

Steps to fill trade licence application form online.

1. Click on the link available at the website to register for trade licence application.
2. On doing so, you'll be redirected to the registration page where you need to fill all details marked with (*).

Trade Licence Registration

All fields are mandatory except for e-mail

Full Name *	<input type="text" value="Full Name"/>
Create your Username *	<input type="text" value="Username"/>
Mobile Number *	<input type="text" value="Mobile Number"/>
E-mail	<input type="text" value="E-mail Id (optional)"/>

Register

Password

Password *	<input type="password" value="Enter Password"/>
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Submit

3. On clicking “Register”, you will receive a password on your registered mobile number. Enter the password and click on “Submit”.
4. You will then be redirected to the trade license application form.

Trade License Registration

Trade Business Details

Fields marked with * are mandatory

Name and Style of Firm *	<input type="text" value="Name and Style of Firm"/>		
Nature of Business *	<input type="text" value="Nature of Business"/>		
Trade Category *	<input type="text" value="Type of Trade Category"/>		
Trade Sub-Category *	<input type="text" value="Type of Trade Sub-Category"/>		
Location of Business *	<input type="text" value="Location of Business"/>		
Ward Number *	<input type="text" value="Select Ward number"/>		
Patta Number *	<input type="text" value="Patta Number"/>		
Dag Number *	<input type="text" value="Dag Number"/>		
Block Number *	<input type="text" value="Block Number"/>		
Is Rental Property? *	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Total Number of Applicants (including primary applicant) *	<input type="text" value="Select Applicant(s)"/>		

Primary Applicant Details

Name *	<input type="text" value="afttft"/>		<input type="text" value="Middle Name"/>	<input type="text" value="Last Name"/>
Type of Applicant *	<input type="text" value="Select Type of Applicant"/>			
Sex *	<input checked="" type="radio"/> Male <input type="radio"/> Female			
Date of Birth (yyyy/mm/dd) *	<input type="text"/>			
Father/Husband *	<input checked="" type="radio"/> Father <input type="radio"/> Husband			
Father/Husband Name *	<input type="text" value="Father/Husband Name"/>			
Mothers Name *	<input type="text" value="Mothers Name"/>			
Landline *	<input type="text" value="Landline"/>			

Permanent Residential Address

Village/Area/Ward *	<input type="text" value="Village / Area / Ward *"/>	House No./Street/Address *	<input type="text" value="House No. /Street Address *"/>
Post Office *	<input type="text" value="Post Office *"/>	Police Station :	<input type="text" value="Police Station"/>
District *	<input type="text" value="District *"/>	State :	<input type="text" value="State"/>

Present Postal Address

Same as Permanent Address

Village/Area/Ward *	<input type="text" value="Village / Area / Ward *"/>	House No./Street/Address *	<input type="text" value="House No. /Street Address *"/>
Post Office *	<input type="text" value="Post Office *"/>	Police Station :	<input type="text" value="Police Station"/>
District *	<input type="text" value="District *"/>	State :	<input type="text" value="state"/>

Save & Continue

- The fields marked with (*) are mandatory. Enter all required fields and click on “Save & Continue”.
- In the next page, you will need to upload all the required documents.

Applicant Documents Upload

Fields marked with * are mandatory
All uploaded files have a maximum file size limit of 500 Kb.
Accepted format for photo is jpg or png.
Accepted format for other documents is jpg, png or pdf.
Uploaded Documents must be clearly visible

Photo of Applicant* :

Drop files here

Select FilePlease select file(s) to upload.

ID Proof Type* :

Select ID Proof Document▼📎

ID Proof Upload* :

Drop files here

Select FilePlease select file(s) to upload.

Present Address Proof Type* :

Select Present Address Proof Document▼📎

Present Address Proof Document Upload* :

Drop files here

Select FilePlease select file(s) to upload.

Permanent Address Proof Document Type* :

Select Permanent Address Proof Document▼📎

Permanent Address Proof Document Upload* :

Drop files here

Select FilePlease select file(s) to upload.

Upload Documents

Upload & Register Offline Payment

- Upload the documents and click on “Upload & Register Offline Payment”. On clicking this, you will be redirected to a page. Simply click “Submit” on that page and a receipt page would be available to you.

OFFICE OF THE DIMAPUR MUNICIPAL COUNCIL
DIMAPUR : NAGALAND

TRADE LICENCE FEE RECEIPT

Transaction ID : bxnJ5Vh7uQ

Payment Mode : Online

Received from Kaviholi Awomi a sum of Rs. 5600.00 on a/c of Trade Licence Fee, valid upto: 2018-12-31 12:00:00 AM Payment Dated: 05-01-2018

Sl.	Fee Particular	Amount
1	Trade Licence Fee	5000.00
2	Sanitary Tax	600.00
Total Amount:		5600.00

This is a computer generated e-receipt. No signature is required.

8. Print out this page and visit DMC office to make the trade licence application fee payment offline.
9. DMC office staffs would then start the verification process.
10. You can track the status of your application by logging in using the registered username and password.