

# PROCEDURE FOR APPLYING NEW TRADE LICENSE

## STEP BY STEP APPLICATION PROCEDURE

**Application URL:** [https://cdma.cgg.gov.in/cdma\\_trade/NewTrade/SaveNewTrade](https://cdma.cgg.gov.in/cdma_trade/NewTrade/SaveNewTrade)

**Step 1:** Applicant need to go through the Mobile OTP Validation to access the New Trade License Application Form

**Step 2:** Applicant needs to fill all the mandatory details along with the Trade Information & required uploads. On filling all the trade information, system displays the Trade Fees

**Step 3:** On selection of submit button, the application number is generated and the applicant is taken to the Payments screen where they can make payment through internet banking, Debit/Credit Card, UPI payment & QR code.

**Step 4:** On successful payment of the Trade License Fee, a TIN number is generated along with the Trade License Certificate and an SMS is sent to the applicant. The generated Trade License is valid till end of the Financial Year and the Trade License has to be renewed before a month of the TIN Expiry.

**Step 5:** The Applicant can renew the Trade License using the TIN Number through MeeSeva, CSCCounters, Citizen Buddy Mobile App or Online at [https://cdma.cgg.gov.in/cdma\\_arbs/CDMA\\_PG/TLMenu](https://cdma.cgg.gov.in/cdma_arbs/CDMA_PG/TLMenu)

**Documents Required:** ID Proof, Lease Deed/Legal Occupancy Certificate

**Timelines:** Instant

**Click for Model Application:**

<https://cdma.cgg.gov.in/CDMA/Files/CitizenServices/NewTradeLicenseModel.pdf>

### **CONDITIONS:-**

#### **1) When to apply:**

- For General establishments, offices or shops and temporary trades – **1 week before establishment**
- For Dangerous and offensive trades and industrial establishment – **1 Month before establishment.**

#### **2) Trade Period:**

- The Trade Certificate issued is valid upto **31<sup>st</sup> March** of that particular Financial Year.

#### **3) When to Renew:**

- The Renewal of Trade License shall be applied before **one week prior** to the expiry.

#### **4) Penalty for carrying out trade without the Trade License:**

- **Till 3 Months** : **25%** penalty on trade Fee for **3** months shall be levied for the renewal from the date of starting of the trade.
- **Above 3 Months: 50%** penalty on trade Fee till **3** months from starting the trade/ till obtaining the trade license.

#### **5) Penalty for delayed renewal of Trade License:**

- **Till 3 Months: 25%** penalty on trade Fee shall be levied for the renewal of application which applied during 1<sup>st</sup> April to 30<sup>th</sup> June of **every year.**
- **Above 3 Months: 50%** penalty on trade Fee shall be levied for the renewal of application which applied from 1<sup>st</sup> July of **every year.**

**(a) Grace period for renewal of Trade License for the F.Y. 2022-23:**

- For this F.Y. 2022-23, the penalty period for trade renewal is extended upto 30.09.2022 for the convenient of traders.
- Otherwise penalty shall be levied @25% penalty on trade fee for the Trade License renewals applied from 01.10.2022 to 31.12.2022.
- Further, a penalty of @50% shall be levied on trade fee for the Trade License renewals applied from 01.01.2023 to 31.03.2023.

**6) Penalty for wrong declaration:**

- A fine of **25 times** on actual trade fee shall be levied in case it is found that self certification was done wrongly with malafide intention.

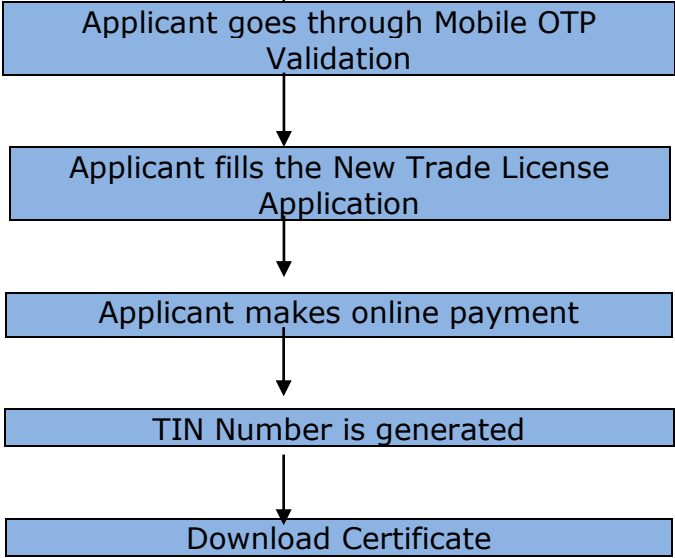
**7) Haritha Nidhi:**

The Govt. in G.O.Ms.No.17, Finance (TFR) Dept., Dt:18.02.2022 have issued orders for contribution to Telangana Green Fund from Public representatives, constitutional Development funds, Work Contracts, Registration of Documents, Licenses to shops and business establishment permits to Bars & Wine Shops and Student admissions and remittance towards Telangana Haritha Nidhi (Telangana Green Fund).

- Every Trade license holder for which the trade license fee is up to Rs.5000/- each shall have to pay the green fund @ 10% on Trade License fee and the 10% amount shall be rounded to the next fifty rupees.
- Every Trade License holder for which the trade license fee is more than Rs.5000/- each shall have to pay the green fund @ Rs.1000/- per each trade license.

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**NEW TRADE LICENSE WORKFLOW**



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**TRADE LICENSE RENEWAL**

