

5. Renewal of trade license

Checklist and Procedure for services		
1	Name of the service	Renewal of trade license
2	Designated Officer	Zonal Taxation Officer
3	Documents to be enclosed with the request	<p>If apply as Individual</p> <ol style="list-style-type: none"> 1. Family ID(PPP)-(Mandatory) (If Family ID (Parivar Pehchan Patra) not available, then create family ID from https://meraparivar.haryana.gov.in/) 2. Rent / Lease Agreement / Ownership Proof of Trade Premises (Mandatory) <p>If apply as Firm</p> <ol style="list-style-type: none"> 1. Identity Proof of Applicant – any one (Mandatory): <ol style="list-style-type: none"> a. Aadhar Card b. Passport c. Election Commission Card d. Driving License e. Ration Card with Photo f. Photo ID Card (of State / Central Government, Public Sector Undertakings) 2. Rent / Lease Agreement / Ownership Proof of Trade Premises (Mandatory) 3. Previous License No (Mandatory)
4	Fee/ Charges to be paid to get the service	Rs. 100 /-
5	Timeline	12 Days after submission of application

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Procedure

Renewal of trade license can be applied through Online Portal OR CSC Centre/Saral Kendra

Apply through CSC Centre/Saral Kendra.

1. Applicants give details to CSC/Saral Kendra operator to fill online application to apply for renewal trade license along with required scanned copy of documents. List of documents required is mentioned above.
2. The application submitted will go to the login ID of Department's Verifier and he/she will check the application and documents.
3. If application/documents are found correct, then verifier define the renewal fees, the same will be intimated to the applicant to initiate the online payment at <https://online.ulbharyana.gov.in/>.
4. If any discrepancy is found in the application/documents, the discrepancy will be intimated to the applicant via SMS/email.
5. The applicant will revert to observation and submit the requisite information.
6. Verifier will check the resubmitted application/documents. If application/documents are found correct, then verifier define the renewal fees, the same will be intimated to the applicant to initiate the online payment at <https://online.ulbharyana.gov.in/>.
7. After the payment, file gets forwarded to Approver with comments for approval/rejection.
8. Approver will check the application/documents and renewal fees and finally approve it.
9. After approval, renewal certificate of Trade License will be issued online to the applicant.

Apply online ([Antyodaya-Saral Portal \(saralharyana.gov.in\)](http://Antyodaya-Saral Portal (saralharyana.gov.in))).

1. The applicant shall create a login ID for submitting online application at www.saralharyana.gov.in along with required scanned copy of documents. List of documents as mentioned above.
2. The application submitted will go to the login ID of Department's Verifier and he/she will check the application and documents.
3. If application/documents are found correct, then verifier define the renewal fees, the same will be intimated to the applicant to initiate the online payment at <https://online.ulbharyana.gov.in/>.
4. If any discrepancy is found in the application/documents, the discrepancy will be intimated to the applicant via

		<p>SMS/email.</p> <ol style="list-style-type: none">5. The applicant will revert to observation and submit the requisite information.6. Verifier will check the resubmitted application/documents. If application/documents are found correct, then verifier define the renewal fees, the same will be intimated to the applicant to initiate the online payment at https://online.ulbharyana.gov.in/.7. After the payment, file gets automatically forwarded to Approver with comments for approval/rejection.8. Approver will check the application/documents and renewal fees and finally approve it.9. After approval, renewal certificate of Trade License will be issued online to the applicant
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