

Appendix-IV
NOTIFICATION Dated 29th July'2009.
PROCEDURES FOR ISSUE/OBTAINING OF TRADE LICENCE IN ARUNACHAL PRADESH

I. PRIMARY REQUIREMENTS.

- 1.1 Applicant should be a bonafied Arunachal Pradesh Scheduled Tribe (APST).
- 1.2 Land possession Certificate/Allotment Order/along with upto date land revenue payment papers/documents.
- 1.3 APST certificate.
- 1.4 If capital investment exceeds Rs 10 lakhs, prior approval of the Commissioner/secretary Trade and Commerce, Govt. of Arunachal Pradesh to be obtained.
- 1.5 Outside investors for setting up of industries/ enterprises involving minimum investment of Rs. 5.00 crores and in case of service sector minimum investment on equipment Rs. 2.00 crores are also eligible for obtaining trade licence without APST certificate as Industrial Policy of Arunachal Pradesh 2008.

II. OTHERS

- 2.1 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.
- 2.2 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.
- 2.3 If business is for opening of shop for sale of Veterinary & Agriculture related medicine, chemicals clearance from respective Department will be required.
- 2.4 If business is dealing with arms and ammunitions:- Prior approval of Govt. of Arunachal Pradesh (Home Deptt) would be required.
- 2.5 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 (or as per the ratio prescribed by the Govt. from time to time shall be applicable).
- 2.6 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.
- 2.7 If Business is Small Scale Industries Unit (SSI Unit):- Provisional/Permanent registration certificate under SSI unit from Director Industries/ DICs would require
- 2.8 If business related to forest Products:- No objection certificate from forest Deptt. would be required.
- 2.9 If business is manufacturing/processing of Saw and Veneer Mills:- Approval from the licencing authority would be required.
- 2.10 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".
- 2.11 In the case of unauthorized shop/ establishment i.e, business running without Valid trading licence a penalty @ Rs. 5000/- on first detection and penalty @ Rs. 10,000/-shall be imposed on every subsequent detections irrespective of Small or big shops. The amount so realized shall be deposited into the head of A/c "0070-OAS" through Challan.

III. Relaxations:

- 3.1 Whenever there is no APST candidates come forward for particular trade and commerce or in a particular area, then the Deputy Commissioner/ Additional Deputy Commissioner can make out a case for relaxation of these instructions and recommend the case to the Govt. for approval.
- 3.2 The trade licence issued to some of the non-tribal businessmen on or before 5th August,1977 in the state for their actively participation in the development of the State from the very beginning may be continued to renew till further order.

3.3 Any specify point(s) not indicated in this procedure may be referred to Govt. for further direction/approval.

The approved format of application for issue of trade licence is given at Annexure- I, II & III

M.Pertin, IAS
Commissioner, Trade & Commerce
Govt. of Arunachal Pradesh
Itanagar

ANNEXURE-I

APPLICATION FORM FOR ISSUE OF TRADING LICENCE

1. Full Name of the Applicant :.....
2. Age :.....
3. Father's/Husband's Name :.....
4. APST certificate (Enclosed attested copy) :.....
5. Permanent Address :.....
Circle.....PO/PS
6. Present address :.....
District.....
7. Land allotment order No. & date (Enclosed attested photocopy as proof) :.....
8. Location of plot :.....
Sector.....
9. Type of Building :OBT/MIBT/SPT/Log Type/RCC/Yet to be constructed
10. Total Plinth area of Building :.....
11. Total covered area of fencing/compound wall :.....
12. Whether space for parking and storage provided :Yes/No
13. Details of shop Rooms : Indicate in annexure-II (specify how many shop rooms are there and how many Trade would be carried out in each room/ space).
14. Whether land revenue paid up to date? (Attested photocopy of Treasury Challan part of land pass book where such detail entered be attached along with land site plan map photocopy). :.....
15. In case of rented premise, submit following details :.....
(i) Lease agreement in original to be attached. :.....

- (ii) Name of owner of building with document :.....
and electricity bill.
- : Village.....
Circle.....
District.....
- (iii) Permanent address of owner
16. In case of partnership business, furnished the :.....
following details.
- (i) Deed of partnership :.....
- (ii) List of share holders as provided in the :.....
partnership documents (indicated on
Annexure-II)
17. In case of Pvt. Ltd Company business furnished the :.....
following details
- (i) Company Registration Certificate
- (ii) Memorandum of Articles of Association.
- (iii) List of share holders as provide in the
company documents (indicated in Annexure-
III) (Includes all partners in case partnership
and share holder in case of companies)
18. Have you ever been convicted by any court of law for :Yes/No
committing unlawful activities. If yes, give details
19. Total investment amount within Rupees Ten lakhs (if, :Yes/No
forwarded by DC/ADC to the Government for
approval)
20. In case of outside investor for industries/ enterprises
which involve minimum investment upto Rs. 5.00
crores and for service sector minimum investment
upto Rs. 2.00 crores are also qualify for obtaining
trading licence without APST Certificate after
obtaining Govt. approval (indicate no and date of
Govt. approval if any).

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.

Date:

Place

Signature in full of the Applicant

ANNEXURE-II
(See SL.No.13 of the Format)

Sl. No	Room No.	Name & Style of Business	Articles to be trade services to be rendered
1	2	3	4

Specify (with reason) why these activities can be run in that particular location (Residential/Commercial)

Full name and Signature of the applicant

Verification report/comments
of authorized officer/official

Name & Signature of Inspector/authorized official

ANNEXURE-III
(See SL.No.16 and 17 of the Format)

Sl. No	Full name and address of share holder	No. of share	Total
1	2	3	4

Full name and Signature of the applicant

Initial of authorized Official/Inspector