

## Appendix-IV

### **PROCEDURES FOR ISSUE/OBTAINING OF TRADE LICENCE IN ARUNACHAL PRADESH**

#### **I. PRIMARY REQUIREMENT.**

1. Applicant should be a bonafide Arunachal Pradesh Scheduled Tribe (APST).
2. Land possession Certificate/Allotment Order/along with upto date land revenue payment papers/documents.
3. APST certificate.
4. If capital investment exceeds Rs 10 lakhs, prior approval of the Commissioner/secretary Trade and Commerce, Govt. of Arunachal Pradesh to be obtained.

#### **II. OTHERS**

1. If applicant has no land/building of his/her own:- He/she should produce Deed of land Lease (Agreement) along with upto date land revenue payment papers of the landlord/building owner.
2. If business is for opening of Pharmacy Shop/Clinical Laboratory/X-ray and Medicinal related business (except retail sale of Ayurvedic Medicine), License/clearance from Health Deptt. should be required. In case of tea stall & restaurant etc. clearance from District Medical Officer of the area, will be required.
3. If business is for opening of shop for sale of Veterinary & Agriculture related medicine, chemicals clearance from respective Department will be required.
4. If business is dealing with arms and ammunitions:- Prior approval of Govt. of Arunachal Pradesh (Home Deptt) would be required.
5. If partnership Firm:-
  - a) Deed of Agreement would be required.
  - b) List of share holding maintaining a ratio of 51:49% participation in between Arunachalees and Non-Arunachalees.

6. If business is PVT.LTD.Company should produce:-
  - a) Registration certificate incorporating under the companies Act, 1956.
  - b) List of share holding maintaining ratio 51:49% participation in between Arunachalees and Non-Arunachalees. Memorandum and Articles of Association.
  
7. If Business is Small Scale Industries Unit (SSI Unit):- Provisional/Permanent registration certificate under SSI unit from Director Industries/ DICs would require
  
8. If business related to forest Products:- No objection certificate from forest Deptt. would be required.
  
9. If business is manufacturing/processing of Saw and Veneer Mills:- Approval from the licencing authority would be required.
  
10. No Licence should be issued on the trade items which the Govt. has not yet approved/fixed the licence fees.
  
11. Licence should be renewed yearly on realization of renewal fees as approved by the Govt. 100% of initial and renewal fee of trade licence related renewal fee shall be deposited to state exchequer through Treasury Challan in Head of Account “0070 other Administrative services”.
  
12. Any specify point(s) not indicated in this procedure may be referred to Govt. for further direction/approval.

**APPLICATION FORM FOR ISSUE OF TRADING LICENCE**

1. Full Name of the Applicant :.....
2. Age :.....
3. Father's/Husband's Name :
4. Permanent Address :.....  
Circle.....PO/PS  
District.....
5. Present address :.....  
.....  
.....
6. Land allotment order No. & date (attested photocopy to attached) :.....
7. Location of plot :.....  
Sector.....
8. Type of Building :OBI/MIBT/SPT/Log Type/RCC/Yet to be constructed
9. Total Plinth area of Building :.....
10. Total covered area of fencing/compound wall :.....
11. Whether space for parking and storage provided :Yes/No
12. Details of shop Rooms : Indicated on annexure-II (specify how many shop rooms are there and how many Trade would be called out in case of them.
13. Whether land revenue paid up to date (photocopy of Treasury Challan be attached) and land sketch map photocopy) :.....
14. In case of rented premise, submit following details :.....

- a) Lease agreement in original to be attached :.....
- ii) Name of owner of building with Document and electricity bill. :.....
- iii) Permanent address of owner : Village.....  
Circle.....  
District.....
15. In case of partnership business furnished the following details. :.....
- i) Deed of partnership :
- ii) List of share holders as provided in the guidance's (indicated on Annexure-II) :
16. In case of Pvt. Ltd Company business furnished the following details :.....
- i) Registration Certificate
- ii) Memorandum of Articles of Association.
- iii) List of share holders as provide in the guidelines (indicated on Annexure-III) (Includes all partner in case partnership and share holder in case of companies)
17. Have you even been convicted by any court of law for committing unlawful activities. If yes, give details :Yes/No
18. Total investment amount within Rupees Ten lakh (if no, forwarded by DC/ADC to the Government for approval) :Yes/No

**UNDERTAKING VERIFICATION**

I/We do hereby solemnly affirm that the information above is true and correct to the best of my/our knowledge and belief.

I/We do hereby undertake to abide by all the terms and condition of trading licence if issued to me/us and also undertake the same in case of expiry of lease agreement without further extension of the lease.

It is also to certify that I /We do not belong to a family of government employees.

Date:  
Place

Signature in full of the Applicant



