Required Document	
1. Applica on Form	☐
2. Iden ty Proof	☐
3. Address Proof	☐
4. Up to Date Holding Tax	☐
5. Property Receipt/ Last Shop Room Rent Receipt	
6. ROU/ Agreement Copy	☐

KOTPAD NOTIFIED AREA COUNCIL

(Self-Declaration Form for Issue / Renewal of Trade License)
(YEAR 2017-18)

I hereby give the details pertaining to self-assessment required U/S-554 of Corpora on Act-2003

Apply for New Trade License ☐ / Renewal ☐ No._____

PHOTO

1. Trader's Name :.....
2. Father's Name :.....
3. Date of Birth :...../...../..... Age: ..... Gender: ☐ Male ☐ Female
4. Address At:..... Po:.....
   District :.....Pin No.: ☐☐☐☐☐☐
   State :Odisha, Please Men on if Other.....
   Phone/ Mobile No. : Ward No.: .....
5. Pan Card No. : ☐☐☐☐☐☐☐☐☐☐ Adhaar Card No. ☐☐☐☐☐☐☐☐☐☐☐☐
6. Iden ty Proof : ☐ Voter ID Card/ ☐ Driving License/ ☐ PassportID No. .....
7. Trade Details : Type of Trade
   : Purpose of license is required
   : Value/ Quan ty of Business
8. Place of Business : Firm Name
   : Holding No. Ward No. Plot No.
   : Revenue Mauza
   : Name of Street/ Area
9. Details of Business : Ownership of the proposed trade (ck the appropriate Box) Sell ☐ Rent ☐
   : Name of the Ownership
   : Plinth area of the proposed place (in Sq.)
   : Working Hours From AM/ PM To AM/ PM
   : No. of Workers engaged Annual Turn Over in Lakhs
   : Date of commencement ☐☐ ☐☐ ☐☐☐☐
   : Period for license is required Year ☐☐☐☐ To ☐☐☐☐
10. Declara on : I do hereby declare that all the above informa on given by me/ us are true to the best of my knowledge and belief.

Date:

Place .....

Signature of Applicant

	OFFICE USE ONLY	Signature
1.	Processing fees vide Money Receipt No..... dt.....	
2.	Field Visited By .....dt..... Field Report	
3.	Type of Area ☐Residen al ☐Commercial ☐Mixed	
3.	Deposit Amount Rs..... MR No.....dt.....	