



Renewal of Hackney Carriage License Standard Operating Procedure (SOP)

- Open the system's browser. Ensure that the system is connected to the internet.
- Enter the URL in the address bar of the browser:
<https://mcdonline.nic.in/miscsdmc> (for SDMC)
<https://mcdonline.nic.in/miscndmc> (for NDMC)
<https://mcdonline.nic.in/miscedmc> (for EDMC)

and go to "Citizen Login" module.

- For first time user, citizen must register to proceed. Click on "New User Click Here for Signup/Registration".
- Fill all the mandatory information on **Sign-Up page** and click on Submit button.
- On successful Sign-Up, **Login with Registered Mobile No.** through OTP authentication.
- After successful authentication, go to "Online Services" and select "Hackney Carriage".
- Citizen can also change mobile number and other details through "Edit Profile" option available under name display at top right corner.
- Citizen must read all the **Important Instructions and Guidelines**.
- **For new license:**
 - Click on **New License Application**. A form will be displayed where you need to fill all the required and mandatory details.
 - Re-check all the Form details and upload relevant documents.
 - Click "Calculate and Pay Fee" and click on "Submit" button to save the application form details and **pay requisite fees** using online payment gateway.
 - After Payment, receipt will be available for download and the record will be seen on your dashboard.

- You can also **download** the payment receipt from **Download Receipt** button under Action tab.

➤ **For Renewal of License:**

- Click on “**Search Old Data and Renew License**”. A search form will be displayed on your screen where you need to **enter your license number** and click on **search**.
- The search results will be displayed at the bottom of your screen. Click on **Action** button and then **View Record**. A detailed page will open where you can correct personal details.
- Check all the Form details, fill mandatory fields and upload relevant documents.
- Click “**Calculate and Pay Fee**” and click on “**Submit**” button to save the application form details and **pay requisite fees** using online payment gateway.
- After Payment, receipt will be available for download and the record will be seen on your dashboard.
- You can also **download** the payment receipt from **Download Receipt** button under Action tab.
