



User Manual for General Trade/Storage License Application – SDMC and NDMC

Citizen Interface

<https://mcdonline.nic.in>

Municipal Corporations of Delhi

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<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), SDMC 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 SDMC, 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 SDMC.

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

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

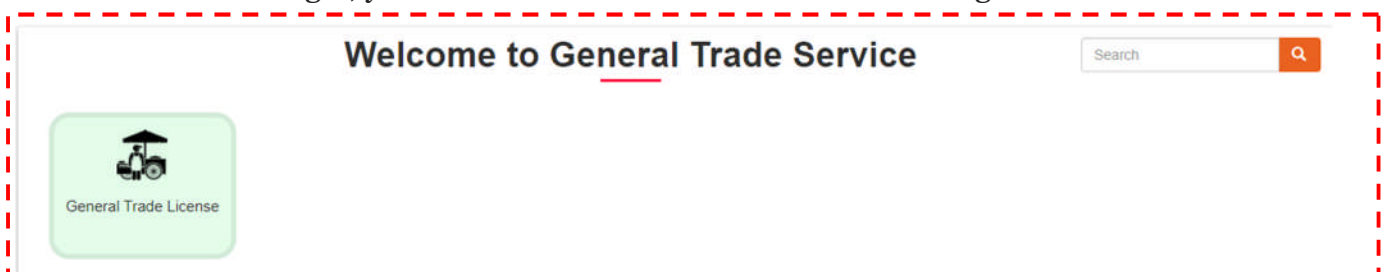
2.1. Citizen Signup/ Login

1. Go to MCD Website through <https://mcdonline.nic.in/22905bb> 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:98xxxxxx66”.

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.



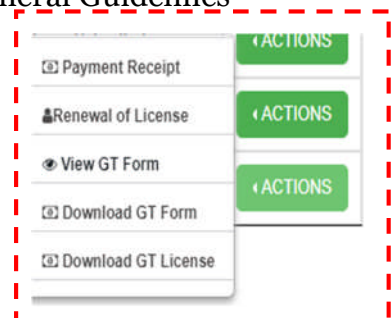
9. Click on “General Trade/Storage License”, your login account will be opened.
10. Important instructions and Guidelines may also be read by the Citizen for self-help.

2.2. Citizen Dashboard

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

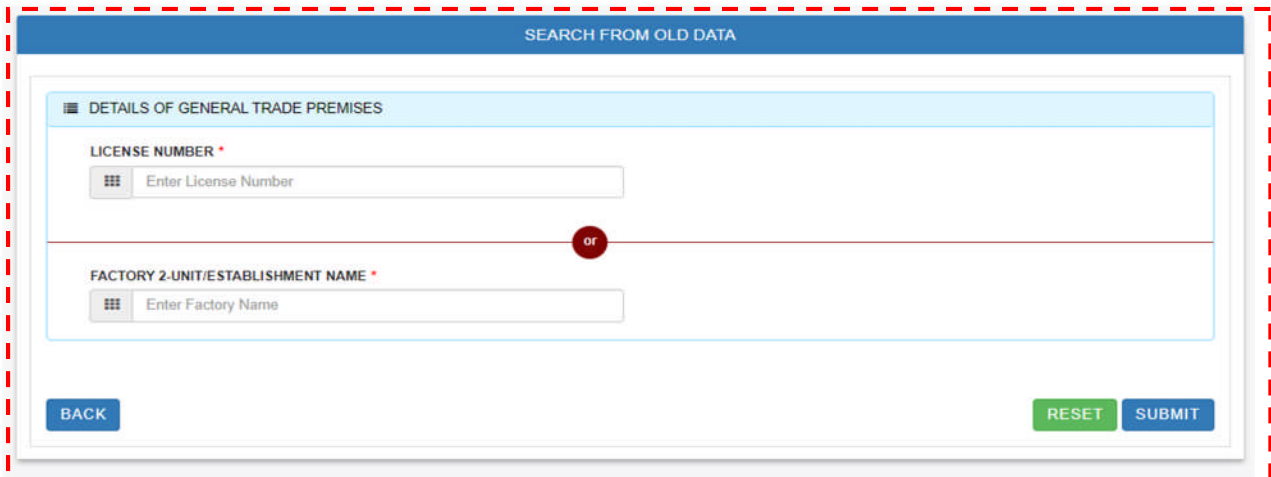
GENERAL TRADE DETAILS							
SHOW 10 ENTRIES		SEARCH:					
S.no	Profile/User Name	License Number	Application Number	Trade Premise	Trade Description	Mobile Number	Request Submission Date
1	NEHA YA...	SGTL040220211...	100220212...	CONFORMING INDUSTRIAL AREA ...	ADVERTISEMENTS AGENCIES	813079...	10/02/2021
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 alongwith download GT form, download payment receipt and download Final License etc.



2.3. Search Legacy Record

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

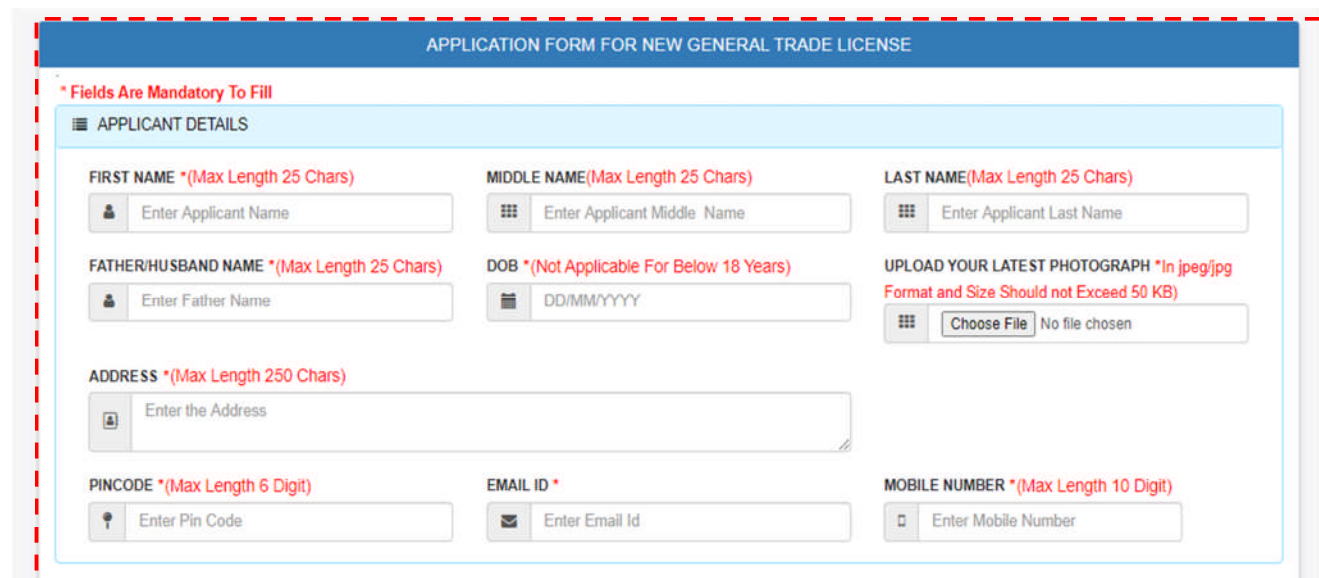


2. After filling the mandatory details mentioned above (minimum 2 characters are required to search), click on the Submit button.
3. If the data is available in respect of the entered searching parameters, it will be reflected.
4. Click on the Action tab available against the concerned application and 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 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.



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

5. 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.

6. 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.

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.

2.4.7

UPLOAD REQUIRED DOCUMENTS * (In Pdf/Jpg/Png Format And File Size Should Be Less Than 5MB)

Note: Enclosures / Attachments Hereby Applicant Requested To Upload Self Attested Copies Of All The Documents

1. ID PROOF (WITH PHOTOGRAPH) I.E. AADHAR CARD/VOTER ID/ PAN CARD/ VALID INDIAN PASSPORT/ PERMANENT DRIVING LICENSE, BANK PASS BOOK WITH PHOTOGRAPH AND SIGNATURE *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Remove"/>
2. PHOTOGRAPH OF THE ESTABLISHMENT WITH FRONT-FACIA, DISPLAY OF GOODS TRADED FROM THE PREMISES OR THE BUSINESS BEING CARRIED OUT FROM THE PREMISES *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Remove"/>
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 *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Remove"/>
4. SITE PLAN/KEY PLAN SHOWING THE AREA UNDER THE OCCUPATION OF THE APPLICANT OR EARMARKING SALIENT FEATURES OF THE NEIGHBORHOOD OF THE SITE *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Remove"/>

SELF -DECLARATION/UNDERTAKING

☐ I declare that the information provided by me in the application is true to the best of my knowledge and shall be liable for any action for wrong information provided by me under the MCD Act 1957 rules.

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.

2.4.7

PAYMENT DETAILS

TRADE LICENSE DETAILS

Application Reference No. : 10022021229066	Registration Date : 11/02/2021
Name of Unit/Establishment : NEHA YADAV	Name of the Applicant : GIRISH C VXCX GVSDVG
Name of the Father/Husband : VGSDVG	Unit/Shop Address : FDFG-42 TEST.NIC GFGBF ABUL FAZAL ENCLAVE OKHLA CENTRAL ZONE 110041 F 534612347

PAYMENT DETAILS

Trade/Storage License Process Fee Rs. : 1100
 License Fee Rs. : 36415
 Online Payment Convenience Fee Rs. : 774 (@2.0642% On Total Amount(Will Be Rounded To Rupee))
 Total Amount To Pay Rs. : 38290

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.

Online Payment



*** Please Do Not Refresh The Page Until Your Payment Process Is Completed Successfully To Avoid Multiple Charges.

Application Reference : 1598106974577

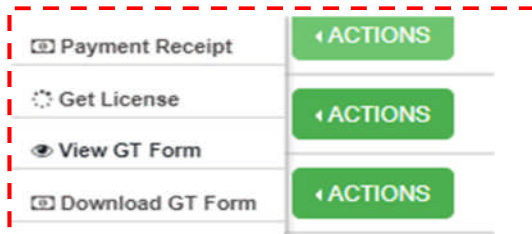
Total Amount : 7

* For ItzCash Card Transaction Fee @2.0% Service Tax Will Be Charged By Payment Gateway Service Provider.
 * For Credit Card Transactions, A Fee @1.7143% For AXIS (Inclusive Of Service Tax And Education Cess) Will Be Charged By Payment Gateway Service Providers.

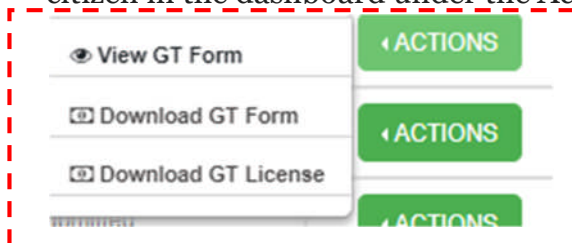
Payment Gateway List *

Credit/Debit Card Payment Gateways ☐  ☐ 

10. Once the payment process is completed, the application will be submitted, and the user will generate the license by himself after clicking the **GET LICENSE** option under action button.



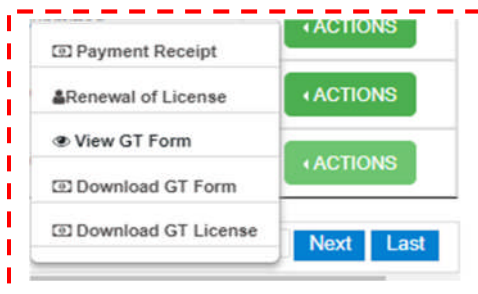
11. Once the applicant generated license, the license will be available for download to the citizen in the dashboard under the Action tab available against the submitted application.



2.5. Apply for Renewal

Note: Renewal can be applied on expiry of License.

1. If License is expired, Renewal option will be available 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.

3. General Trade License Fees and Charges

ANNUAL LICENSE FEE FOR GRANT/RENEWAL OF GENERAL TRADE/ STORAGE LICENSES

Category of the localities(in which trade Premises is existing)	Upto 10 Sq. Mtr.	Between 10 to 20 Sq. Mtr.	Above 20 Sq.Mtrs.	The fees/charges will not exceed in a year in respect of single license
A	3450.00	8625.00	144.00	57500.00
B	3450.00	8625.00	144.00	57500.00
C	2300.00	5750.00	115.00	46000.00
D	2300.00	5750.00	115.00	46000.00
E	1150.00	2875.00	86.00	34500.00
F	1150.00	2875.00	86.00	34500.00
G	1150.00	2875.00	86.00	34500.00
H	1150.00	2875.00	86.00	34500.00

ANNUAL LICENSE FEE FOR GRANT/RENEWAL OF SPECIAL TRADE/ STORAGE LICENSES

Sno.	Name of Trade/Storage	Between 10 to 20 Sq. Mtr.	
1	Show Rooms i.e (a) A showroom is a large space equal or more than 250 Sq. mtr. used to display products for sale, such as Automobile, Furniture, Appliances, Carpets or Apparel etc.; (b) A showroom is a retail store of a company in which products are on sale in a space created by their brand or company.) Running trade i.e. Automobile, Furniture, Carpet, Apparel, Appliances, Jewellery, etc.	A	57500.00 OR 144.00 whichever is higher
		B	57500.00 OR 144.00 whichever is higher
		C	46000.00 OR 115.00 whichever is higher
		D	46000.00 OR 115.00 whichever is higher
		E	34500.00 OR 86.00 whichever is higher
		F	34500.00 OR 86.00 whichever is higher
		G	34500.00 OR 86.00 whichever is higher
		H	34500.00 OR 86.00 whichever is higher
2	Retail out-lets (convenience stores) of MNCS & Indian Companies with foreign or domestic collaboration	A	57500.00 OR 144.00 whichever is higher
		B	57500.00 OR 144.00 whichever is higher
		C	46000.00 OR 115.00 whichever is higher
		D	46000.00 OR 115.00 whichever is higher
		E	34500.00 OR 86.00 whichever is higher
		F	34500.00 OR 86.00 whichever is higher
		G	34500.00 OR 86.00 whichever is higher
		H	34500.00 OR 86.00 whichever is higher
3	Ware-houses from where goods are sold	A	57500.00 OR 144.00 whichever is higher
		B	57500.00 OR 144.00 whichever is higher
		C	46000.00 OR 115.00 whichever is higher
		D	46000.00 OR 115.00

			whichever is higher
		E	34500.00 OR 86.00 whichever is higher
		F	34500.00 OR 86.00 whichever is higher
		G	34500.00 OR 86.00 whichever is higher
		H	34500.00 OR 86.00 whichever is higher
4	Stores attached with cold store	A	57500.00 OR 144.00 whichever is higher
		B	57500.00 OR 144.00 whichever is higher
		C	46000.00 OR 115.00 whichever is higher
		D	46000.00 OR 115.00 whichever is higher
		E	34500.00 OR 86.00 whichever is higher
		F	34500.00 OR 86.00 whichever is higher
		G	34500.00 OR 86.00 whichever is higher
		H	34500.00 OR 86.00 whichever is higher
5	Gas/CNG Godowns/Storage	A	57500.00 OR 144.00 whichever is higher
		B	57500.00 OR 144.00 whichever is higher
		C	46000.00 OR 115.00 whichever is higher
		D	46000.00 OR 115.00 whichever is higher
		E	34500.00 OR 86.00 whichever is higher
		F	34500.00 OR 86.00 whichever is higher
		G	34500.00 OR 86.00 whichever is higher
		H	34500.00 OR 86.00 whichever is higher
6	Petroleum & Petroleum Products (other than dangerous Petroleum Act-1934)	A	57500.00 OR 144.00 whichever is higher
		B	57500.00 OR 144.00 whichever is higher
		C	46000.00 OR 115.00 whichever is higher
		D	46000.00 OR 115.00 whichever is higher
		E	34500.00 OR 86.00 whichever is higher
		F	34500.00 OR 86.00 whichever is higher
		G	34500.00 OR 86.00 whichever is higher
		H	34500.00 OR 86.00 whichever is higher

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** - 2.0647% 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/ + 2.064% 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 (2.064% 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. Site plan/key plan showing the area under the occupation of the applicant or earmarking salient features of the neighborhood of the site.

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. Id proof and last receipt of payment
2. Board resolution or MOA or partnership
3. Lease deed or rent agreement or layout plan

4.4. Documents are to be submitted for surrender of license

1. Other supporting document showing correct details
2. UID