

### 39. Issuance of new Property ID (PID)

1.	Name of the service	Issuance of new Property ID (PID)
2.	Designated Officer	1. Zonal Taxation Officer in the Municipal Corporation. 2. Superintendent / Secretary in case of Municipal Council. 3. Tax Clerk in case of Municipal Committee.
3.	Documents to be enclosed with the request	Ownership document
4.	Fee/ Charges (if applied after three months of registered ownership document)	NIL
5.	Timeline	10 days
6.	Procedure	<p><b><u>Apply on NDC Portal (<a href="https://ulbhryndc.org">ulbhryndc.org</a>)</u></b></p> <ol style="list-style-type: none"><li>1. Applicant submits Online application on <a href="https://ulbhryndc.org/">https://ulbhryndc.org/</a> along with required scanned copy of documents.</li><li>2. The application will be verified by Maker along with documents.<ol style="list-style-type: none"><li>a. If application/documents are found correct.<ol style="list-style-type: none"><li>i. The application is forwarded to Checker.</li><li>ii. Checker will verify the application and Approve.</li></ol></li><li>b. If any discrepancy is found in the application/documents,<ol style="list-style-type: none"><li>i. The application is rejected and details of deficiency observed is informed to the applicant.</li><li>ii. Applicant resubmits the application.</li></ol></li></ol></li><li>3. After approval, new PID is created</li></ol>