available under calculate and pay tax under Action button on Dashboard.

8. On successful submission of the form, citizen will be redirected for Fee payment calculation page to re-verify the payment components and amount before proceeding to final payment. If all payment details are ok, then click on Submit button.

9. After verification, citizen will be redirected for payment and the fee, if applicable, can be paid using online payment gateway for debit/credit / Internet banking etc.

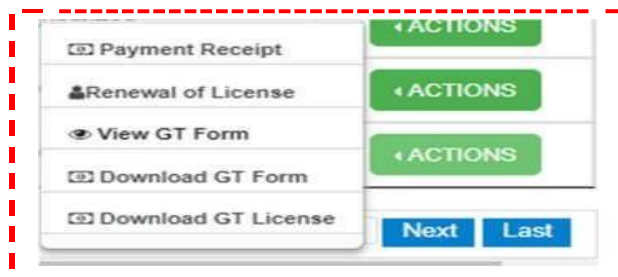
10. Once the payment process is completed, the application will be submitted, the license will generate automatically.
11. The license will be available for download to the citizen in the dashboard under the Action tab available against the submitted application.



## 2.5. Apply for Renewal

**Note:** Renewal can be applied on expiry of License.

1. If License is expired, Renewal option will be available (only after the expiry of license) to the Citizen in the dashboard under the Action tab available against the approved application.



2. Renewal Form will open on selection of Renewal option without editable mode.
3. Applicant will upload the required renewal documents and submit the application then after he will pay the predefined renewal fee to renew the expired license.
4. After the fee payment applicant will be able to generate the license by his own and also the option “Download GT license” will appear under action button after license generation. Hence the license will be renewed.

## 2.6. Apply For Amendment

1. Amendment is allowed for change of category, increase in covered area, change in company name and authorized signatory.
2. On successful Submission **for Amendment**, Registered details will be sent to **MCD Officials** for scrutiny and approval.

3. In case of any deficiency raised by MCD Officials while scrutiny, Citizen Need to provide required information or documents using “**Submit Deficiency Details**” in case of amendment.
4. Check deficiency letter to see which documents are marked deficient and re-upload those documents and submit for verification and approval by MCD officials.
5. On Rejection by MCD Officials, Citizen needs to apply afresh for amendment and surrender of General Trade License.
6. Rejection letter can be downloaded from “**Action**” button to check rejection remarks.
7. On Approval from MCD Official, **Final License** can be downloaded from “**Action**” button for any registered detail.

## ***2.7. Apply for Surrender.***

1. The license shall not be transferable from one premises to another nor from one person to another (except in death cases or transfer to their legal heirs) nor from one establishment to another. Hence applicant will have to surrender the license online and apply for New license with new details.
2. Whenever the licensed premises is vacated, the license holder shall surrender the license to MUNICIPAL CORPORATION OF DELHI at online Portal, Failure to do so shall make him ineligible for issue of license in future without getting cleared all previous dues.

### **3.1. Charges associated with Renewal of License**

- 1. Application/Processing Fees** - will be collected at the time of Submission of Application Form for Renewal General Trade License
- 2. License Fee** – are the annual license fee and will be collected at the time of Submission of Application Form for Renewal General Trade License
- 3. Online Payment Convenience Fee** - 2.0642% of the total amount towards Online Payment Convenience Fee will be collected at the time of Submission of Application Form for Renewal General Trade License

**There is an increase in applicable GTL Fees after every three years:** - The GTL fees shall automatically be **increased by 15%** (rounded to next rupee in multiple of Rs. 10/-) on every three years.

### **3.2. Charges associated with Amendment of License**

**Processing Fee** of Rs. 1100/ + 2.0642% of total amount i.e., processing fee (except License Fee which was paid earlier during the financial year).

**Note:-If there will be any increase in the total area then extra fee will be calculated on the difference.**

### **3.3. Charges associated with Surrender of License**

**Processing Fees** Rs.1100.00 + convenience fee (2.0642% of the processing fee). Fee Will be collected at the time of Submission of Application Form for Surrender of General Trade License

## ***4. General Trade License Documents Required***

### ***4.1. Documents are to be submitted for new license***

1. Id proof (with photograph) i.e. Aadhar card/voter id/ pan card/ valid Indian passport/ permanent driving license, bank passbook with photograph and signature
2. Photograph of the establishment with front-facia, display of goods traded from the premises or the business being carried out from the premises
3. Proof of legal occupancy of the establishment or allotment letter of govt. agency/tenancy proof/ electricity/water connection bill/landline telephone bill/lease deed /sale deed/GPA

### ***4.2. Documents are to be submitted for renewal of license***

1. Id proof (with photograph) i.e. Aadhar card/voter id/ pan card/ valid Indian passport/ permanent driving license, bank passbook with photograph and signature
2. Self-attested scanned copy of last receipt of license fee
3. Self-attested scanned copy of original GT/SL.

### ***4.3. Documents are to be submitted for amendment of license***

1. OLD COPY OF LICENSE AND PAYMENT RECEIPT
2. PROOF OF CHANGE VALUE BE UPLOADED
3. Board resolution or MOA or partnership
4. COPY OF ID PROOF OF NEW AUTHORIZED SIGNATORY
5. GST CERTIFICATE
6. Lease deed or rent agreement or layout plan
7. OTHER DOCUMENT
8. SUPPORTING DOCUMENTS REGARDING CHANGE IN NAME OF COMPANY I.E INCORPORATION CERTIFICATE

### ***4.4. Documents are to be submitted for surrender of license***

1. Applicant's ID proof
2. Copy of updated General Trade License