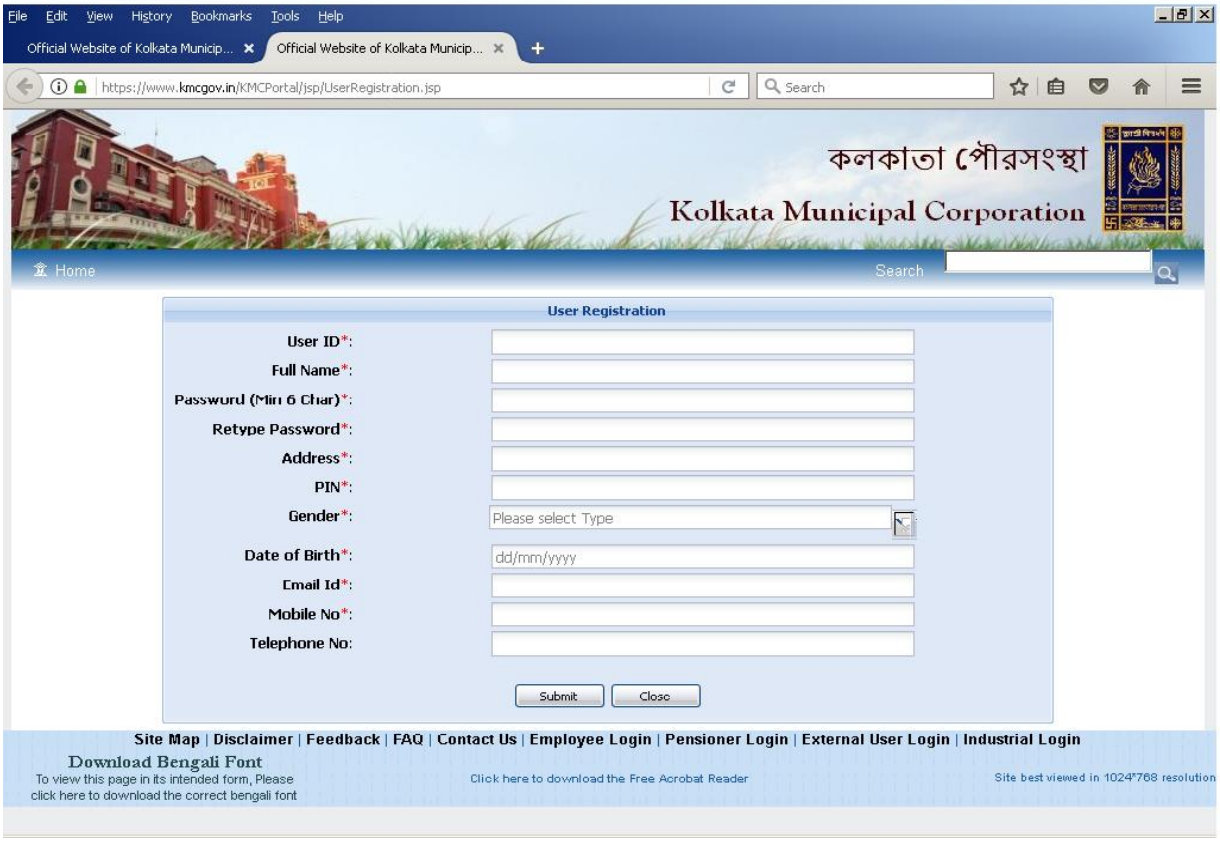
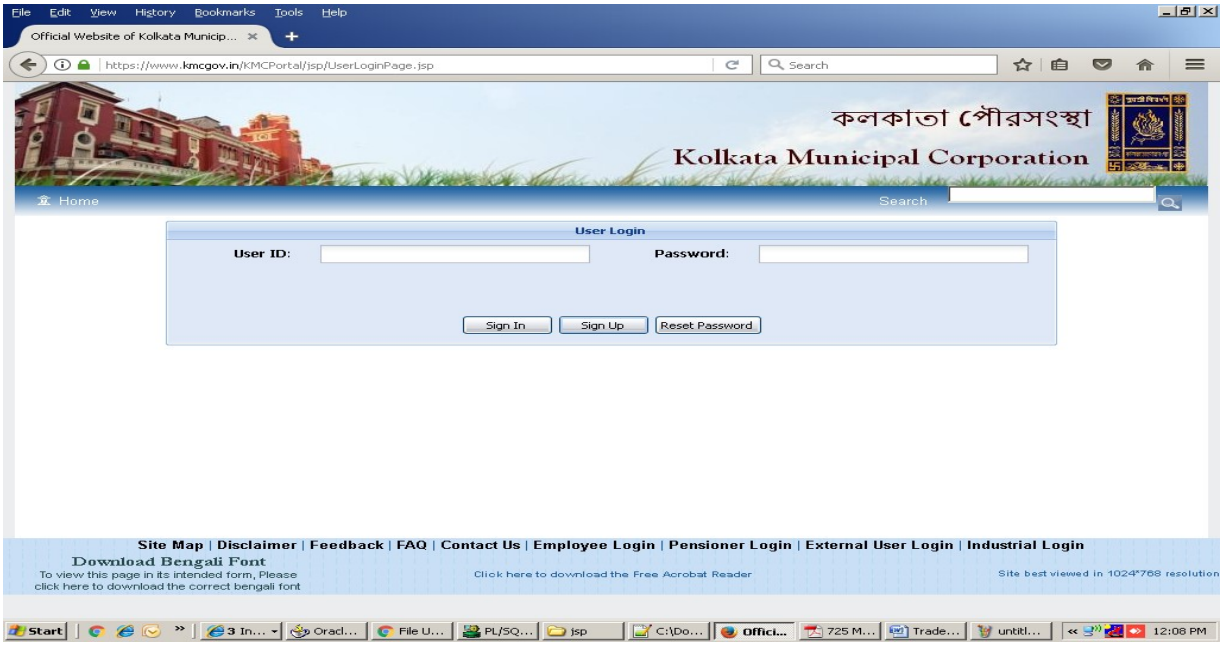
Online Certificate of Enlistment(commonly known as Trade Licence)

New Issue/ Renew/Change/Closure Manual

Step-1: User Registration required for first time users to Apply for New Issuance of Certificate of Enlistment (C.E)/ Change /Closure.

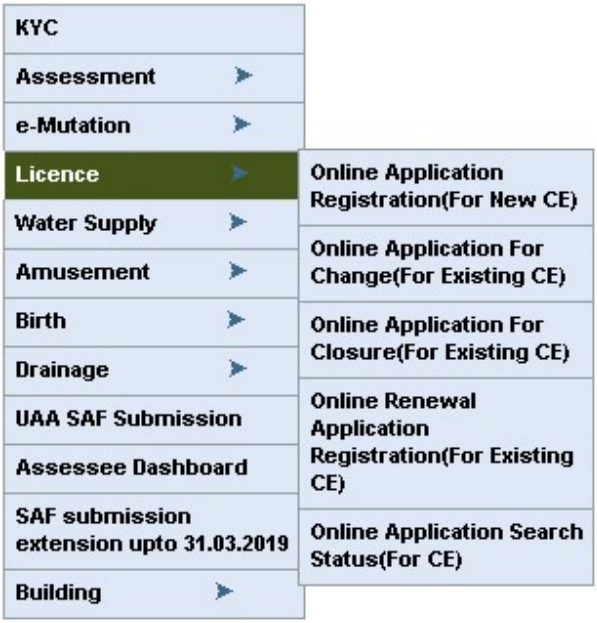


Step-2: Login withUsing External Login Id and Password.



For Online Application Registration (For New CE)

Step-1: After Login,go to Online Application Registration (For New C.E) under Licence Menu. Applicant fill up the Application with required attachments (Minimum Two, i.e., Occupancy proof of Business Address and Identity Proof Document).



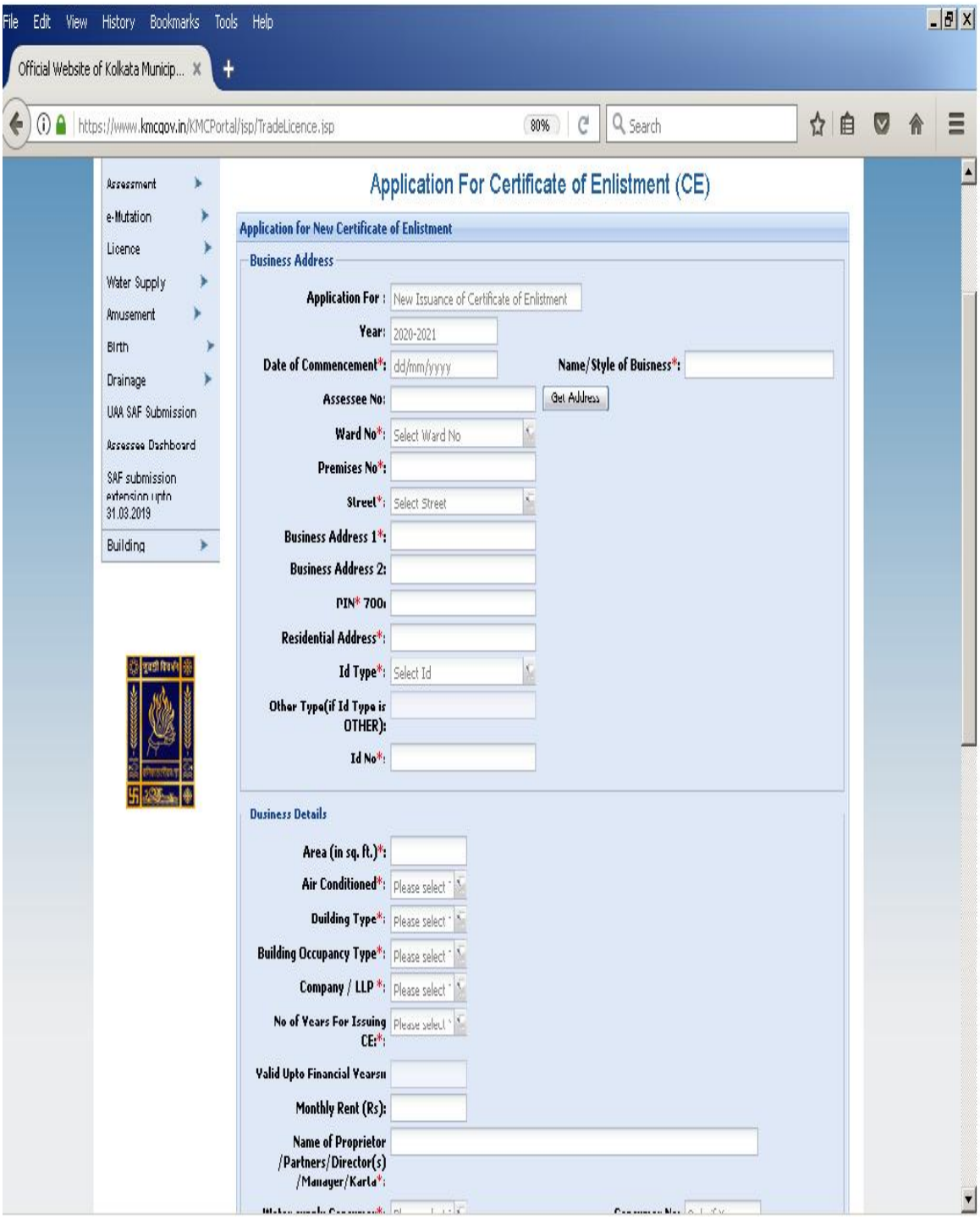
Step-2: Following Documents shall be uploaded as attachments for all Professions, trades and callings.

Only two documents are required to be submitted. (All copies shall be self-attested)

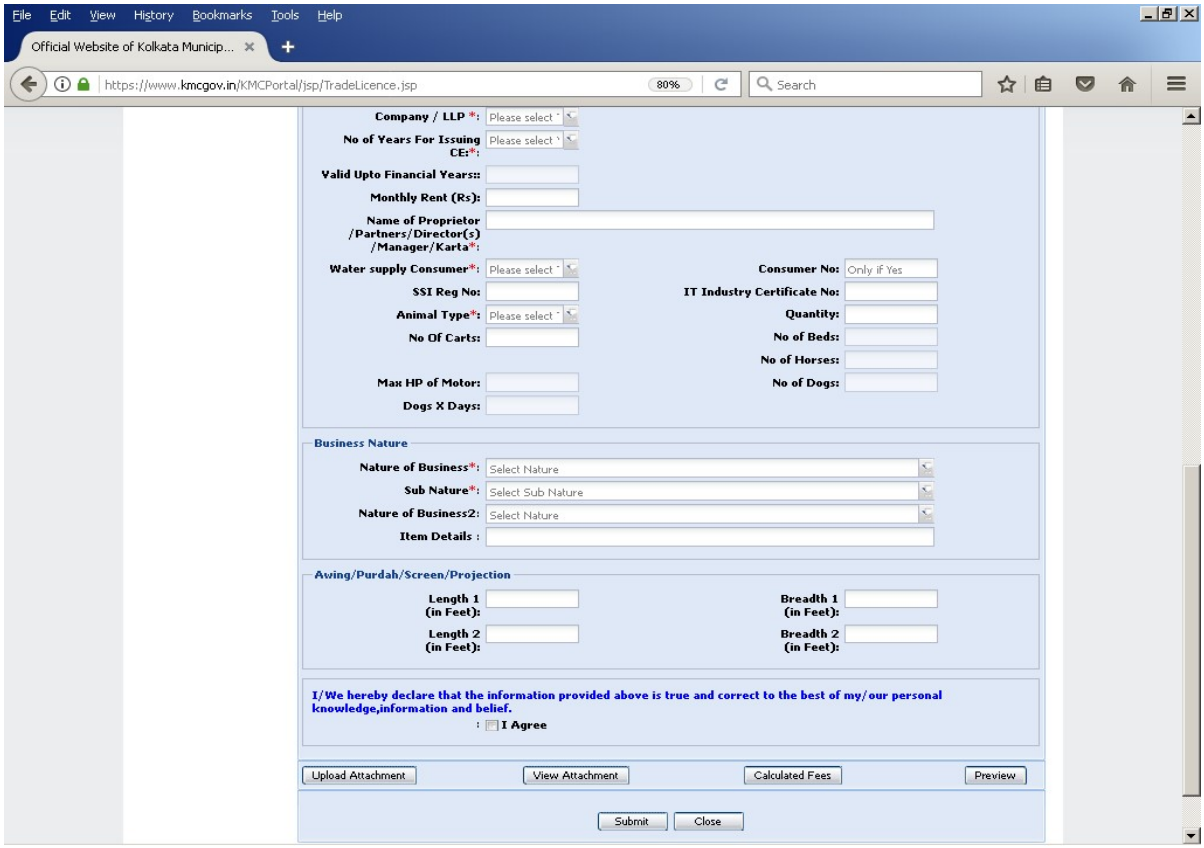
(i) Identity proof documents: Any Photo Identity Documents (EPIC/ AADHAAR /DRIVING LICENCE /PASSPORT etc.) issued by Government authority as Identity proof as well as proof of residential proof of applicant.

(ii) Proof of ownership/occupancy: Anyone of the following documents as occupancy proof of business address.

Property tax bill/ property tax receipt/ Deed of Conveyance /Lease deed / Sublease deeds/ Leave and licence agreement/ Rent receipt/ Rent Agreement/ No objection certificate if it is rent free /Electricity bill/ Telephone bill/ in respect of the place of business and in the name of applicant.


File Edit View History Bookmarks Tools Help
Official Website of Kolkata Municip...
https://www.kmcgov.in/KMCPortal/jsp/TradeLicence.jsp
80%
Search
Assessment
e-Mutation
Licence
Water Supply
Amusement
Birth
Drainage
UAA SAF Submission
Assessee Dashboard
SAF submission extension upto 31.03.2019
Building
Application For Certificate of Enlistment (CE)
Application for New Certificate of Enlistment
Business Address
Application For :
New Issuance of Certificate of Enlistment
Year:
2020-2021
Date of Commencement*:
dd/mm/yyyy
Name/Style of Buisness*:
Assessee No:
Get Address
Ward No*:
Select Ward No
Premises No*:
Street*:
Select Street
Business Address 1*:
Business Address 2:
PIN* 700
Residential Address*:
Id Type*:
Select Id
Other Type(if Id Type is OTHER):
Id No*:
Dusiness Details
Area (in sq. ft.)*:
Air Conditioned*:
Please select
Duilding Type*:
Building Occupancy Type*:
Company / LLP *:
No of Years For Issuing CE:*:
Valid Upto Financial Yearsu
Monthly Rent (Rs):
Name of Proprietor /Partners/Director(s) /Manager/Karta*:

Step-3: Before submitting the Application, Documents shall be uploaded as attachments by clicking Upload button.



Step-4: Fill up all mandatory fields (e.g, Residential Address, ID No).

(Choose proper No. of Years for Issuing Certificate of Enlistment as 1/3/5/15 before submit the Application, Rates are applicable as per Schedule).

Step-5: Applicant can view the Estimated Fees before submitting the application by clicking on **Calculated Fees.** Click **Submit** to submit the application**.**

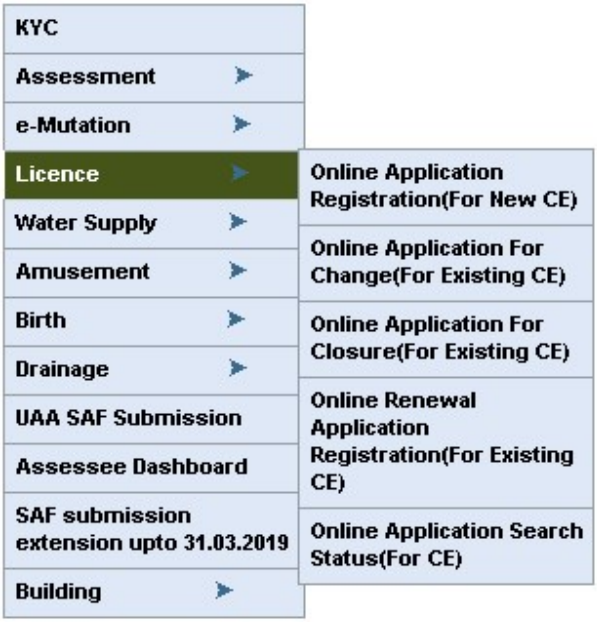
Step-6: After clicking Submit, wait until application is accepted & note Application No. with Real time generated C.E No.

Step-7: Go to Online Application Search Status with Application No, Print Demand first and then make Online Payment and Print e-Receipt. The payment receipt so obtained is <u>Payment receipt cum Certificate of Enlistment</u>.

(In case Print out of e-Receipt is not obtained, go to Re-Print e-Receipt with Date Range and C.E No. and take the print out.). NOTE: New Demand for CE lying unpaid for 30(thirty) days will expire automatically and the applicant has to apply afresh.

For Online Application For Change (For Existing CE)

Step-1: After Login, go to Online Application For Change **(minor changes** only**) for Existing C.E under Licence Menu. Applicant to fill up the Application with required attachments (i.e., Identity Proof Document,Payment Receipt of Current Financial Year (Scanned Copy self-attested) of CE and One supporting document for required Change of CE e.g ROC document / Board resolution / Declaration of Partners / Any other documents issued by only GOVT Authority, reflecting desired correct information or Change information .



Step-2: Following Documents shall be uploaded as attachments for Change information of CE

Documents are required to submit (All copies shall be self-attested) along with above mentions documents:-

(i) Identity proof documents: Any Photo Identity Documents (EPIC/ AADHAAR /DRIVING LICENCE /PASSPORT etc.) issued by Government authority as Identity proof as well as proof of residential proof of applicant.

(ii) Payment Receipt of Current Financial Year (Scanned Copy self-attested) of CE.

(iii) One supporting document for required Change of CE :-

e.g ROC document / Board resolution / Declaration of Partners / Any other documents issued by only GOVT Authority, reflecting desired correct information or Change information .

Step-3: Search with Existing **C.E Number.**

Step-4: Change the information as required.

NOTE: Applicable for minor changes in information like Air Conditioned/ Area/ Name of Proprietor/Partners/Director(s)/Manager/Karta Information Only.

Step-5: Fill up all mandatory fields before submit the Application.(e.g, Residential Address, Id No).

Step-6: Submit the Application.

Step-7: Wait until Application Accepted & note Application No.

Step-8: Go to Online Application Search Status with Application No, Print Demand first and then make Online Payment and Print e-Receipt.(Incase if do not take Print out of e-Receipt, go to Re-Print e-Receipt with Date Range and C.E No.)

****Clarification: MAJOR CHANGE & MINOR CHANGE**

- CHANGE : (MINOR CASES)

Correction of any information of a Trade/Business of minor nature (e.g minor correction of spelling of CE holder name, firm/company name etc.) and change (minor cases) like change of area, director/partner name and addition/deletion of AC will fall in this category.

- CHANGE : (MAJOR CASES)

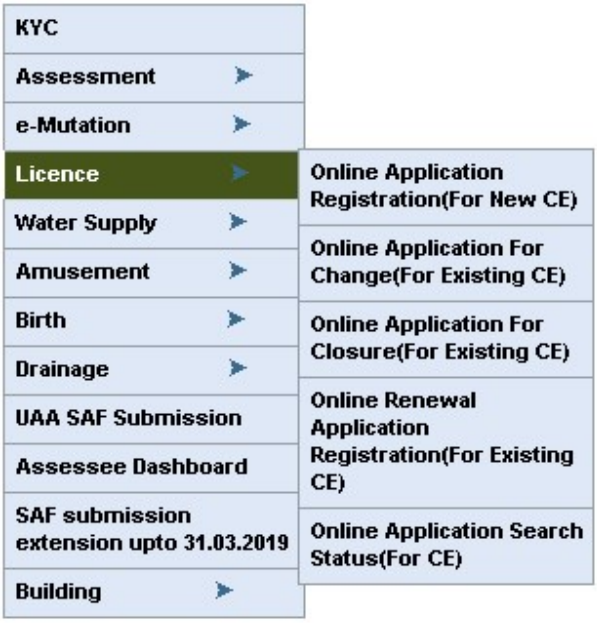
Changes of any major nature like change of firm/company name, proprietor, address of business place, nature of trade, status (proprietor to partnership and vice versa, proprietorship to Company and vice versa, partnership to Company and vice versa, proprietorship/partnership to LLP and vice versa, Private Ltd to Ltd and vice versa, Company to LLP and vice versa, and alike) are treated as major changes. In these cases licensee will have to submit two online applications,

1) For new CE and
2) For closure of existing CE

Thus for Major change cases, CE holders/companies/firms have to obtain new CE on payment of CE fees as per KMC Budget schedule after surrendering/Closure of the existing CE on Payment of all necessary dues and charges.

For Online Application ForClosure (For Existing CE)

Step-1: After Login, go to Online Application for Closure (For Existing C.E) under Licence Menu. Applicant fill up the Application with required attachments (i.e., Identity Proof Document, Payment Receipt of Current Financial Year (Scanned Copy self-attested) of CE and One supporting document for required Change of CE e.g. ROC document / Board resolution / Declaration of Partners / Any other documents issued by only GOVT Authority, reflecting closure or Change information .



Step-2: Following Documents shall be uploaded as attachments for Closure information of CE

Documents are required to submit (All copies shall be self-attested) along with above mentions documents:-

(i) Identity proof documents: Any Photo Identity Documents (EPIC/ AADHAAR /DRIVING LICENCE /PASSPORT etc.) issued by Government authority as Identity proof as well as proof of residential proof of applicant.

(ii) Payment Receipt of Current Financial Year (Scanned Copy self-attested) of CE.

(iii) One supporting document for required Closure of CE e.g ROC document / Board resolution / Declaration of Partners / Any other documents issued by only GOVT Authority, reflecting desired Closure information .

Step-3: Search with Existing **C.E Number. (Applicable for Paid Demand in Current Financial year)**

Step-4: Give remark for reason of closing CE.
Step-5: Fill up allmandatory fields before submitting the Application.(e.g, Residential Address,Id No)

Step-6: Submitthe Application.

Step-7: Wait until Application Accepted & note Application No. (Automatically Close the C.E in real time).

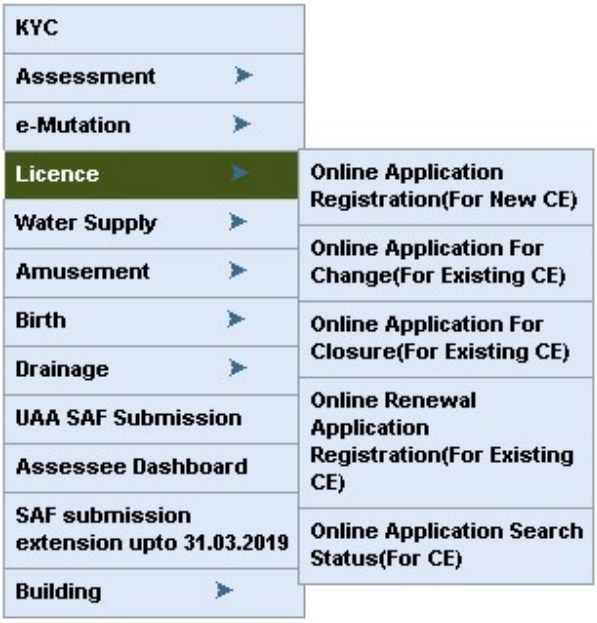
Step-8: Go to Online Application Search Status with Application No, Print Closing e-Receipt.

For Online Renewal Application Registration (For Existing CE)

Note: (Demands of Regularly paid CE can be generated directly from Home page)

Print Unpaid Demand > CE (Licence Dept.)

Step-1: After Login, go to Online Renewal Application Registration (For Existing C.E) under Licence Menu. Applicant to fill up the Application with required attachments (i.e., Identity Proof Document)



Step-2: Following Documents shall be uploaded as attachments for Renewal of CE

Following document is required to be submitted. (self-attested copy):-

(i) Identity proof document: Any Photo Identity Documents (EPIC/ AADHAAR /DRIVING LICENCE /PASSPORT etc.) issued by Government authority as Identity proof as well as proof of residential proof of CE holder.

Step-3: Search with Existing **C.E Number.**

Step-4: Give No.of Years For Renew the C.E :*.(1/3/5/15)
(Choose proper No. of Years for Renewal of Certificate of Enlistment as 1/3/5/15 before submit the Application, Rates are applicable as per Schedule).

Step-5: Submit the Application.

Step-6: Wait until Application Accepted & note Application No. (Automatically generate C.E demand).

Step-7: Go to Online Application Search Status with Application No, Print Demand first and then make Online Payment and Print e-Receipt.(Incase if do not take Print out of e-Receipt, go to Re-Print e-Receipt with Date Range and C.E No.)

For Online Application Search Status (For CE)

Give **Request No (e.g. Application Number)** for Searching & Viewing Current Status of Application. Applicant can Print & Pay the Current Unpaid Demand and can take Closing CE e-Receipt from here.

NOTE: If Applicant fails to remember the Application/Request Number, Application Number can be found on by clicking on **Get Request Number**and then click on **Search Request Number** & then **select the Number.**

For Online Payment (For CE)

Under the Online services →Licence→Make Online Payment→Give Existing/New CE Number with Contact Number→Search→Pay

For Viewing Online UnPaid Demand Amount for Current Financial Year

Online services →Licence→Check Demands Payable→Give Existing/New CE Number→Search

Reprint e-Receipt(Only for e-Payment CE)

Online services →Licence→Reprint e-Receipt→Give Existing/New CE Number with Date Range→Search

For Viewing LicenceInformation (New /Renewal/Closure/Cancel CE) (Third Party verification)

Online services →Licence→View CE Information→Give Existing/New CE Number with Date Range→Search