Required Document	
1. Application Form	☐
2. Identity Proof	☐
3. Address Proof	☐
4. Up to Date Holding Tax Money Receipt/ Last Shop Room Rent Receipt	☐
5. ROR/ Agreement Copy	☐

ROURKELA MUNICIPAL CORPORATION

(Self-Declaration Form for Issue / Renewal of Trade License)

(YEAR 2017-18)

I hereby give the details pertaining to self-assessment required

U/S-554 of Corporation Act-2003

Apply for New Trade License ☐/ Renewal ☐No._____

PHOTO

1. **Trader's Name** :.....
2. **Father's Name** :.....
3. **Date of Birth** : ……/……/…… Age: …… Gender: ☐ Male ☐Female
4. **Address** At:..... Po:.....

   District :.....Pin No.: ☐☐☐☐☐☐

   State :Odisha, Please Mention if Other.....

   Phone/ Mobile No. : ☐☐☐☐☐☐☐☐☐☐ Ward No.: ……..
5. **Pan Card No.** : ☐☐☐☐☐☐☐☐☐☐ **Adhaar Card No.** ☐☐☐☐☐☐☐☐☐☐☐☐
6. **Identity Proof** : ☐ Voter ID Card/ ☐ Driving License/ ☐ PassportID No. .....
7. **Trade Details** : Type of Trade ☐

   : Purpose of license is required ☐

   : Value/ Quantity of Business ☐
8. **Place of Business** : Firm Name ☐

   : Holding No. ☐ Ward No. ☐ Plot No. ☐

   : Revenue Mauza ☐

   : Name of Street/ Area ☐
9. **Details of Business** : Ownership of the proposed trade (tick the appropriate Box) Self ☐ Rent ☐

   : Name of the Ownership ☐

   : Plinth area of the proposed place (in Sq. ft) ☐

   : Working Hours From ☐ AM/ PM To ☐ AM/ PM

   : No. of Workers engaged ☐ Annual Turn Over ☐ in Lakhs

   : Date of commencement ☐☐ ☐☐ ☐☐☐☐

   : Period for license is required Year ☐☐☐☐ To ☐☐☐☐
10. **Declaration** : I do hereby declare that all the above information given by me/ us are true to the best of my knowledge and belief.

Date:……

Place:……..…

Signature of Applicant

	OFFICE USE ONLY	*Signature*
1.	Processing fees vide Money Receipt No……..... dt……..	
2.	Field Visited By ……..…..dt…… Field Report …….. ……..	
3.	Type of Area ☐Residential ☐Commercial ☐Mixed	
3.	Deposit Amount Rs…….…… MR No……..…..…..dt……..	
4.	Checked By …… dt……	
5.	Verified By …… dt……	