TRADE LICENSE (AUTO-RENEWAL)

UD & MA

Provided as a service in
Online Single Window of the
State (SILPASATHI)

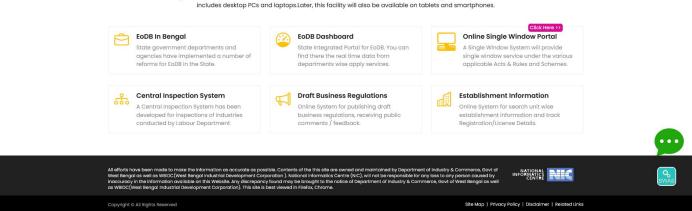
Log on to www.silpasathi.wb.gov.in and click on 'Apply online' button



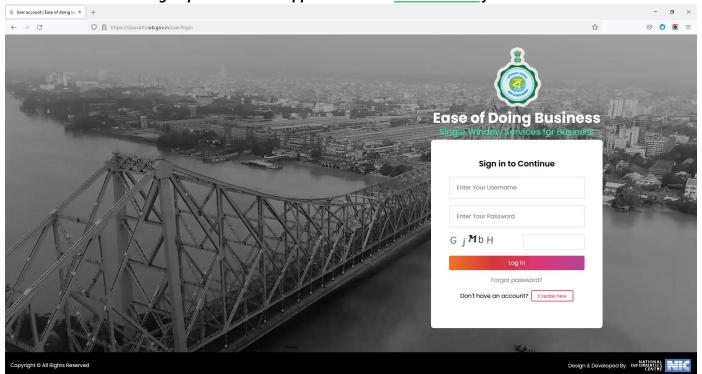
Ease of Doing Business

Single Window Services for Business

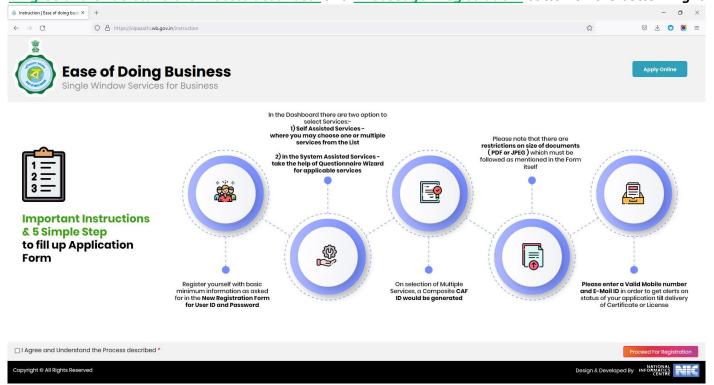
Single Window Services can be accessed through an EODB-Online Single Window Portal using IT-enabled devices which



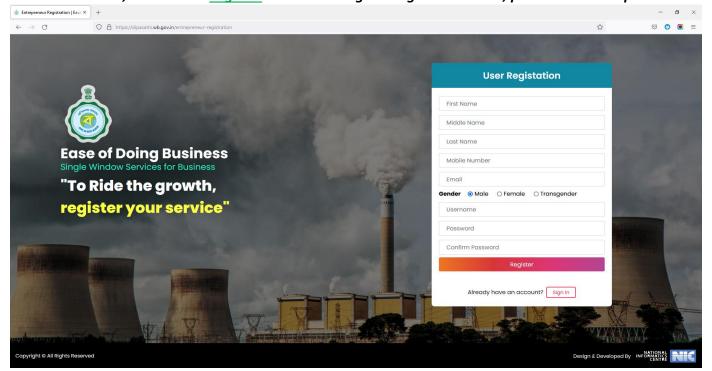
A sign up window will appear. Click on 'Create New' for new user



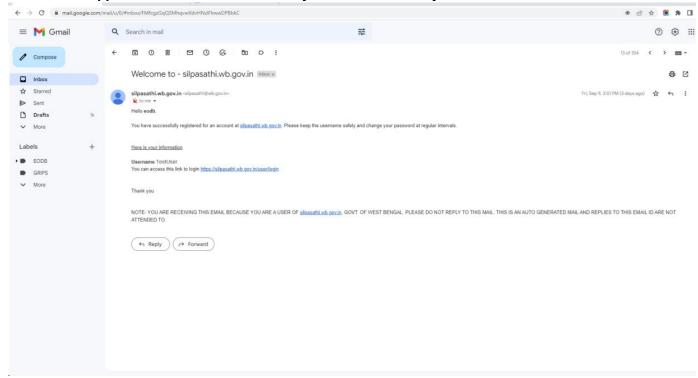
Before proceeding for Registration page, Applicant need to click on the check box of 'I Agree and Understand the Process described' and 'Proceed for Registration' button on the bottom right



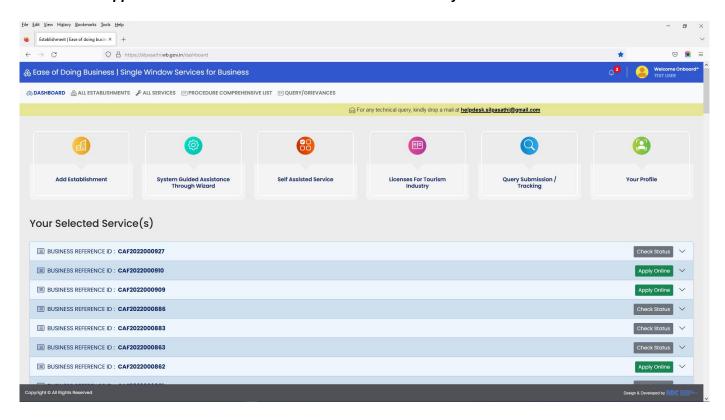
The <u>'User Registration'</u> window will appear with the relevant fields that the applicant need to fill accurately and click on <u>'Register'</u> as shown by the below screenshot. In case the applicant already have an account, click on the <u>'Sign In'</u> button and login using valid User ID, password and Captcha



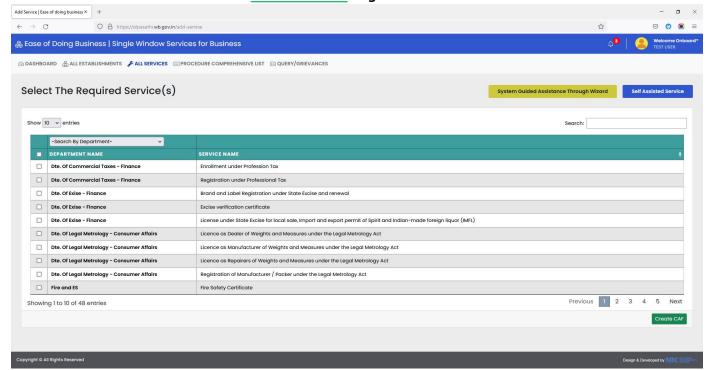
Applicants will receive email confirmation. Please refer to the screenshot below



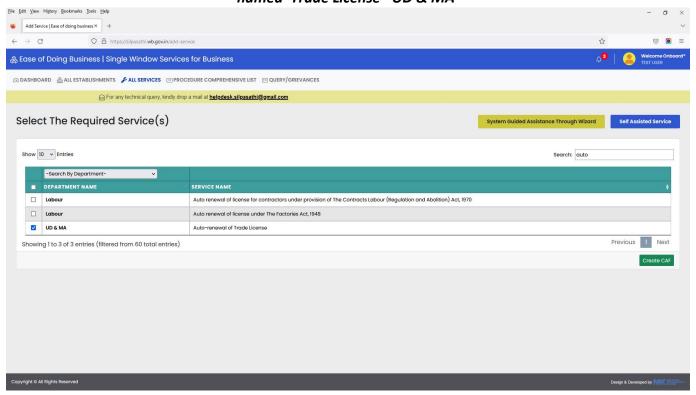
Applicants will be directed to the user dashboard. Refer to the screenshot below



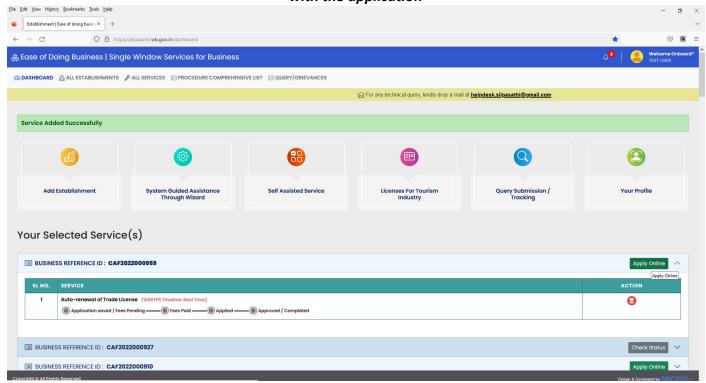
Click on 'ALL SERVICES' to get the desired service



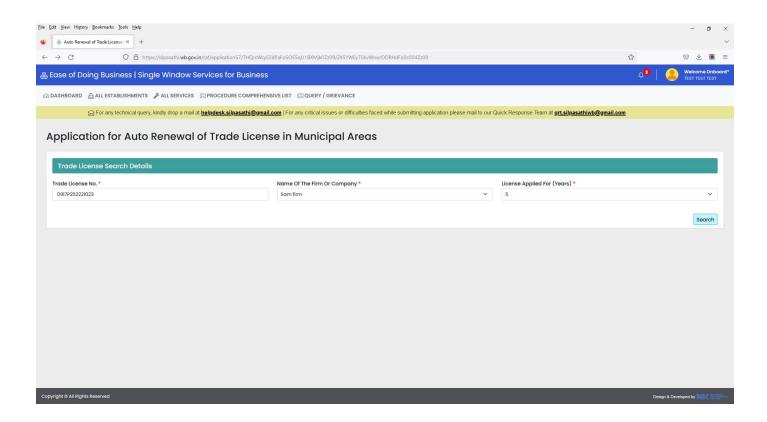
Once done, a list of services will appear. Applicants need to click on <u>the checkbox</u> adjacent to the service named 'Trade License –UD & MA'

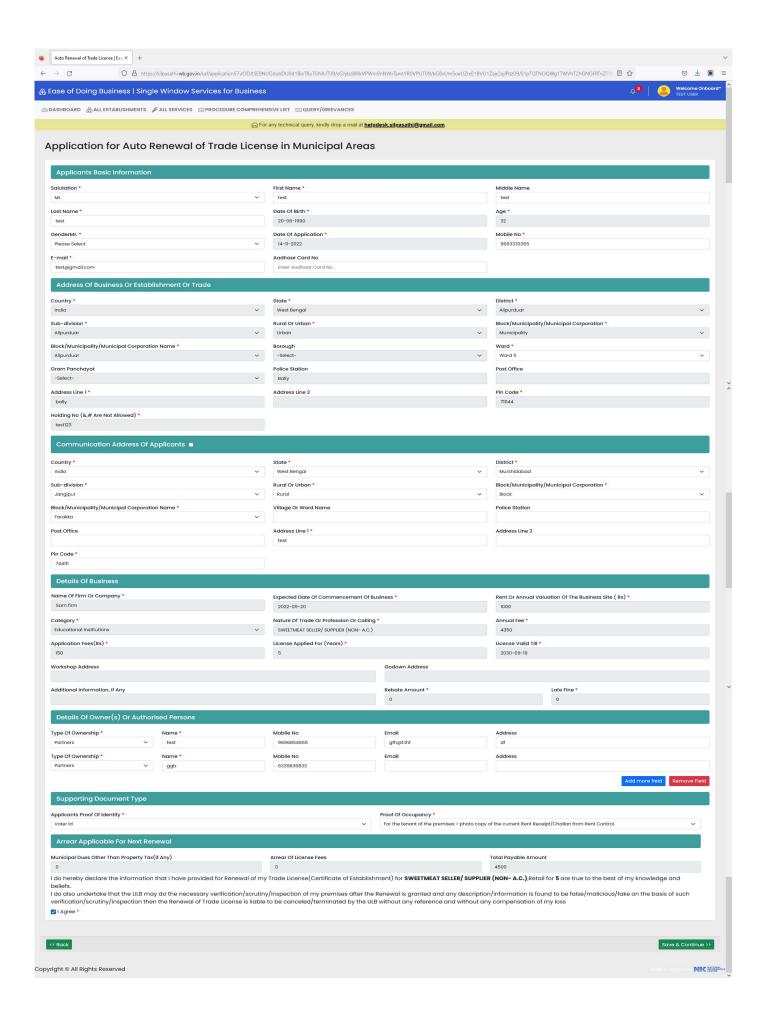


Once done, click on <u>'Create CAF'</u>. Applicant's CAF ID will be created. Click on <u>'Apply Online'</u> to proceed with the application

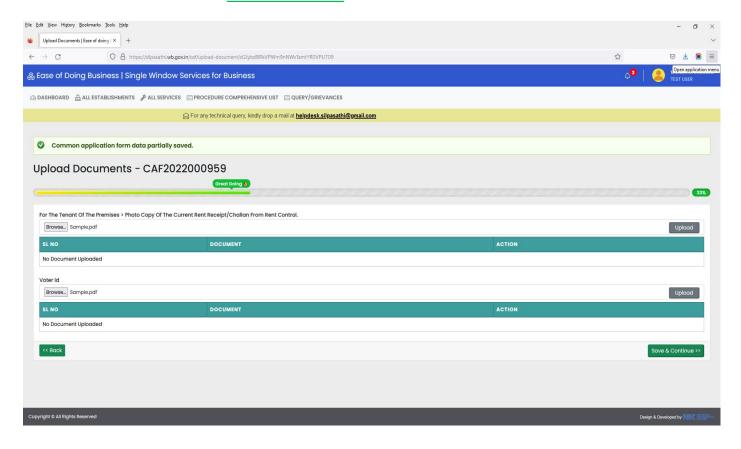


Applicants will be redirected to the common application form with the necessary details required for the certificate to get issued. Refer to the screenshot



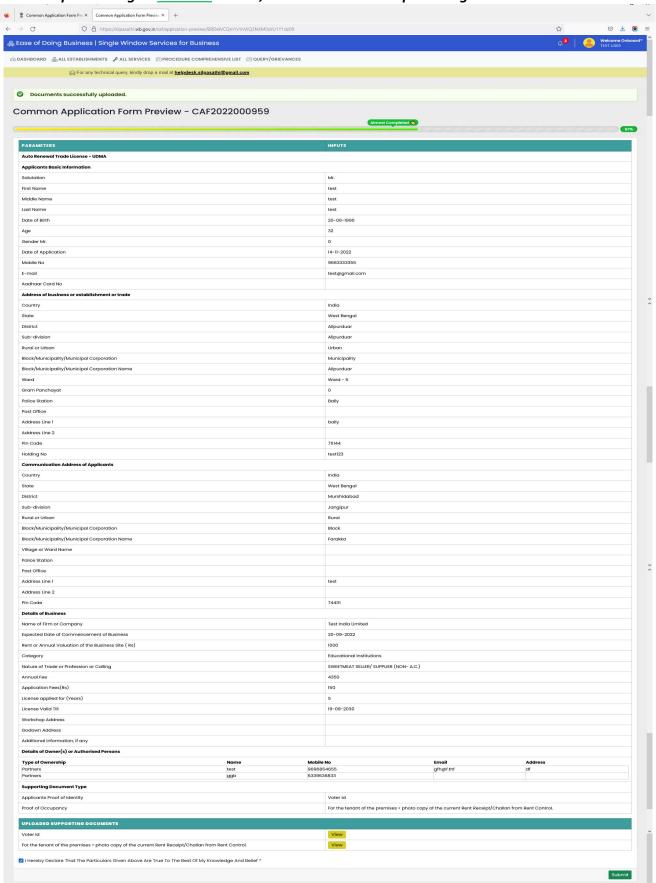


Once done, applicant needs to attach the relevant documents required for the issuance of the certificate and click on <u>'Save & Continue'</u> as mentioned in the screenshot below

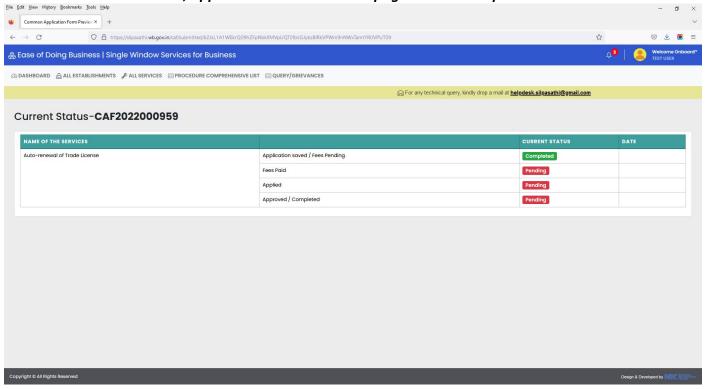


Once uploaded, a <u>'Document successfully uploaded'</u> header message will appear for confirmation.

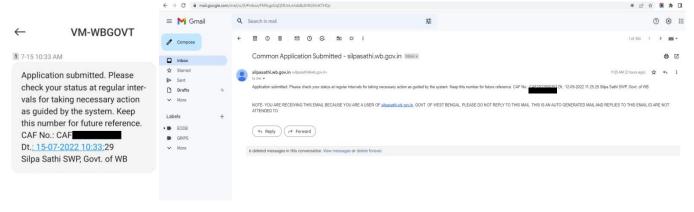
Applicant will be shown the filled application with details provided for final review. Once reviewed, applicant needs to click on <u>the Declaration checkbox</u> on the bottom left of the application page before proceeding to <u>'Submit'</u> button, as mentioned in the preceding screenshots below



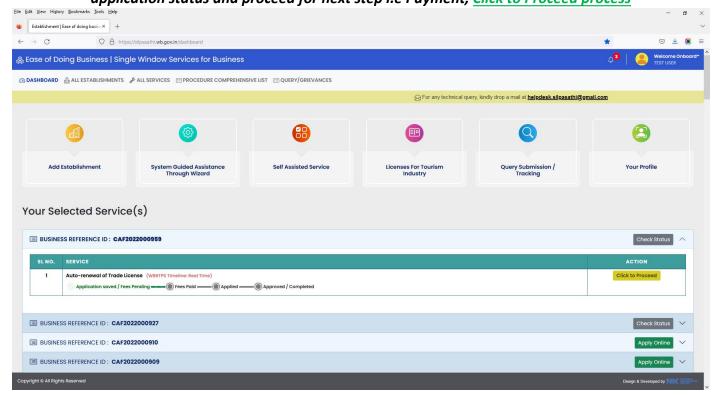
Once done, applicant redirect to status page and check updated status.



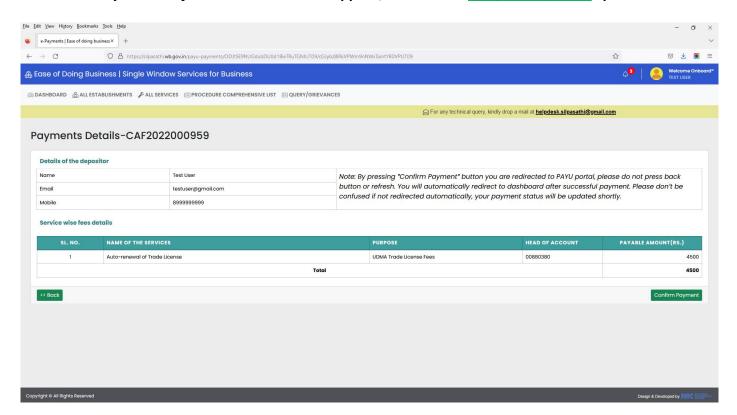
The applicant will receive notifications through <u>SMS and email</u> at critical stages of application processing – application submission, application approval or rejection at various stages as shown under:



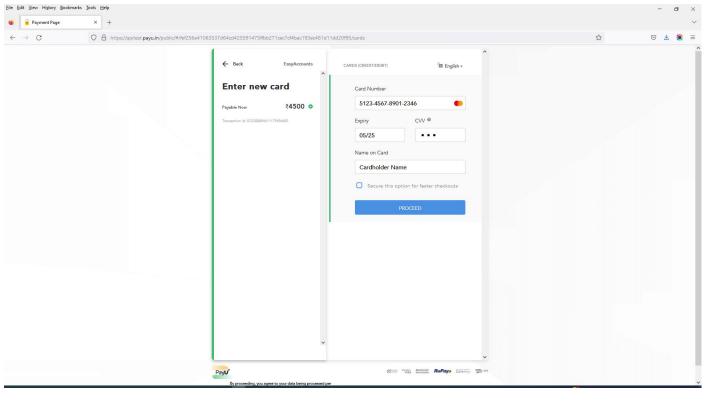
Once submitted, applicants will be able to view the current status of the application submitted which will change based on the actions taken on the same. Applicant needs to go back to the dashboard to view application status and proceed for next step i.e Payment, Click to Proceed process

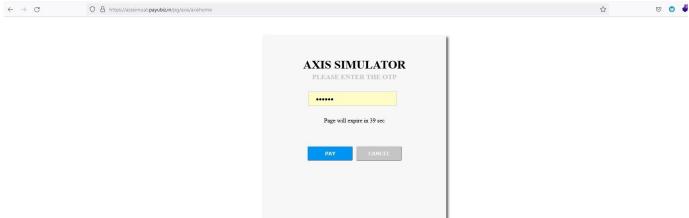


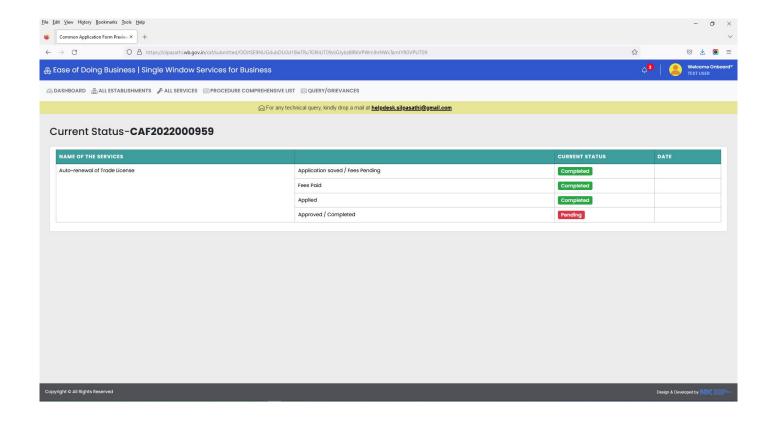
Payment confirmation window will appear, Click on the 'Confirm Payment' option.



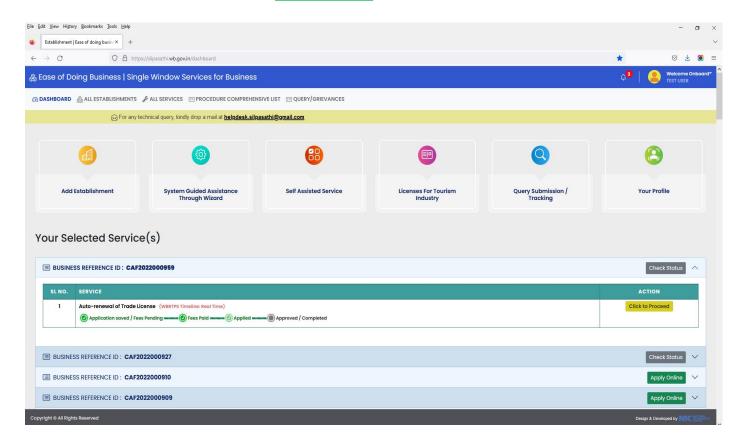
Redirect to Payment portal



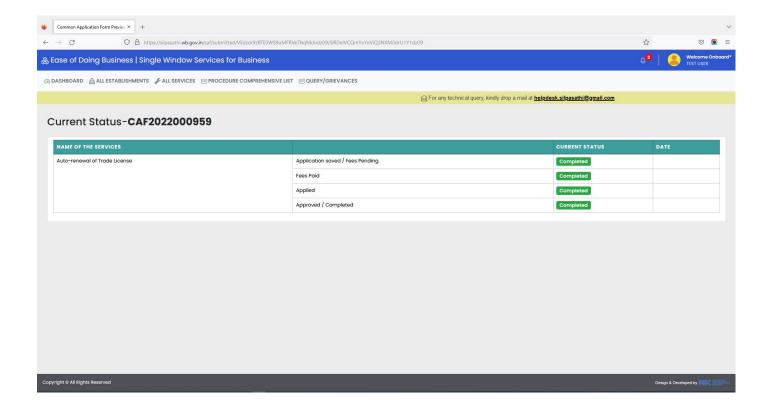




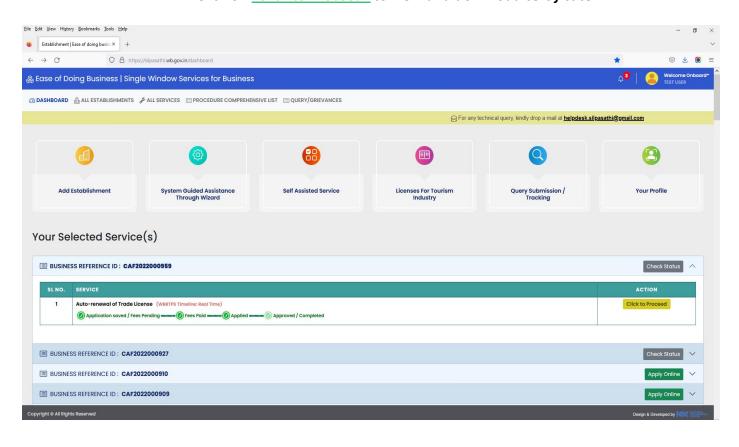
Click to "Check Status" to view Current Status



Applicant can see status as 'Approved/Completed'



Click on "Click to Proceed" to view and download certificate





Sample Auto-Renewal of e-Trade License Certificate

Form -24 (Under Rule 82)



Certificate No. 0917P252221023

PERMANENT CERTIFICATE OF ENLISTMENT

West Bengal Municipal Act, 1993
[See Section 118]
(Duplicate to be filled up)

Alipurduar Municipality Alipurduar, Alipurduar

The Board of Councillors of Alipurduar Municipality hereby grant unto test, the partners of Sam firm, residing and / or carrying on or intending to carry on business at holding Premises No. cxsvcdgvb, vv cv, P.S- test, Pincode- 711107 in Ward No. 11 and exercising or intending to excercise the Profession, Trade or Callings of Restaurants or Eating Houses or Seller of Food items(Category), SWEETMEAT SELLER/ SUPPLIER (NON- A.C.)(Nature of Business) this Permanent Certificate of Enlistment under Section 118 of the West Bengal Municipal Act, 1993 and acknowledge to have received in consideration thereof, a total fee of ₹ 7825/- (Rupees: Seven Thousand Eight Hundred Twenty Five) only.

This Certificate of Enlistment is hereby renewed and will be in force until the 03rd day of February, 2030 and to be produced at the time of further renewal.

Date of Renewal: 29-11-2022



Alipurduar Municipality|SWEETMEAT SELLER/ SUPPLIER (NON- A.C.)|0917P252221023|29-11-2022|03-02-2030

(Scan QR Code with QR Reader)

Disclaimer: This document is auto-generated through Computer system as per data submitted by the applicant himself in online procedure. Respective Department / Authority/ Institution/ Office may verify the documents /credentials from the CE holder, if so deem fit.

The authenticity of this document can be verified by accessing the URL: edistrict.wb.gov.in and then clicking on the "Third Party Verification for Final Certificate" link and keying in the Unique Number 0209902280000201

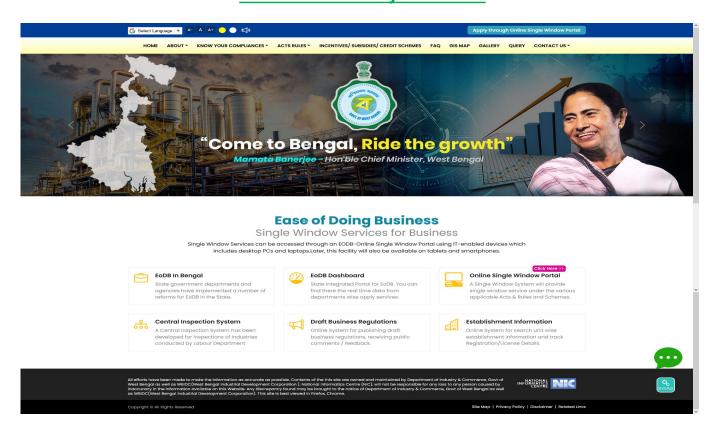
Page : 1

Page : 1

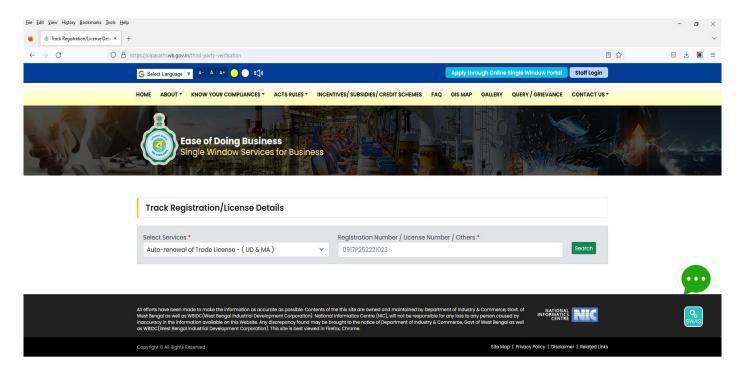
Third Party verification details:

Log on to www.silpasathi.wb.gov.in

Click on 'Establishment information' section



Enter the service name and the concerned Registration number/License number



Sample Auto-renewal of Trade License details mentioned in the below screenshot

