

## **Trade License Issued by Municipal Corporation of Delhi (MCD)**

### **General Trade/ Storage License Issued by Municipal Corporation of Delhi (MCD)**

Municipal Corporation of Delhi (MCD) issues general Trade/Storage License to the traders/ establishments for permitted trade activities under Section 2 (59) of the DMC Act, 1957. It is mandatory for all traders/ establishments to obtain trade/ storage license under Section 417 of the DMC Act, 1957 in the jurisdiction of MCD.

#### **Necessity of Municipal License:**

As per Section 417 of the DMC Act-1957 (amended time to time) provides that any person, who desires to establish business of a General Trade and Storage, is required to obtain license from MCD, particularly for the articles mentioned under Part-I & Part-II of the Eleventh Schedule and other articles notified by the Government Authorities by issuing Public Notices/Orders/Directions from time to time.

#### **Following Documents/Information are required for obtaining general Trade/Storage License in Delhi:**

- Proof of legal occupancy of the establishment or allotment letter of Govt. agency/tenancy proof/ Electricity/Water connection bill/Landline Telephone Bill/lease deed /sale deed/GPA.
- Photograph of the establishment with front-facia, display of goods traded from the premises or the business being carried out from the premises
- Copy of the PAN/VAT/TIN
- Unit Area of the Establishment In Square meter.
- Site Plan/Key Plan showing the area under the occupation of the applicant or earmarking salient features of the neighbourhood of the site.

- . Aadhar Card/Voter ID/ PAN Card/ Valid Indian Passport/ Permanent driving license/ Bank pass book with photograph and signature of Director/Partners/Proprietor
- Electric Connection No
- Phone (Mobile) no
- E – Mail id
- Classification Of Trade and Trade Description
- **One Passport Size Photograph**

**Registration/Processing Fee:** Trade License processing fee is Rs. 1100 PLUS Annual License fee according to the area of the establishment PLUS **Online Payment Convenience Fee**

**Annual License Fee For Grant Trade/ Storage Licenses\***

Category of the localities(in which trade Premises is existing)	Upto 10 Sq. Mtr.	Between 10 to 20 Sq. Mtr.	Above 20 Sq.Mtrs.	The fees/charges will not exceed in a year in respect of single license
A	3000.00	7500.00	125.00	50000.00
B	3000.00	7500.00	125.00	50000.00
C	2000.00	5000.00	100.00	40000.00
D	2000.00	5000.00	100.00	40000.00
E	1000.00	2500.00	75.00	30000.00
F	1000.00	2500.00	75.00	30000.00
G	1000.00	2500.00	75.00	30000.00
H	1000.00	2500.00	75.00	30000.00

*\*The annual license fee may vary from area to area.*

**Points to be noted:**

- The applicant/licensee must ensure that all the fire fighting equipment's have been installed as per specifications of Fire Safety Standards prescribed under Delhi Fire Service Act, 2007 read with Delhi Fire Services rules, 2010 and the liability for obtaining

the Fire Safety Certificate, if required under Delhi Fire Service Act, 2007 will lie solely with the applicant.

- The applicant/licensee must ensure property tax, conversion charge and parking charges records of the subject premises are already paid to the concerned department.
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- The applicant/licensee cannot claim/ demand immunity from action or penalties on the ground that the Trade/ Storage Licence has been granted without prior verification/site inspection.
- The licence shall be displayed in the trade premises prominently.

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