

**APPLICATION FORM FOR ISSUE OF TRADING LICENCE**

1. Full Name of the Applicant :.....
2. Age :.....
3. Father's/Husband's Name :.....
4. APST certificate (Enclosed attested copy) Yes/No
5. Permanent Address :.....  
Circle.....PO/PS .....  
District.....
6. Present address :.....  
.....  
.....
7. Land allotment order No. & date (attested photocopy to attach) :.....
8. Location of plot :.....  
Sector.....
9. Type of Building :OBT/MIBT/SPT/Log Type/RCC/Yet to be constructed
10. Total Plinth area of Building :.....
11. Total covered area of fencing/compound wall :.....
12. Whether space for parking and storage provided :Yes/No
13. Details of shop Rooms : Indicated on annexure-II (specify how many shop rooms are there and how many Trade would be carried out in each of them.
14. Whether land revenue paid upto date (photocopy of Treasury Challan be attached land sketch map photocopy). :.....
15. In case of rented premise, submit following details :.....
  - (i) Lease agreement in original to be attached. :.....
  - (ii) Name of owner of building with document and electricity bill. :.....
  - (iii) Permanent address of owner : Village.....  
Circle.....  
District.....

16. In case of partnership business, furnish the following details. :.....
- (i) Deed of partnership :.....
- (ii) List of share holders as provided in the guidelines documents (indicated on Annexure-III). :.....
17. In case of Pvt. Ltd Company business, furnish the following details :.....
- (i) Registration Certificate
- (ii) Memorandum of Articles of Association.
- (iii) List of share holders as provide in the guidelines (indicated on Annexure-III) (Includes all partners in case of partnership and share holder in case of companies)
18. Have you ever been convicted by any court of law for committing unlawful activities. If yes, give details :Yes/No
19. Total investment amount within Rupees Ten lakhs (if not, forwarded by DC/ADC to the Government for approval) indicate Government approval no. and date. :Yes/No
20. In case of outside investor for industries/ enterprises which involve minimum investment upto Rs. 5.00 crores and for service sector minimum investment upto Rs. 2.00 crores are also qualify for obtaining trading licence without APST certificate after obtaining Government approval (Indicate no. and date of Government approval if any). :.....

### **UNDERTAKING VERIFICATION**

I/We do hereby solemnly affirm that the information above is true and correct to the best of my/our knowledge and belief.

I/We do hereby undertake to abide by all the terms and condition of trading licence if issued to me/us and also undertake to surrender the same in the event of expiry of lease agreement without further extension of the lease.

Date:

Place

Signature in full of the Applicant

**ANNEXURE-II**  
(See SL.No.13 of the Format)

<b>Sl. No</b>	<b>Room No.</b>	<b>Name &amp; Style of Business</b>	<b>Articles to be trade services to be rendered</b>
1	2	3	4

Specify (with reason) why these activities can be run in that particular location  
(Residential/Commercial)

Full name and Signature of the applicant

Verification report/comments  
of authorized officer/official

Name & Signature of Inspector/authorized official

**ANNEXURE-III**  
(See SL.No.16 and 17 of the Format)

<b>Sl. No</b>	<b>Full name and address of share holder</b>	<b>No. of share</b>	<b>Total</b>
1	2	3	4

**Full name and Signature of the applicant**

**Initial of authorized Official/Inspector**