



FORM NIO. 1

Name of the Applicant Government of Sikkim
URBAN DEVELOPMENT DEPARTMENT
GANGTOK,SIKKIM

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

PHOTO

Sir,

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

The details are as under: -

Name of the Applicant/Applicants/Proprietor/partners:

1. Name of the Managing Director/Director/President (If Applicable):
2. Age of the Applicant:
3. Gender (Male/Female/N. A)
4. Father's/Husband's Name:
5. Identification Status of the applicant: (SSC/COI/Others/Not Applicable):
6. Social Group of the Applicant:(SC/ST/MBC/OBC/Others/Not Applicable):
7. Residential address of the applicant (Permanent):

House number.....

Street/Road.....Locality.....

Gram Panchayat Unit/GMC, WP.....

Panchayat Ward/Municipal Ward.....

Post Office.....Police Station.....

Pin Code..... District.....

8. Name of the Firm/Enterprise/Establishment:

9. Address where the trade/Manufacture is proposed to be carried out:
Name of the House Owner.....
House Number.....
Street/Road...../Locality.....
Gram Panchayat Unit/GMC, WP.....
Panchayat Ward/Municipal Ward.....
Post Office.....Police Station.....
Pin Code..... District.....

10. Purpose for which the licence is required(Fill against the relevant column of business with details of items):
(a) Manufacture.....
(b) Sale.....
(c) Supply.....
(d) Education/Vocational Institute.....
(e) Hotel.....
(f) Others.....

11. Description of the economic activity/item for licence is applied(the activity/item has to be mentioned as per UD&HD activity/items notification):

Major item/activity		Code
	Item	Code
Subsidiary Item 1		
Subsidiary Item 2		
Subsidiary Item 3		
Subsidiary Item 4		
Subsidiary Item 5		

12. Address of godown/warehouse where the articles are to be stored
.....
13. If Hotel business-give details:
- (i) Whether registered with the Tourism and Civil Aviation Department.....
 - (ii) No of rooms:
 - (iii) Whether Parking facility available.....
 - (iv) Whether restaurant available etc.....
 - (v) Whether tours & travel available etc.....
14. Details of the head office/parent company (Documents to be enclosed in case of franchise):
- (a) Name of the firm/organization:.....
 - (b) State/Country:.....
 - (c) District and Sub district.....
 - (d) City/Town.....
 - (e) Street/Road.....
15. If educational Institute/Tutorial whether registered with HRDD yes/no.....
if Yes Registration No:
16. Application/Licence Fee(Rs.....BR/Challan No.....Date.....
17. Telephone(a) Mobile..... (b) Landline.....
18. Email:
19. Pan:
20. TIN:

UNDERTAKING

- (a) I am not employed in any Government Organization.
- (b) I abide that the licence 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 licence;
- (d) I abide by all the conditions laid down in the licence. That the information given are true to my knowledge and belief.

Yours faithfully

Signature

Dated.....

DOCUMENTS SUBMITTED

1. SSC/COI/Landed Parcha\
2. Residential Certificate (As per notification Nio.23/HOME/2015, Dated:15.05.2015)
3. Building Occupancy Certificate
4. Recommendation of Panchayat/Councillor
5. No Objection Certificate of House Owner,
6. For firm/Company/Society: Registration Certificate, Memorandum of Article
7. PFA Licence, Health Care, Human Service and Family Welfare,
8. Noc Animal Husbandry,
9. Noc Fire & Emergency Service
10. NOC from Crime Branch (for Cyber Cafe)
11. NOC from Traffic Police,
12. Aadhar Card
13. Unemployed Certificate
14. Xerox Copy of House number.

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(2) (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 VI

(See rule 7(3)(d) and rule 8(2)(c))

RECOMMENDATION OF GRAM PANCHAYAT

We, the Panchayat members of the _____ G.P.U do hereby certify that Smt/Shri _____ S/o,d/o,W/o _____ is the Bonafide SSC/COI holder and Bonafide resident of our area.

We also certify than on verification we found that 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 running his/her business of _____ (to indicate the name of the trade) at _____

We 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 he/she shall run the business herself/himself and shall not sublet the licence to any person/persons.

We, the Panchayat member hereby recommend for the issuance of the trade licence in favour of Smt/Shri _____ by the Department.

Dated:

Seal & Signature of

Panchayat Members at least 3 members.