

Department of Trade and Commerce

Annexure-A

1. Application For New Trade License

Requirements for New Trade License

Required Documents to avail the service (Upload scanned copies of the original documents):-

1. UBIN (Unique Business Identification Number) *
2. Land Allotment Order / Land Possession Certificate / Land lease Agreement (if the land is leased)
3. APST Certificate *
4. Deed of land lease(agreement), if land is leased
5. Deed of Agreement (If Partnership Firm)
6. License/Clearance from health department (If Business is for opening of Pharmacy Shop/Clinical Laboratory/X-ray and Medicinal related business (except retail sale of Ayurvedic Medicine))
7. Clearance from District Medical Officer (If Business is for tea stall & restaurant etc.)
8. Clearance from Agriculture/Veterinary department. (If Business is for opening of shop for sale of Veterinary & Agriculture related medicine)
9. Registration Certificate incorporating under the Companies Act 1956 (If Business is PVT. LTD. Company)
10. Provisional/Permanent registration certificate under SSI unit from director Industries/DICs (If Business is Small Scale Industries Unit (SSI Unit))
11. NOC from Forest department. (If Business is related to forest Products)
12. Approval from the licencing authority of Saw & Veneer Mills (if available)
13. Identity Proof (Aadhar Card, Election ID Card, Driving Licence, PAN Card, I-Card) *
14. Requisite License from Tax & Excise (If Trade is related to Liquor)
15. Requisite License from Assistant Drug Controller, Directorate of Health Services (If Trade is related to Pharmaceuticals and Drugs)
16. NoC from Department of Geology and Mining (If Trade is related to Mining and Minerals)
17. NoC from Medicinal Plant Board (If Trade is related to Medicinal Plants)
18. NoC from Department of Fire & Emergency Service (If Trade is related to Fire & Emergency Service)

19. NOC from Arunachal Pradesh State Pollution Control Board (If Trade is related to Pollution)

20. NoC from Department of Education (If Trade is related to Educational Institution)

2. Application For Renewal Of Trade License

Requirements for Renewal of Trade License

Required Documents to avail the service (Upload scanned copies of the original documents):-

1. UBIN (Unique Business Identification Number) *
2. Trading Licence (Scanned Copy) *

3. Application For Addition Of Items In Trade License

Requirements for Addition of Items in Trade License

Required Documents to avail the service (Upload scanned copies of the original documents):-

1. UBIN (Unique Business Identification Number) *
2. Trading Licence (Scanned Copy) *

4. Application For Auto Deletion Of Items In Trade License

Requirements for Auto Deletion of Items in Trade License

Required Documents to avail the service (Upload scanned copies of the original documents):-

1. UBIN (Unique Business Identification Number) *
2. Trading Licence (Scanned Copy) *