

# Online Trade Application User Guide

## Application:

Visit CDMA Website ([www.cdma.Telangana.gov.in](http://www.cdma.Telangana.gov.in)) or respective ULB

Website (<http://siddipetmunicipality.in/...etc>)



Then Click on Online Trade Application link which is marked in Blue. Then following below screen will be appeared.

Applicant Information			
<b>SurName</b>	<input type="text" value="Owner SurName"/>	<b>Name</b>	<input type="text" value="Owner Name"/>
<b>Relation Surname</b>	<input type="text" value="Father's/Husband Surna"/>	<b>Relation Name</b>	<input type="text" value="First Name"/>
<b>Pancard No</b>	<input type="text" value="Pancard No"/>	<b>Aadhar</b>	<input type="text" value="Owner Aadhar"/>
Applicant Address			
<b>Owner Door No</b>	<input type="text" value="OwnerDoor No"/>	<b>Street</b>	<input type="text" value="Street"/>
<b>Owner City</b>	<input type="text" value="Owner City"/>	<b>District</b>	<input type="text" value="Select District"/>
<b>PIN</b>	<input type="text" value="PIN Code"/>		
Applicant Contact Details			
<b>Email</b>	<input type="text" value="Email"/>	<b>Mobile</b>	<input type="text" value="Mobile"/>
<b>Land No</b>	<input type="text" value="Land No"/>	<b>Fax</b>	<input type="text" value="Fax"/>

Trade Details			
<b>Trade Title</b>	<input type="text" value="Trade Title"/>	<b>From date</b>	<input type="text" value="From Date"/>
<b>Trade Nature</b>	<input type="radio"/> Temporary <input type="radio"/> permanent	<b>To date</b>	<input type="text" value="toDate"/>
Trade Address			
<b>Trade Door No</b>	<input type="text" value="Trade Door No"/>	<b>Street</b>	<input type="text" value="Trade Street"/>
<b>Trade City</b>	<input type="text" value="Trade City"/>	<b>District</b>	<input type="text" value="Select District"/>
<b>Trade ULB</b>	<input type="text" value="Select ULB"/>	<b>PIN Code</b>	<input type="text" value="PIN Code"/>
Trade Contact Details			
<b>Email</b>	<input type="text" value="email"/>	<b>Mobile No</b>	<input type="text" value="mobile"/>
<b>Land No</b>	<input type="text" value="Land No"/>	<b>Fax</b>	<input type="text" value="FAX"/>
Trade Categories			
<b>Category Type</b>	<input type="text" value="Select"/>	<b>Sub Category</b>	<input type="text" value="Select"/>

Trade Documents	
Documents to be uploaded:	
1. ID Proof([Aadhaar Card - Individual], [PAN/Incorporation Certificate - Business])	<input type="button" value="Browse..."/> No file selected.
2. Lease Deed/Legal Occupancy ([Owner -Property Tax Receipt], [Tenant - Owner Occupancy Certificate])	<input type="button" value="Browse..."/> No file selected.

**Note: As per new Guidelines, your Trade application will be considered after Fee Payment, and Trade provisional certificate will be issued.**

Fill the form with the given information in application. Select District, ULB, Category of Trade and its Sub Category, Upload the required documents (1. ID Proof ([Aadhaar Card - Individual], [PAN/Incorporation Certificate - Business])2. Lease Deed/Legal Occupancy ([Owner - Property Tax Receipt], [Tenant - Owner Occupancy Certificate]), which are mentioned in the form. After filling all the information same page will be like below:

**After Clicking On Submit Button. User will get the following payment link**

After Successful payment, applicant will get the following acknowledgement

**Commissioner & Director of Municipal Administration  
Government of Telangana**  
Online Trade Application

Apply Trade Application  
Search Application Status  
Download Certificate  
Trade Licenses Dashboard  
Download User Guide  
Mandatory Documents  
Old Trade Licenses Search  
Trade License Service Standards

Search Application Status  
Enter Request Number  
(17 Digit Request No)  
Search Application Status

Application Information: 11151498216478615

<b>Name :</b>	PADAKANTI UDAY KUMAR	<b>Relation Name:</b>	PADAKANTI ANJALIAH
<b>Trade Name :</b>	UDAY KUMAR KIRANA AND GENERAL	<b>Application Stage:</b>	ApplicationSubmitted
<b>Pay Date:</b>	2017-06-23	<b>Payment Amount:</b>	1000.0

[Download Trade Provisional Certificate](#)

# Downloaded Provisional document looks like below:

## Municipality Corporation/Council of JANGAON Provisional Trade Licence Certificate

Request Number: 11151498216478615

This is to certify that Provisional Licence is given to Shri/Smt UDAY KUMAR PADAKANTI to carry on the trade operation of at premises, door no. 2-1-101/1 street no. STATION ROAD city/Village JAGMNAON under the provision of relevant sections to the factuality of the particulars furnished in the application/self assessment form/documents and subject to the revision and refixing of Licence Fees as per future verification of yard stick parameter. This provisional licence is liable to be suspended/cancelled if any of the applicable terms and conditions are found to have been contravened or any situation arises out of this trade so as to cause nuisance/damage/harm to property or health of the public at large or if documents/grounds furnished in the application are found to be false and not true or if there is a change in ULB policy in licensing.

Licence Fees Rs 1000.0

Dated: 2017-06-23

Period of validity: This Certificate is valid till regular trade Licence is given or till null which ever is earlier. This provisional Licence is only for TRADE PURPOSE. It does not confer any power or permission for either temporary or permanent exemption from the provisions of any other section of Act by-laws or rules in force.



Signature of authorized

officer: T ESHWARAIAH

Date: 2017-06-23

Note: This certificate is automatically generated no signature required.

## Application Status Search:

To track the status of Trade application request, using the unique request number sent to the applicant mobile number, at the time of application submitted.

The screenshot shows the 'Online Trade Application' form for the Commissioner & Director of Municipal Administration, Government of Telangana. The form is divided into several sections:

- Applicant Information:** Includes fields for Surname, Relation Surname, Panchard No, Name, Relation Name, and Aadhar.
- Applicant Address:** Includes fields for Owner Door No, Owner City, PIN, Street, District, and Select District.
- Applicant Contact Details:** Includes fields for Email, Land No, Mobile, and Fax.
- Tracker Details:** A section at the bottom of the form.

On the left sidebar, there are links for 'Apply Trade Application', 'Search Application Status', 'Download Certificate', and 'Trade Dashboard'. A blue arrow points to the 'Search Application Status' link.

The screenshot shows the search application status page for the Commissioner & Director of Municipal Administration, Government of Telangana. The page features a search form with the following elements:

- Search Form:** A text input field labeled 'Enter Request Number (17 digit Request No.)' containing the value '11314019443234'. Below the input field is a blue button labeled 'Search Application Status'.
- Navigation Links:** On the left sidebar, there are links for 'Apply Trade Application', 'Search Application Status', 'Download Certificate', and 'Trade Dashboard'.

Here it will show the present status of application.

Download Trade Certificate

Enter Request Number

(17 Digit Request No)

Download Trade Certificate

Application Information: 11131493183229587

**Name :** Nanubala Karunakar

**Relation Name:** Nanubala Raji Reddy

**Trade Name :** Sri Grand Sithara Family Resturent

**Application Stage:** Certificate Issued

**Certificate Status:** Certificate Issued.!

**Approved Date:** 2017-06-12

**Download Certificate:**







## Downloaded (Sample) document looks like below:

<b>OFFICE OF THE MUNICIPAL COUNCIL, Siddipet</b> (License Under Section 263 of the Telangana Municipalities Act. 1965)	
License No: <b>TS_DO_2017_1113/731</b>	Date: <b>01/06/2017</b>
License Fees : <b>1000</b>	
Date of application for issue of licence : <b>01/06/2017</b>	
<p>License is granted to <b>Matta Satyanarayana</b> S/o. W/o <b>Matta Rama Chandra Rao</b> for running the business of <b>M/s. Satya Hotels</b> at premises bearing Door No. 1-2-3 at Address <b>Siddipet, Siddipet</b> for a period from <b>01/01/2017</b> to <b>01/05/2018</b> subject to the condition that the license should comply the provision of the Act rules and regulation of the Municipality and bound to comply with all the instructions in addition to the following restrictions imposed by the license issuing authority given by the Municipality from time to time for running the above business (Trade) Non compliance essential cancellation of the license without further notice.</p>	
<ol style="list-style-type: none"><li>1. The License is not transferable and shall be renewed before (30) days, prior to the expiry of period granted.</li><li>2. There must be a name board on the premises. The license should be in a fixed place.</li><li>3. The building should be a pukka construction and there should be no cracks and should be provided with satisfactory lighting and ventilation arrangements.</li><li>4. The building should be white washed twice in a year or earlier as directed by the Municipal Health Officer and furniture must be well painted and kept clean.</li><li>5. The floor should be impervious.</li><li>6. The used water should be drained out and connected to the Municipal drain.</li><li>7. Only Chlorinated water should be used.</li><li>8. The water must be supplied by a jug and practice of dipping the fingers in the water glasses supplying should be forth with discontinued.</li><li>9. No licensee shall employ any person in his work who is suspected to suffering from any infectious disease or loathsome disease and on demand by the inspecting authority the Medical Certificate should be produced.</li><li>10. Suppliers should be in a clean dress.</li><li>11. Kitchen room must be of impervious floor and walls Free from any in sanitary condition and there should be a Chimney to a height of at least 6 feet above the on sufficient height for the let out of smoke.</li><li>12. Every utensil or container used for manufacturing, preparing or containing any article of food for sale shall be kept all times in good order and in sanitary condition and should not be imperfectly enameled or tinned and should be provided with a tight fitting cover or kept closed or covered by properly fitting lid or by a close fitting or gauge not sufficiently fine, to protect the food completely from dust, dirt, flies and other insects.</li><li>13. There must be provided with refuse receptacles in the premises.</li><li>14. There must be covered vessels for storage of water to avoid contamination.</li><li>15. The utensils be washed in hot water or with any disinfectant.</li><li>16. The premises can be inspected without notice by any officer of the Municipality or the executive committee and instructions issued by them shall be complied with.</li><li>17. Any violation of the above will render the license being cancelled &amp; the offenders Licensee shall be</li></ol>	
Application No: <b>11131493184436349</b>	<b>COMMISSIONER,</b> <b>Siddipet Municipality</b>