

To,
The Chief Executive Officer
Shillong Municipality,
Shillong.

Sub: - **Granting of Trade License.**

Sir,

With reference to above, I beg to apply for granting me the necessary Trade License as required under the provision of the M.M. ACT/BY Law of the Shillong Municipality.

(1) Name of the Owner of the Firm :-

(2) Father's/Husbands name :-

(3) Present Address :-

(4) Permanent Address :-

(5) Location of the firm :-

(6) Nationality (Certificate to be
Enclosed). :-

(7) Nature of Trade/Business
(Registration Sales Tax
and Income Tax Certificates
are to be enclosed.). :-

(8) The applicant should clearly
State the Annual Gross
Turnover. :-

(9) Date of establishment. :-

(10) Whether the applicant is
Doing any business during
The last 5 (five) proceeding
Years. :-

(11) Plinth area of the shop.
(a) Height of the stall. :-
(b) Length of the stall. :-
(c) Breadth of the stall. :-

(12) Gap/Length from the Main Road
And the proposed stops. :-

I am ready to abide by the rules and regulations of the Shillong Municipal Board as may be amended from time to time and I declare that all information's given above is true to my knowledge and behalf.

Yours Faithfully

Dated Shillong.

The

Signature of the Applicant.

I have no objection for granting him/her the necessary Trade License as applied for.

Headman
Of the Locality.

Signature of the House Owner
Whether business transaction
Is being carried out with full name:-

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Holding No.....
Ward No.....

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- (a) Grocery Shop should state whether paying Income Tax.
- (b) Automobile workshop/printing press should furnish two copies of Site Plan.
- (c) A copy of the building permission with two copies of the Site Plan.
- (d) Actual Municipal Tax Receipt up-to-date.
- (e) Cloth Shop, Whole-Sale, and retail should furnish the Annual Gross turn-over.