

**OFFICE MEMORANDUM**

This is to bring to the notice of all concerned that no fresh Trade License shall be issued to any individual/firm without proper verification or ascertaining the identity/address of the person/applicant/firm, other than corporate sector/Govt. registered firm/Bank or any recognized institution.

Therefore, henceforth the following documents are been made mandatory for issue of Trade License.

**A.FOR INDEGINEOUS PEOPLE OF THE STATE:**

- (i) Residential Proof Certificate issued by G.B for address proof.
- (ii) Permanent Residential certificate/ Non Naga Indigenous Certificate or Land Revenue/Patta issued by District Administration.
- (iii) N.O.C from Building owner if it is rental.
- (iv) PAN Card/Aadhar Card/Voters ID card or Driving License (smart Card only).
- (v) Passport size photograph 3 (three) copies.

**B. FOR OTHER INDIAN DOMICILE (NON NAGA).**

- (i) Residential Certificate of the native Village/Town issued by Chairman/Secretary/President/Headman of Village / Gaon Panchayat/ Municipal Commissioner/Ward commissioner, duly verified by area police Station or BDO or by any Gazetted Officer of the district administration.
- (ii) Residential Proof Certificate or NOC from the local G.B/Colony Council Chairman.

**ID PROOF ANY ONE AMONGST THE FOLLOWING:**

- (iii) Pan Card/Aadhar/Voter ID Card/Driving License (Smart card only).
- (iv) Passport size photograph 3 (three) copies.

This order shall come into force with immediate effect.



No.DMC/Estt/R-6 /2010-11: 355-59

COPY TO:

1. All concerned, for information and necessary action.
2. The Deputy Commissioner, Dimapur District for information.
3. The Commissioner of Police, Dimapur for information.
4. The President, Chamber of Commerce, Dimapur for information.
5. The Accounts and Cash Branch, DMC for information.
6. Notice board.
7. Office record/Guard file.

Sd/-

H.ATOKHE AYE

Administrator

Dimapur Municipal Council

Dimapur: Nagaland.

/Dtd. Dimapur the /5<sup>th</sup> May' 15.