

FORM NO.1



(See rule 5)

Government of Sikkim
URBAN DEVELOPMENT DEPARTMENT
GANGTOK,SIKKIM



To,
The Secretary
Urban Development Department
Government of Sikkim
Gangtok,

Sir,
I/We on behalf of M/srequest you to grant license to
Carry on trade or to keep articles stated below at the premises situated at.....
District..... for the year.....

The details are as under: -

- 1. Name of the Applicant/Applicants (BLOCK LETTER) :.....
- 2. Name of the Firm/Company/Society with registration no.....
(a) Name of the Managing Director/Director/President.....
- 3. Age of the applicant/applicants.....
- 4. Father’s/Husband’s Name:.....
- 5. Residential address: (Permanent)
.....
Post Office/Police Station/District
(Mention House No, Street/Road/Locality)
- 6. Present Address:
.....
.....
Post Office/Police Station/District
(Mention House No, Street/Road/Locality)
- 7. Purpose for which license is required (Fill against the relevant column of business with details of items)
(a) Manufacture:
(b) Sale:

Documents required for establishing a unit of a company for manufacture and sale..

1. Certificate of incorporation of the company
2. Memorandum of Articles
3. Resolution of the Board of Directors Specifying the business to be carried out in the State of Sikkim
4. Tax return details from the company: That all tax due for Payment has been cleared by the company
5. PVR of the Company & Board of Directors that none of them are involved in any litigation
6. Clearance of the State Pollution Control Board
7. Licence from the Drug Cell (Health Care, Human Service and Family Welfare Department)
8. Licence from the Labour Department

(e) Hotel:

.....

(f) Others:

..... (Give details)

8. Description of the Premises where the manufacture/trade etc. is proposed to be carried out:

(a) Name of the house

owner:.....

(b) House No:

.....

(c) Street/Road/Locality:.....

(d) Post Office/ Police Station:.....

(e) District:.....

9. Address of godown/Warehouse Where the articles are to be stored.....

.....

10. If Hotel business – give details

(i) No of rooms.....

(ii) Whether Parking facility available.....

(iii) Whether restaurant available.....

(iv) Whether Tours & Travels available, etc.....

11. If franchises give the details of parent Company along with documents.....

12. If Educational institute/Tutorial whether registered with HRDD along with registration No.....

UNDERTAKING

(a) I am not employed in any Government Organization.

(b) I abide that the license shall be exhibited in a conspicuous place and shall be produced for verification by the Government as and when demanded.

(c) That in case of contravention of any aforementioned and any provisions of the Rules, the Government may cancel the license;

(d) I abide by all the conditions laid down in the license. That the information given are true to my knowledge and belief.

Yours faithfully

Signature

Dated.....

DOCUMENTS SUBMITTED

- 1.** SSC/COI/Landed Parcha/ Residential Certificate
- 2.** Occupancy Certificate
- 3.** Recommendation of Panchayat/Councillor
- 4.** No Objection Certificate of House Owner
- 5.** No firm/Company/ Society: Registration Certificate, Memorandum of Article
- 6.** PFA Licence, Health Care, Ghuman Service and Family Welfare
- 7.** NOC Animal Husbandry
- 8.** NOC Fire & Emergency Service
- 9.** NOC from Crime Branch (for cyber cafe)

FORM VIII
(See rule 7(2)(h) and 7(e))

UNDERTAKING FOR TRADE LICENCE

I,.....s/o,d/o,W/o.....resident of.....
having applied for the grant of Trade/Licence for the purpose of running a
..... from the premises of located
at..... do hereby undertake that I shall run/operate the aforesaid
business myself and that I shall not sublet the licence issued to me by the Urban Development
and Department, Government of Sikkim to any person/Persons whatsoever and shall employ
local resident of the State of Sikkim as the worker/staff in my business establishment as
provided under rule 5(7) of the Sikkim Trade Licence and Miscellaneous Provision Rules, 2011 as
amended up to date.

Further, if the aforesaid licence is found to be sublet the issuing authority shall have the
right to cancel the license as per law. I have this undertaking on this..... day
of..... with my free will and consent.

Signature:

Name:

Address:

Witnesses: (Signature with full name & address)

1.
2.

FORM NO X

(SEE rule 7(@) (a)

TO WHOM IT MAY CONCERN

I, Mr/Mrs/Miss.....s/o,w/o,d/o.....

.....Resident of..... Police Station

..... District..... have no objection if the Urban Development
Department issue trade licence for operating the trade of

By Mr/Mrs/Miss.....s/o,d/o,/w/o.....

..... residents..... Police
Station..... District..... in my House/Premises Located
at.....

Signature of House Owner

Dated

Signature of Witnesses (with name & address)

1.....

2.....

FORM VII

Rules 7 (2) (f) and (2) (c)

RECOMMENDATION COUNCILLOR

I..... Councillor.....

hereby certify that Smt/Shri/..... Shri.....

S/o,/d/o,w/o..... a resident of.....

is the Bonafide SSC/COI holder and Bonafide resident of our area.

I also certify that on verification I have found Smt/Shri.....

S/o,d/o,/W/o.....is not employed in any Government Organisation and hence can operate the business in his own house or from the rented or leased out premises of

Smt/Shri.....S/o,d/o,W/o.....

being the owner of the house for running his/her business of.....(to

Indicate the name of the trade) at.....

the owner of the house for running his/her business of.....(to

indicate the name of trade) of the trade) at.....

I also certify that the premises on which the proposed business is intended to be run does not fall within road reserve and there is no encroachment of the forest land or Government land thereon and in the event of licence being granted to him/her she shall run the business herself/himself and shall not sublet the licence to any person/persons.

I, the Councillor hereby recommend for the issuance of trade licence in favour of Smt/Shri.....by the Department.

Dated:

Seal & Signature of

Councillor