



UD&MA : Trade License

*Provided as a service
through 'SilpaSathi', the
Online Single Window portal
of the State (West Bengal)*

User Manual

Trade License provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

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Trade License provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

Introduction

This document is intended to serve as a User Manual for grant of the service “Trade License” by Department of Urban Development & Municipal Affairs (UD&MA), Govt. of West Bengal through Single window of the State, ‘SilpaSathi’. The service is integrated with the Single Window (SilpaSathi) and can be accessed through the SilpaSathi portal. This document has been designed as a user-friendly guide to assist applicants in filling their application forms. It will help them to familiarise with the entire procedure in a seamless manner for successful submission of application and download final Approval certificate from the SilpaSathi portal without the requirement of physical visit to the Department(s).

Salient Features of Silpasathi Portal:

- The Single Window Portal of the State of West Bengal (SilpaSathi) allows seamless integration with portals of different government departments thereby providing single login credential for various applications, eliminating the need to provide common information multiple times in different forms of various Departments, and ensuring all clearances are available from a single portal.
- It serves as a digital gateway for providing the necessary statutory compliances under the applicable Acts, Rules, Policies and Schemes of the Govt of West Bengal from a single portal.
- Business Entrepreneurs can get certificates and licences required for setting up and operating business in the State in a smooth and time-bound manner, smooth and time-bound manner, without the need to visit any government department or office.

About the Service

Trade license by UD&MA Department is required to carry out any particular business or trade in the areas which falls under the jurisdiction for borough or block/municipality/Corporation (urban areas). The online system has the following features without the requirement of physical visit to the Department: 1) Submission of Application 2) Online Payment of fees 3) Track Status of Application 4) Online Download of final approval certificate 5) Third Party Verification.

Comprehensive Checklist of Documents to be submitted online

The applicant is required to submit the following documents (only two documents) in order to apply for the service:

#	Documents Required	Detailed Description
1.	Applicants Proof of Identity	Any one Identity proof of the applicant (e.g., Aadhaar / Driving License / PAN Card / Passport /EPIC/ Job card/ Pan card/ Ration card).
2.	Proof of Occupancy	Any one document related to immovable property, such as ownership, boundaries, etc. (Sale deed/ Gift deed/ Lease agreement / Rental agreement/ Mortgage deed/ Encumbrance certificate/ Property tax receipts/ Khata certificate/ Record of Rights

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Timeline (WBRTPS)

Trade License (UD&MA) is a real-time service, and the certificate is issued real-time on payment of fees.

Instructions related to the application form

Sl. No.	Field Name	Instructions
<i>Applicants Basic Information</i>		
1.	Salutation	Enter salutation of the applicant
2.	First Name	Enter First Name of the applicant
3.	Middle Name	Enter Middle Name of the applicant
4.	Last Name	Enter Last Name of the applicant
5.	Date of Birth	Enter Date of Birth of the applicant
6.	Gender	Enter Gender of the applicant
7.	Age	Enter Age of the applicant
8.	Mobile Number	Enter Mobile Number of the applicant
9.	Date of Application	Enter Date of Application
10.	Email	Enter Email id of the applicant
11.	Aadhar Card No.	Enter Aadhar Card No of the applicant
<i>Address of Business or Establishment of Trade</i>		
1.	Country	Enter name of the Country
2.	State	Enter name of the state
3.	District	Enter name of the district
4.	Sub-division	Enter name of the sub-division
5.	Block/Municipality/Corporation	Choose whether it is Block or Municipality or Corporation
6.	Block/Municipality/Corporation Name	Enter name of Enter name of the Country
7.	Borough	Enter details of Borough
8.	Ward	Enter ward number
9.	Police Station	Enter name of the police station
10.	Post Office	Enter name of the post office
11.	Address	Enter address
<i>Communication Address same as above</i>		
<i>Details of Business</i>		
1.	Name of firm or Company	Enter name of the firm

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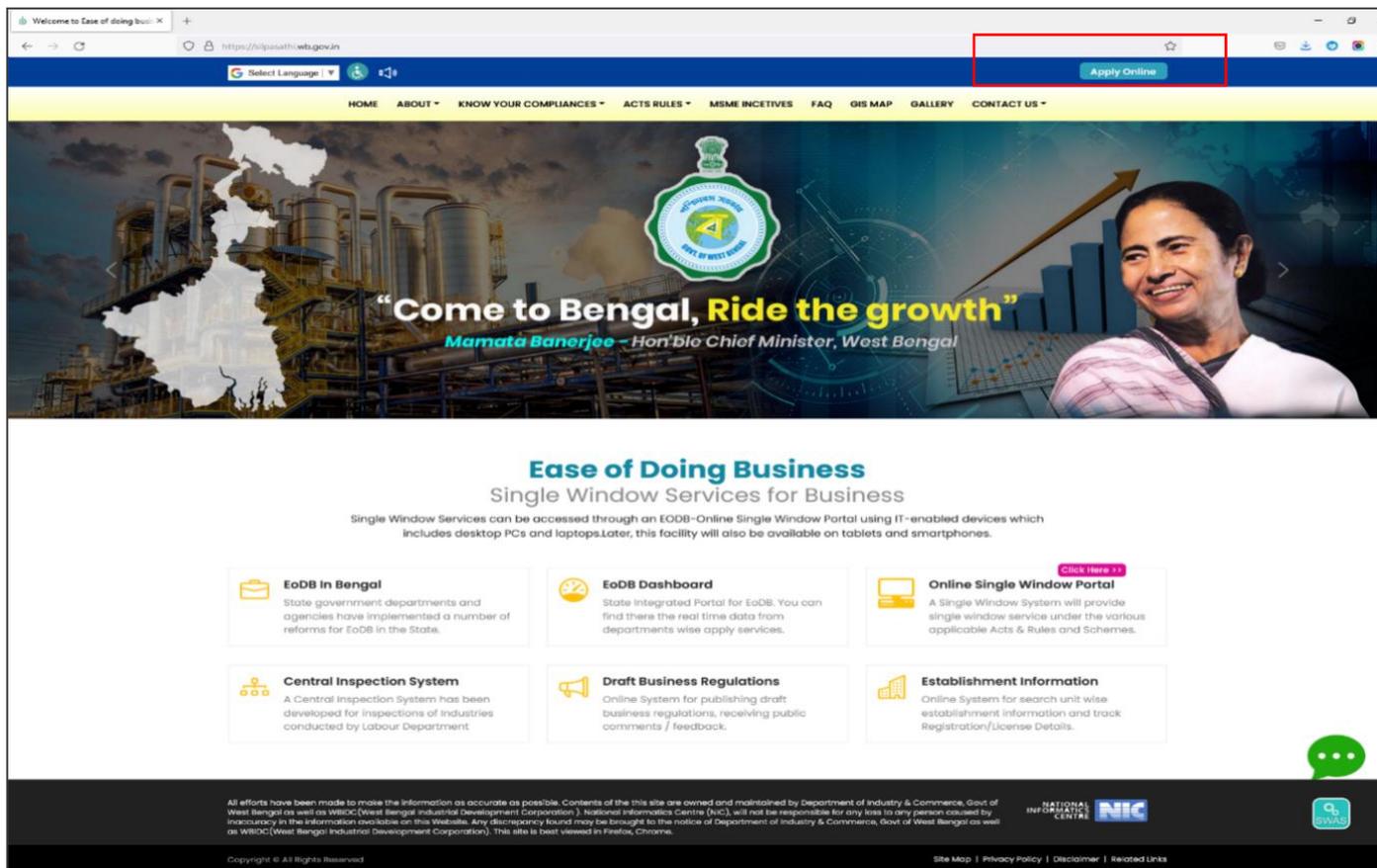
Sl. No.	Field Name	Instructions
2.	Expected Date of Commencement of Business	Enter estimate date of starting the business
3.	Rent or Annual Valuation of the Business Site (Rs)	Enter annual valuation or rent of the Business Site
4.	Category	Select category of business
5.	Nature of Trade or Profession or Calling	Select Nature of trade or profession
6.	Annual Fee	Auto generated
7.	Application Fees	Application fees shall be auto generated
8.	License Applied for (Years)	Enter the number of years for which the license is applied
9.	License Valid Till	Enter validity
10.	Workshop Address	Enter workshop address
11.	Godown Address	Enter Godown address
Details of Owner(s) or Authorized Persons		
1.	Type of Ownership	Select type of ownership
2.	Name	Enter name of the owner or the authorized person(s)
3.	Mobile No	Enter mobile number of the owner or the authorized person(s)
4.	Email	Enter Email id of the owner or the authorized person(s)
5.	Address	Enter address the owner or the authorized person(s)
Supporting Document Type		
1.	Applicants Proof of Identity	Select proof of identity
2.	Proof of Occupancy	Select Proof of Occupancy

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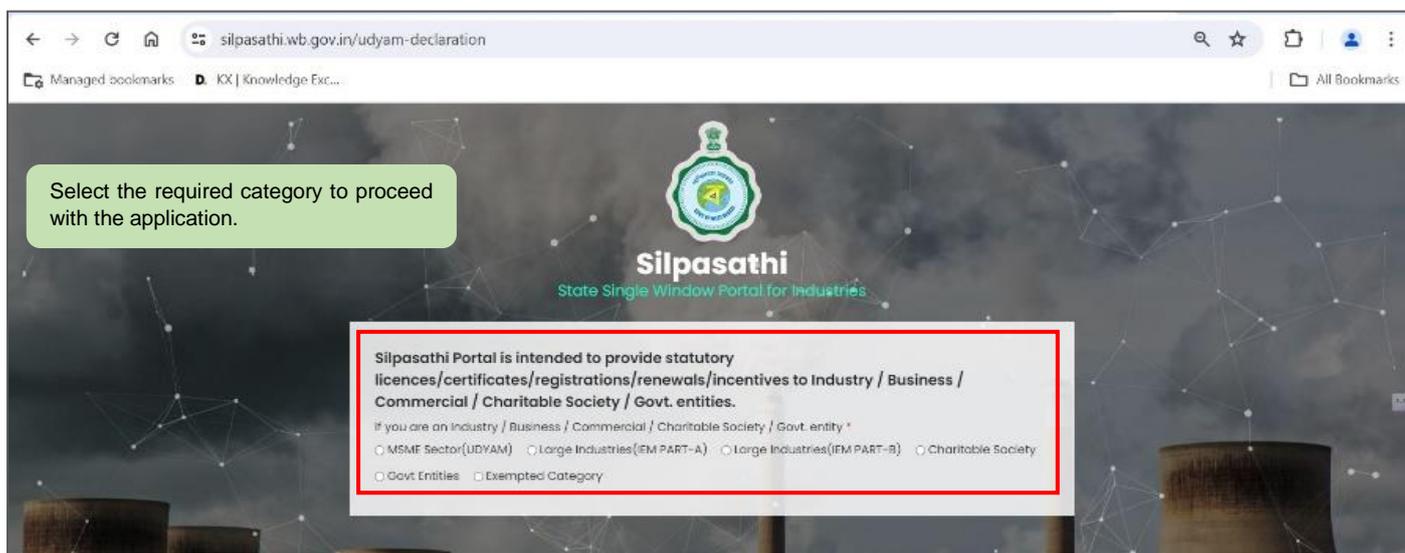
Application Process through SilpaSathi

1. Online Application submission along with online submission of documents

In order to complete the user registration, the applicant has log on to <https://silpasathi.wb.gov.in/> and click on ‘Apply online’ button.



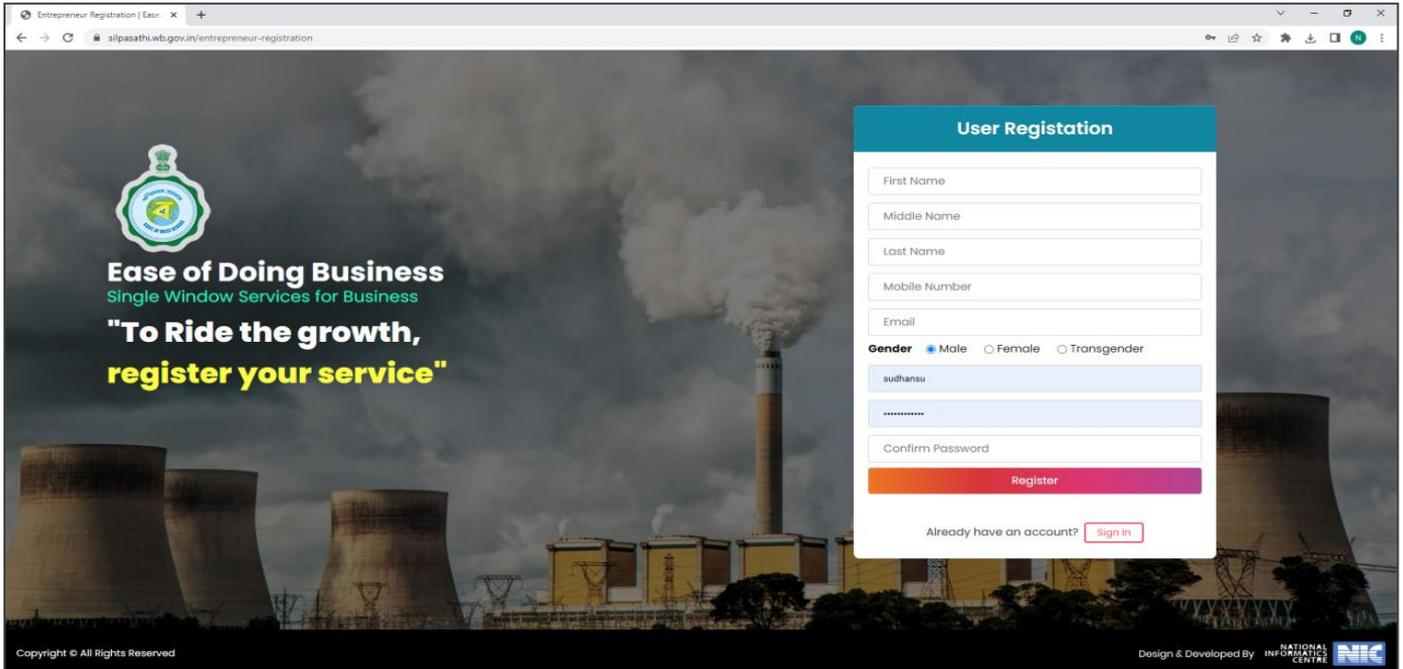
Applicant Log-in: The applicant needs to select the required category as illustrated in the screenshot below and proceed for registration.



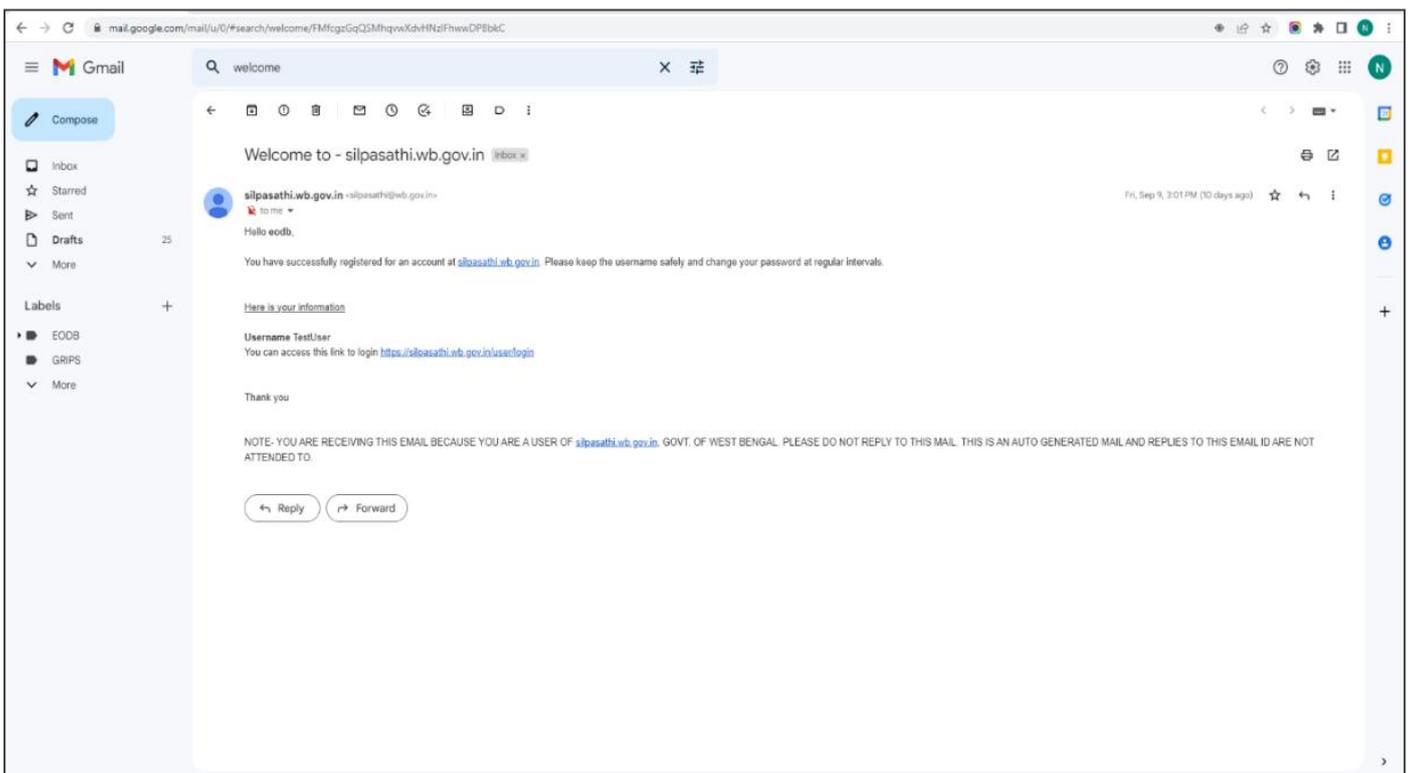
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A sign-up window appears on the screen. The user has to select ‘[Create New](#)’ if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

The ‘[User Registration](#)’ window will appear with the relevant fields that the applicant needs to fill accurately and click on ‘[Register](#)’ as shown by the below screenshot. In case the applicant already has an account, click on the ‘[Sign In](#)’ button and login using valid **User ID, password and Captcha**.



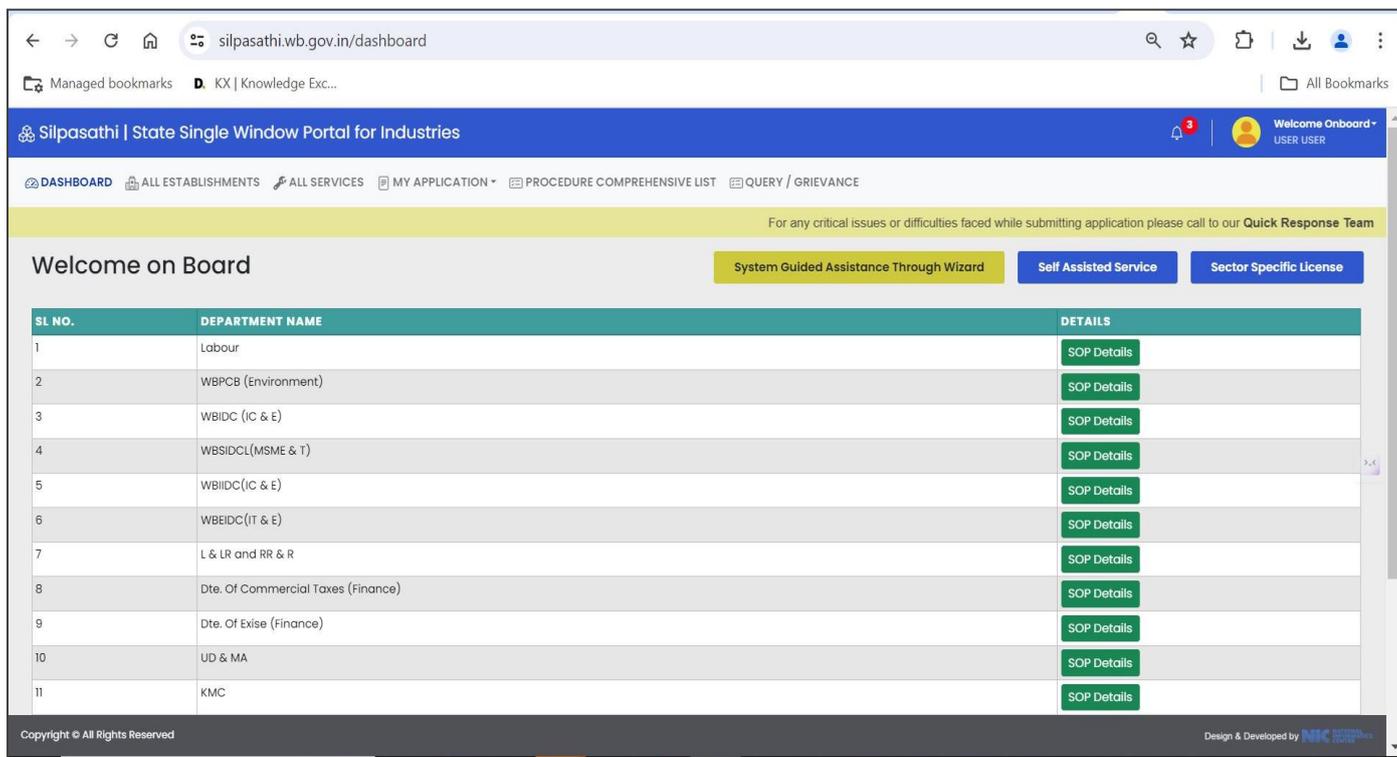
Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:



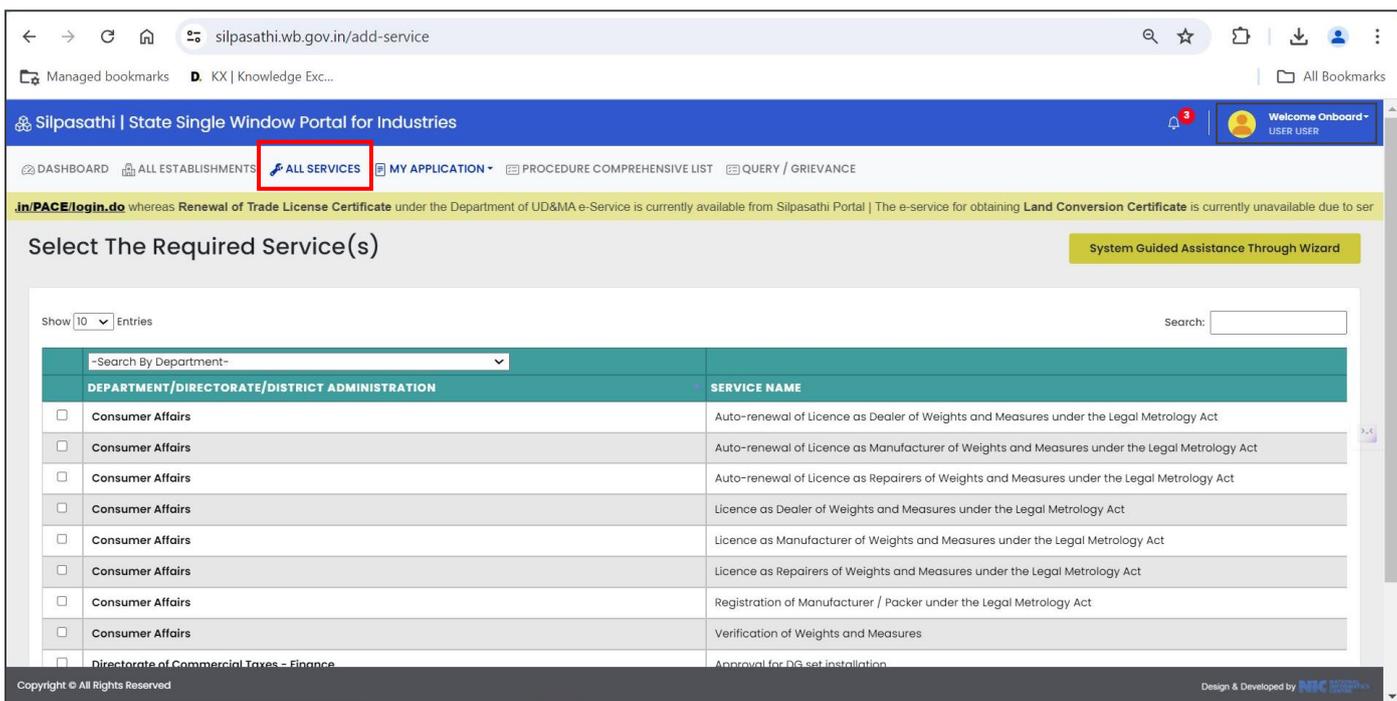
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Online Application submission

Applicants will now be directed to the user dashboard for completing the further procedures. The following screenshots below illustrate the same.

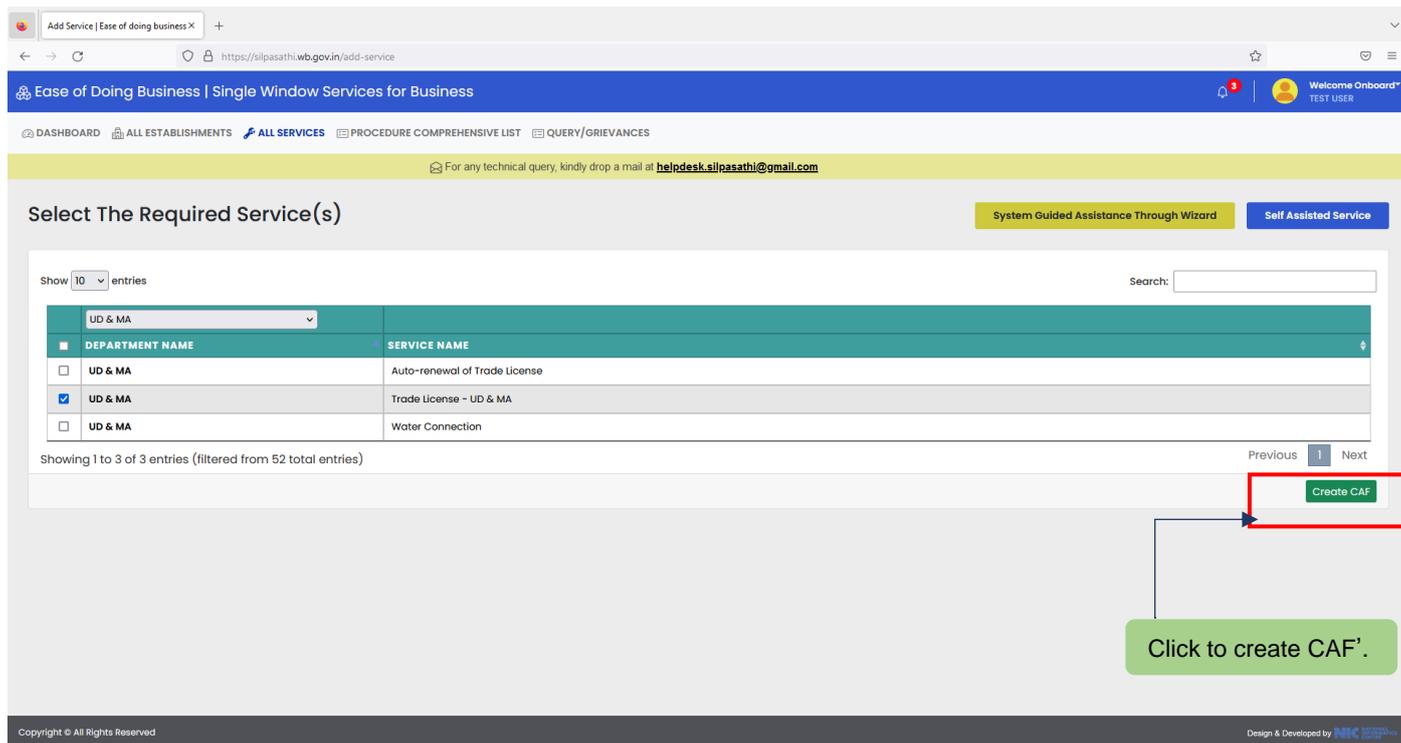


The applicant has to click on [‘ALL SERVICES’](#) to view the list of all services mapped with their corresponding departments.



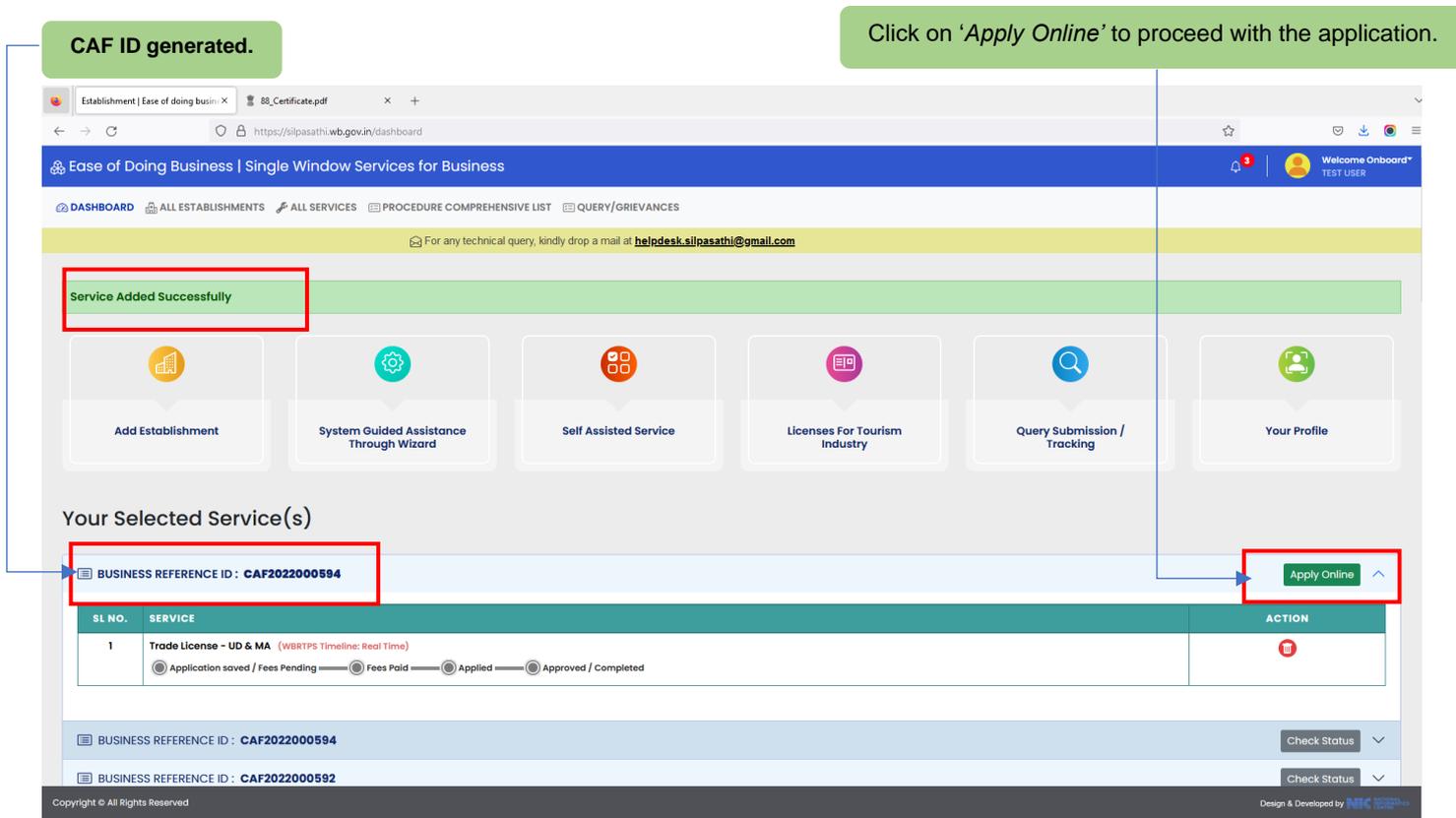
Once done, a list of services will appear. Applicants need to click on [the checkbox](#) adjacent to the service named **Trade License – UD&MA.**

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After selecting the service 'Trade License – UD&MA', the applicant has to click on 'Create CAF'. Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

Applicant's Dashboard



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After clicking on ‘Apply Online’ option, the applicant shall be redirected to the main application form. The applicant will have to fill in the required details and review the application form (screenshot below):

Application for Issuance of Trade License (Certificate of Enlistment) in Municipal Areas

Applicants Basic Information

Salutation *
Mr.

First Name *
test

Middle Name
test

Last Name *
test

Date of Birth *
20-06-1990

Age *
32

Gender/Mr. *
Please Select

Date of Application *
29-09-2022

Mobile No *
9663333355

E-mail *
test@gmail.com

Aadhaar Card No
Enter Aadhaar Card No

Address Of Business Or Establishment Or Trade

Country *
India

State *
West Bengal

District *
Howrah

Sub-division *
Howrah Sadar

Rural or Urban *
Urban

Block/Municipality/Municipal Corporation *
Municipality

Block/Municipality/Municipal Corporation Name *
Bally

Borough
-Select-

Ward *
Ward II

Gram Panchayat
-Select-

Police Station
Bally

Post Office

Address Line 1 *
bally

Address Line 2

Pin Code *
711144

Holding No (s, # are not allowed) *
test123

Communication Address Of Applicants

Country *
India

State *
West Bengal

District *
Murshidabad

Sub-division *
Jangipur

Rural or Urban *
Rural

Block/Municipality/Municipal Corporation *
Block

Block/Municipality/Municipal Corporation Name *
Farakka

Village or Ward Name

Police Station

Post Office

Address Line 1 *
test

Address Line 2

Pin Code *
744111

Details Of Business

Name of Firm or Company *
Sample Establishment Name

Expected Date of Commencement of Business *
2022-09-20

Rent or Annual Valuation of the Business Site (Rs) *
1000

Category *
Decorators or Agencies

Nature of Trade or Profession or Calling *
GOVT. CONTRACTOR

Annual Fee *
3000

Application Fees (Rs) *
360

License applied for (Years) *
3

License Valid Till *
28-09-2025

Workshop Address

Godown Address

Additional Information, if any

Details Of Owner(s) Or Authorised Persons

Type of Ownership *
Partners

Name *
test

Mobile No
9696854655

Email
gfh@tthf

Address
df

Type of Ownership *
Partners

Name *
ggb

Mobile No
6339636833

Email

Address

Supporting Document Type

Applicants Proof of Identity *
Voter Id

Proof of Occupancy *
For the tenant of the premises > photo copy of the current Rent Receipt/Challan from Rent Control.

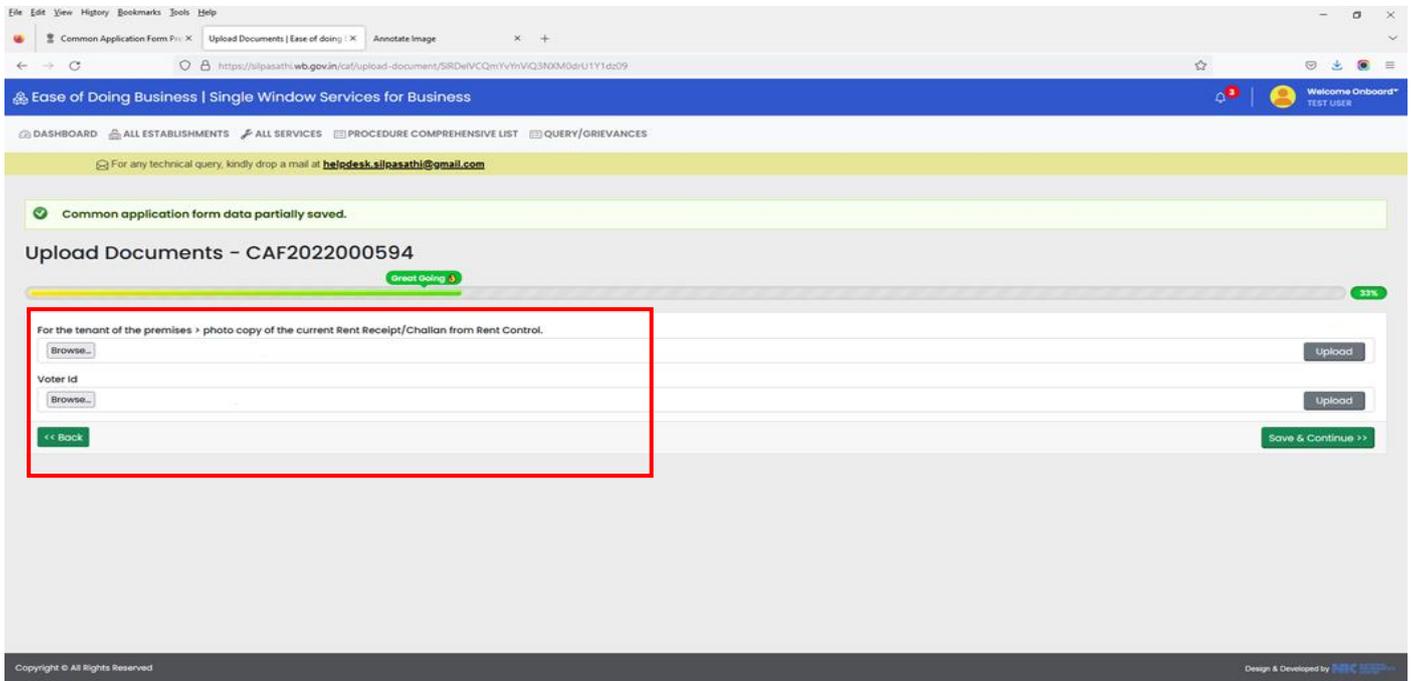
<< Back

Save & Continue >>

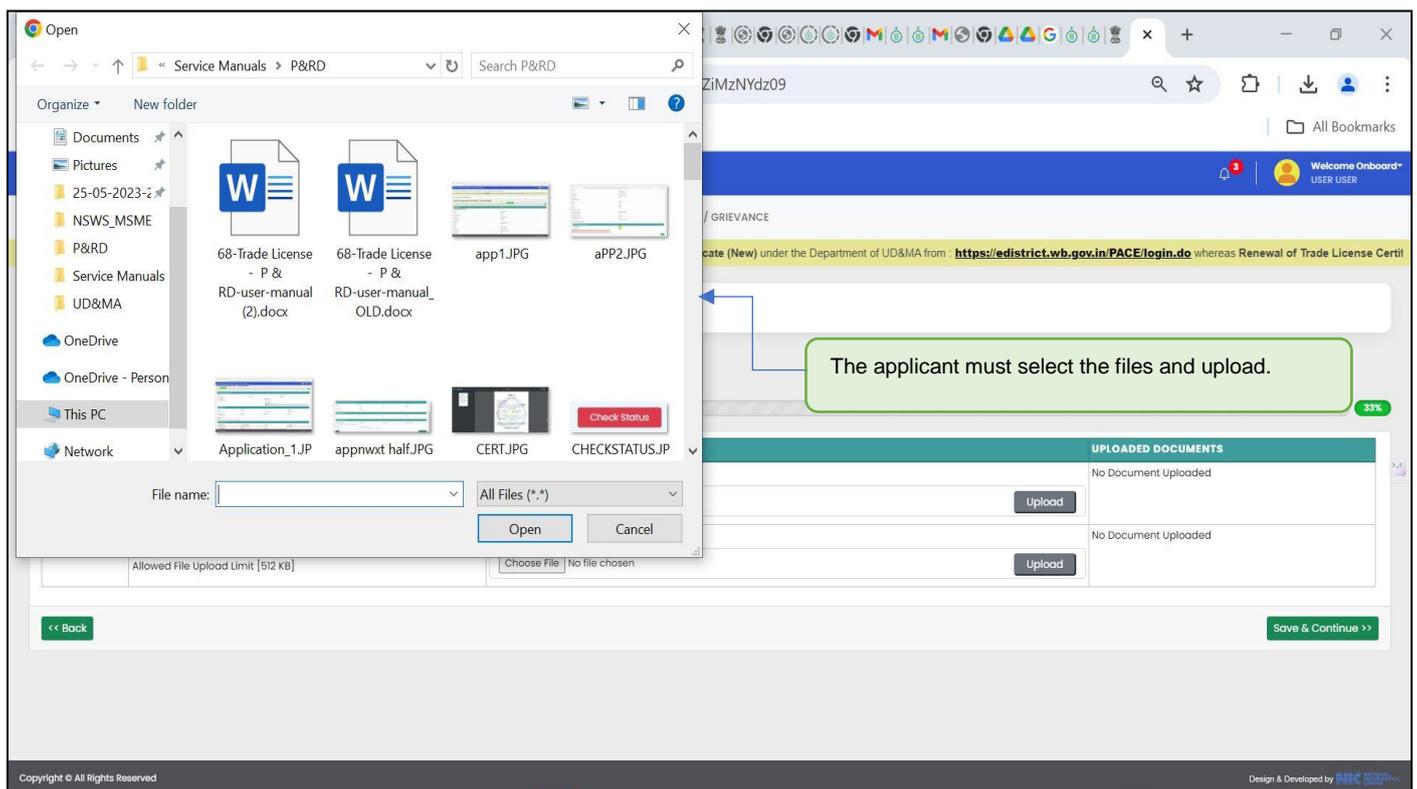
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Upon completion of the application process along with document submission, the applicant clicks on the '**Submit**' button for final submission of the application.

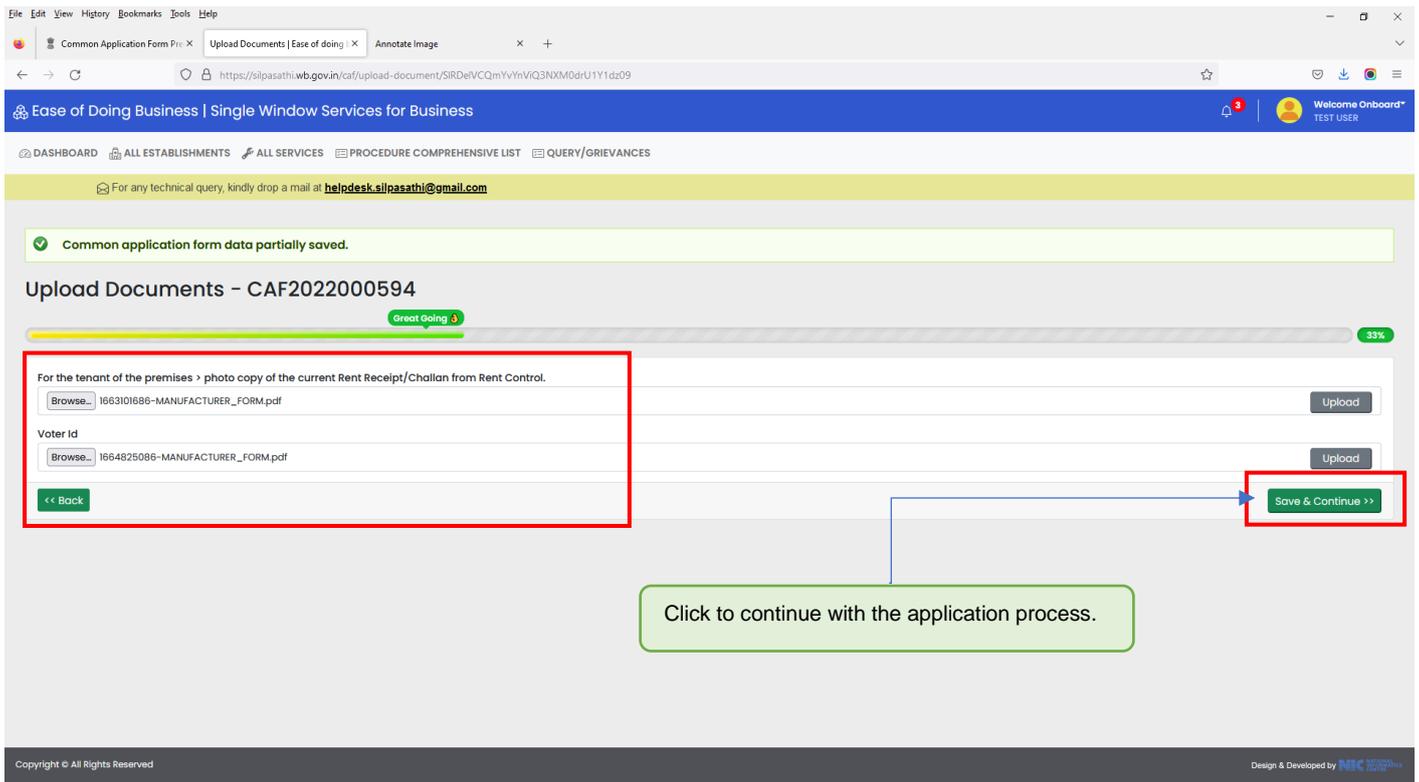
The document submission process has been described below. Please refer to the screenshots below for detailed illustrations.



The applicant has to browse the required files in his system and upload them as described in the screenshots. A dialogue box appears after clicking on '**Browse**'. Once the required file is selected, the applicant has to click on '**Upload**' button to upload the files successfully.



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The applicant is required to upload **both the required documents** in **pdf format** as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on '**Save and Continue**' to proceed with the application.

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The applicant shall review the filled in application form and proceed for final submission of application. Once reviewed, the applicant shall also be required to click on the Declaration checkbox on the bottom left of the application page before proceeding to ‘Submit’ button, as illustrated in the screenshots below.

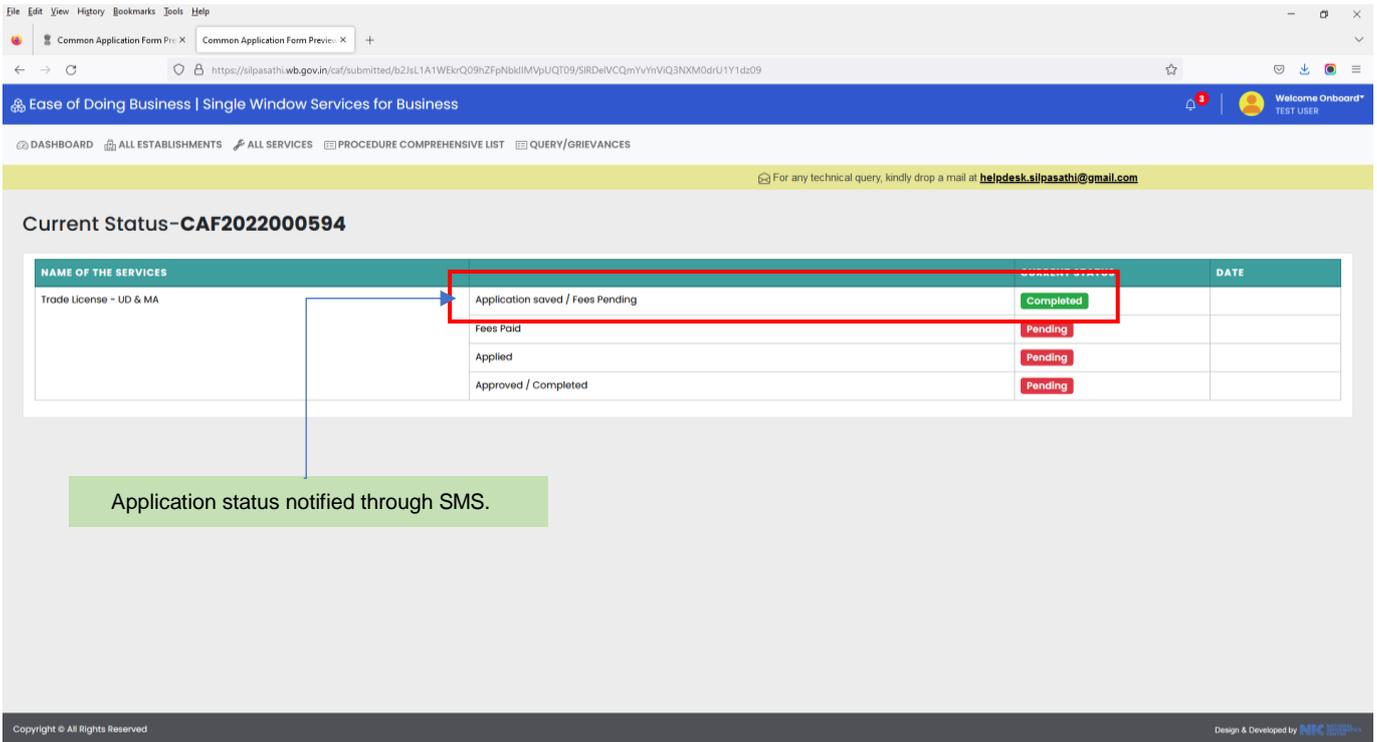
Common Application Form Preview – CAF2022000594

Almost Completed 67%

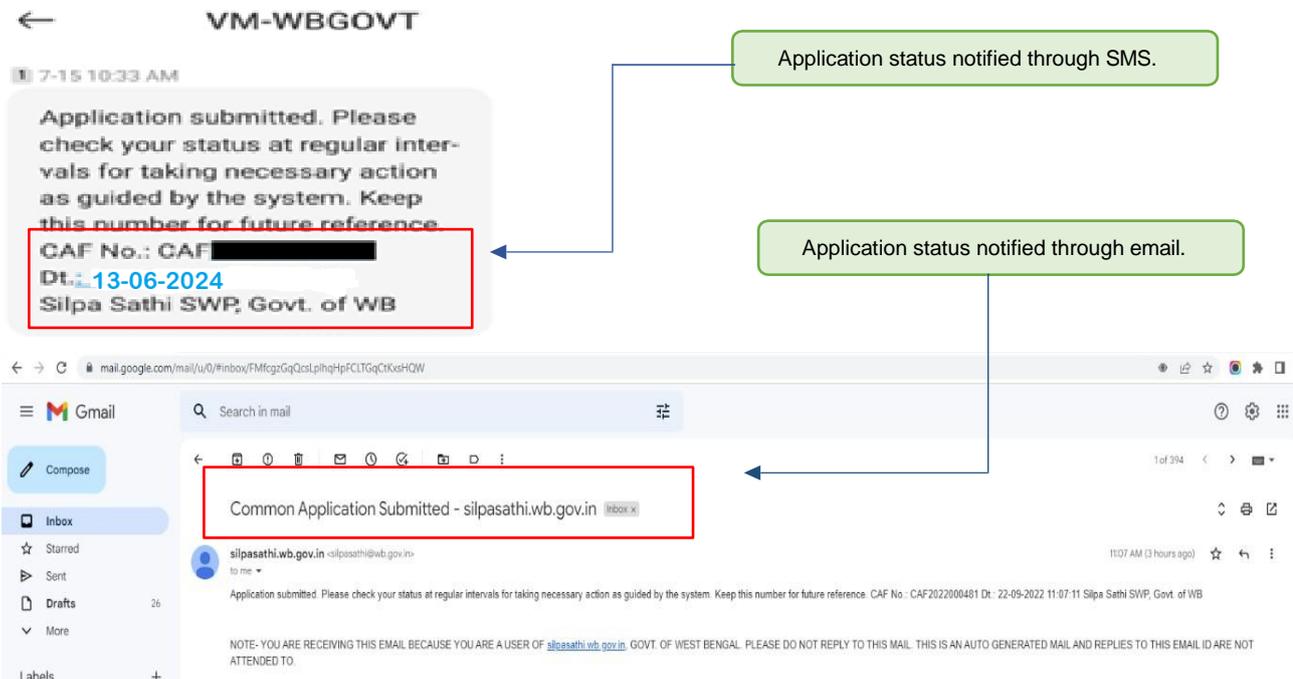
PARAMETERS	INPUTS			
Trade License – UDMA				
Applicants Basic Information				
Salutation	Mr.			
First Name	test			
Middle Name	test			
Last Name	test			
Date of Birth	20-06-1990			
Age	32			
Gender Mr.	0			
Date of Application	29-09-2022			
Mobile No	9663333355			
E-mail	test@gmail.com			
Country	India			
State	West Bengal			
District	Howrah			
Sub-division	Howrah Sadar			
Rural or Urban	Urban			
Block/Municipality/Municipal Corporation	Municipality			
Block/Municipality/Municipal Corporation Name	Bally			
Ward	Ward - II			
Gram Panchayat				
Police Station	Bally			
Post Office				
Address Line 1	bally			
Address Line 2				
Pin Code	71144			
Holding No	test123			
Communication Address of Applicants				
Country	India			
State	West Bengal			
District	Murshidabad			
Sub-division	Jangipur			
Rural or Urban	Rural			
Block/Municipality/Municipal Corporation	Block			
Block/Municipality/Municipal Corporation Name	Farakka			
Village or Ward Name				
Police Station				
Post Office				
Address Line 1	test			
Address Line 2				
Pin Code	744111			
Details of Business				
Name of Firm or Company	Sample Establishment Name			
Expected Date of Commencement of Business	20-09-2022			
Rent or Annual Valuation of the Business Site (Rs)	1000			
Category				
Nature of Trade or Profession or Calling	GOVT. CONTRACTOR			
Annual Fee	3000			
Application Fees(Rs)	360			
License applied for (Years)	3			
License Valid Till	28-09-2025			
Workshop Address				
Godown Address				
Additional Information, if any				
Details of Owner(s) or Authorised Persons				
Type of Ownership	Name	Mobile No	Email	Address
Partners	test	9696854655	gth@tth	df
Partners	ggd	8339636833		
Supporting Document Type				
Applicants Proof of Identity	Voter Id			
Proof of Occupancy	For the tenant of the premises > photo copy of the current Rent Receipt/Challan from Rent Control.			
UPLOADED SUPPORTING DOCUMENTS				
Aadhaar Card	View			
For the tenant of the premises > photo copy of the current Rent Receipt/Challan from Rent Control.	View			
<input checked="" type="checkbox"/> I hereby declare that the particulars given above are true to the best of my knowledge and belief *				
				Submit

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On clicking on ‘Submit’ link, the following webpage appears post submission of application with updated Status.



The applicant /user shall be notified via SMS and email on his registered phone number and email id respectively. The applicant receives notifications at different stages of the application - application submission, application approval, etc.

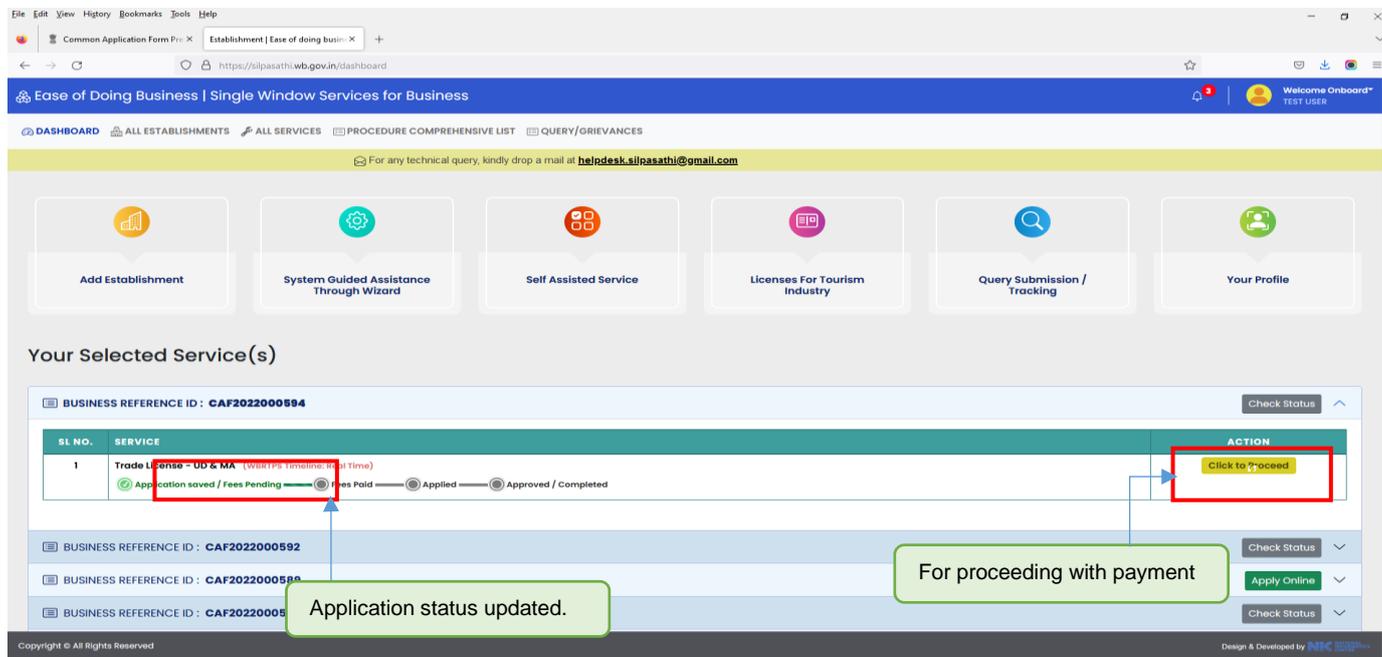


Trade License provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

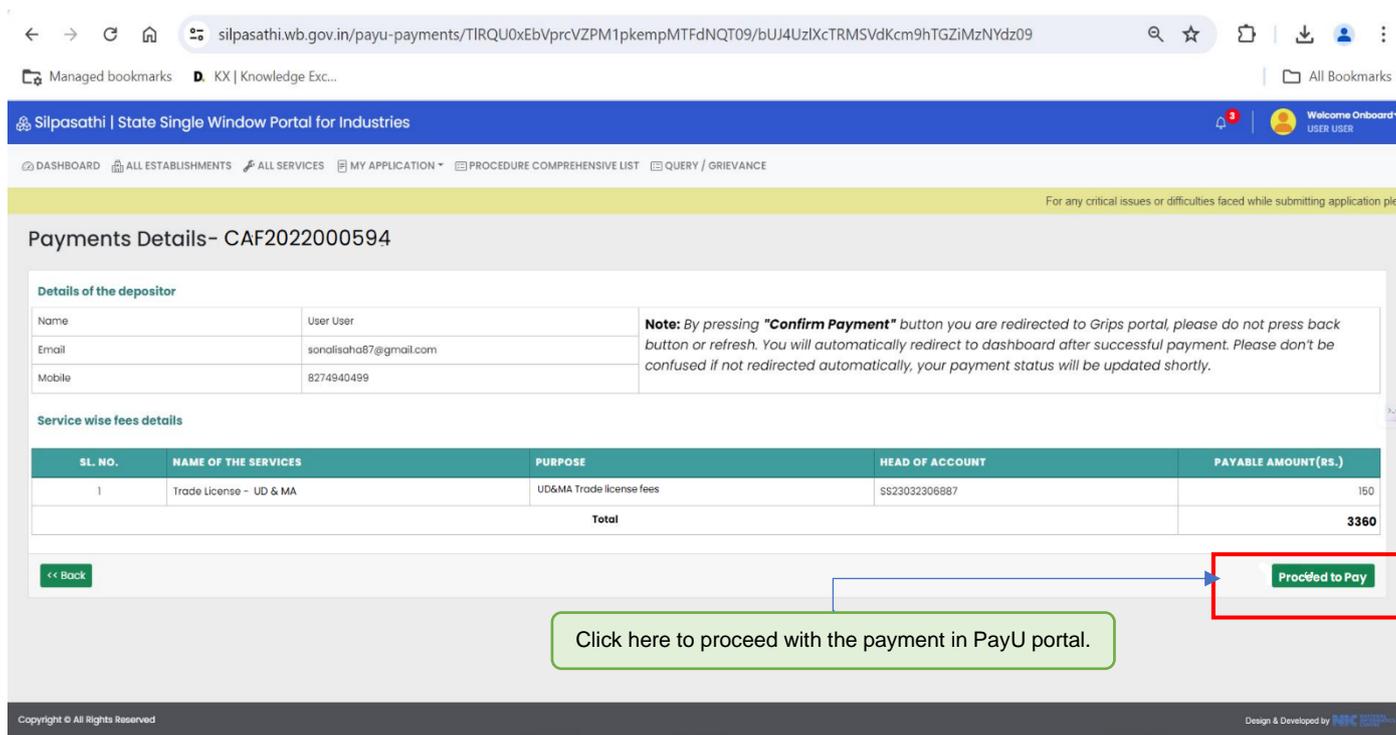
3. Online Payment of fees

The applicant is now required to pay the required fees based on the application filled by the applicant. The applicant has to click on ‘Pay Now’ option and proceed with the payment procedure. The screenshot below provides an illustration:

Applicant’s Dashboard

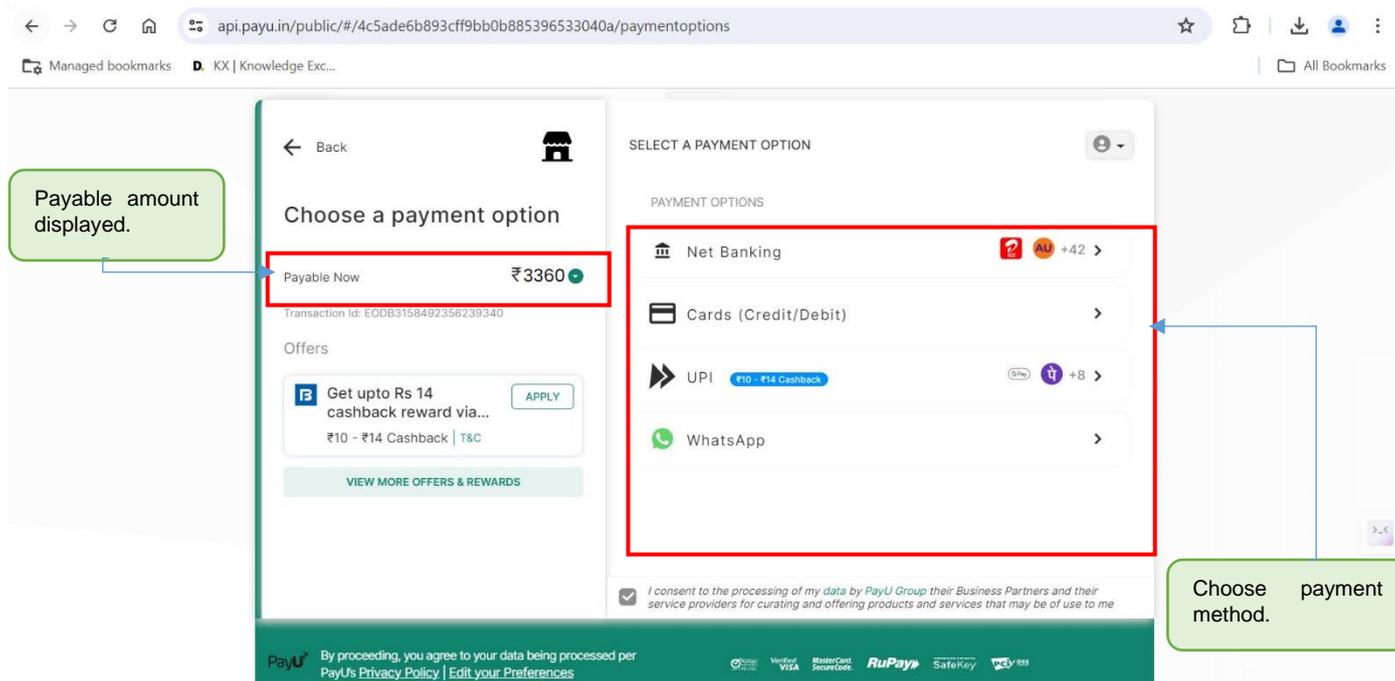


The payment procedure has been illustrated as per the following screenshots. The applicant can proceed with the payment after clicking on the ‘Proceed to Pay’ option.

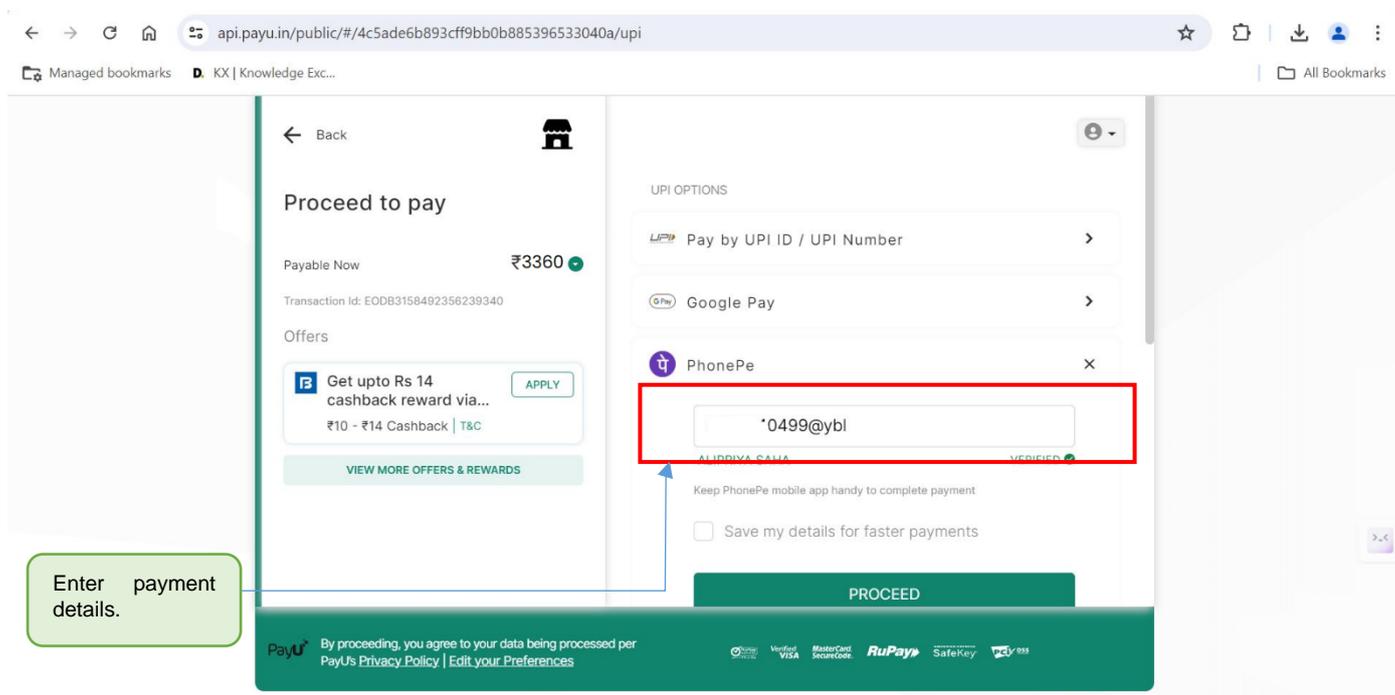


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The applicant is redirected to the **PayU portal** to complete the payment process. The applicant shall be able to choose between various modes of payment methods for fees payment.

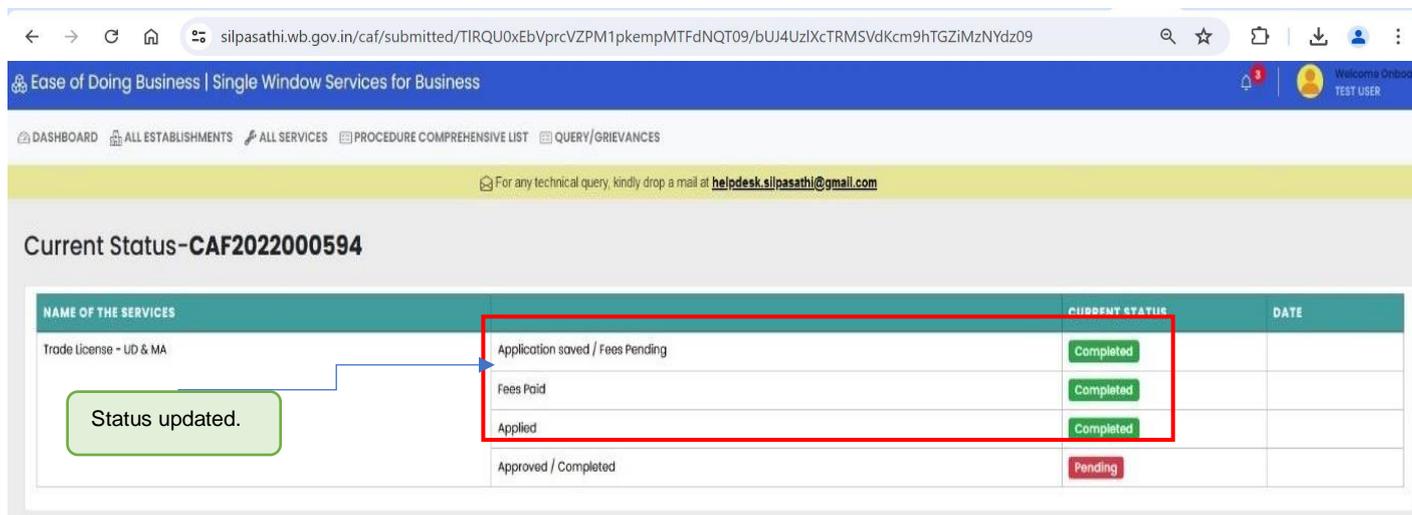


The applicant has to enter the correct details for payment transaction and proceed with the payment process.



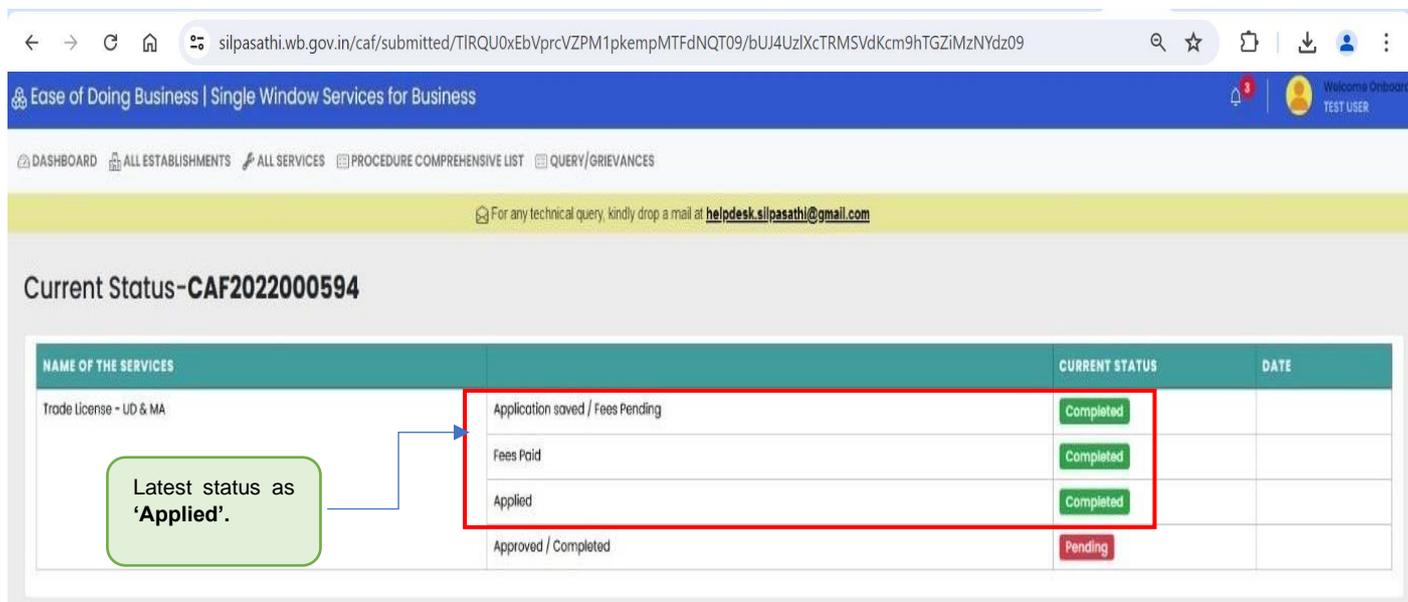
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After successful payment of fees, the user is displayed the updated status of the application as illustrated in the screenshots below. The page is redirected to webpage showing status as completed against “Fees Paid”.



Note: This particular service Trade License by UD&MA Dept is a real-time service, the Approval Certificate is generated real-time, post payment and therefore after successful payment and submission of application the latest status shows as ‘Applied.’

Status of the application as illustrated in the screenshots below. The page is redirected to webpage showing status as completed against “Applied”.



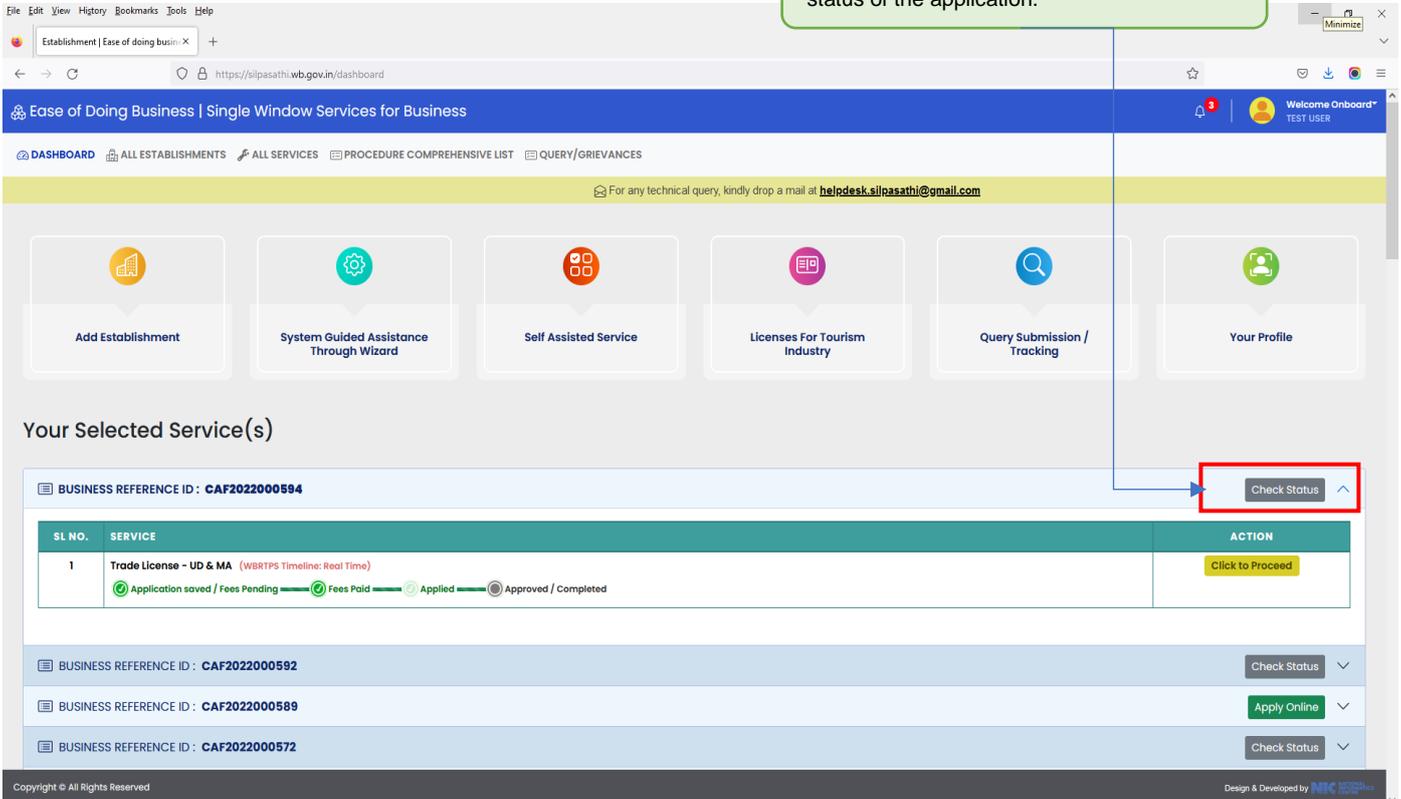
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3. Track Status of Application

The applicant has to click on ‘Check Status’ to view the latest status of the application.

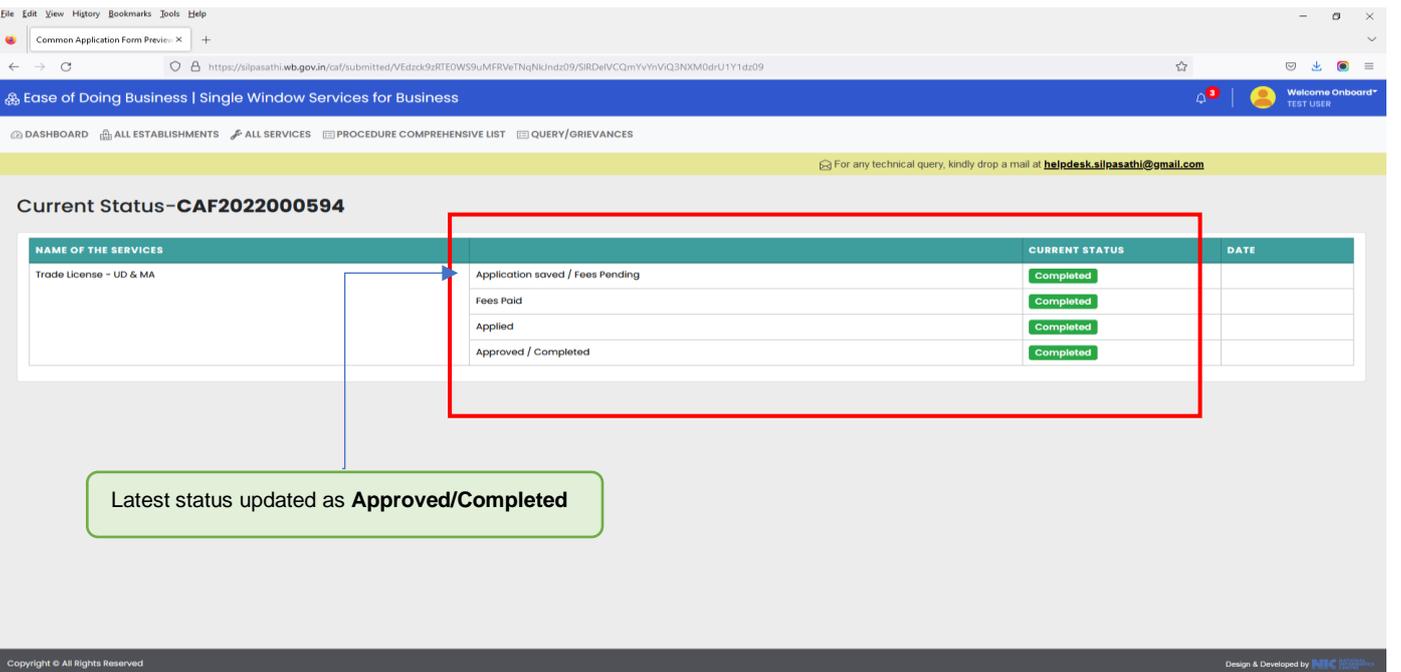
Applicant’s Dashboard

Click on ‘Check Status’ to check the latest status of the application.



Note: Latest status can be seen any time through Applicant’s Dashboard

Current status appears in the Status Dashboard (Screenshot below).



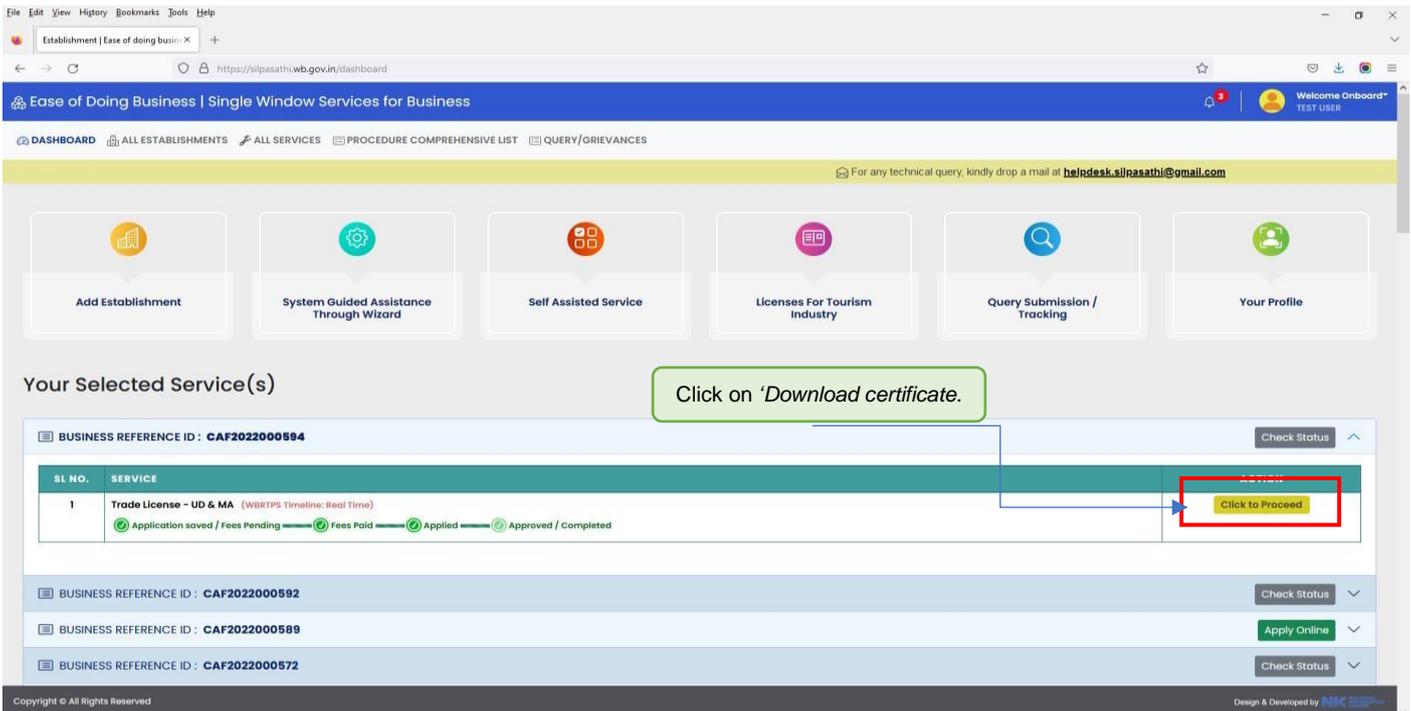
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4: Online Download of final approval certificate

The applicant has to ‘Click to Proceed’ to view further.

Applicant’s Dashboard

Note: Latest status can be seen any time through Applicant’s Dashboard



The applicant shall now be able to download the final certificate after final approval of application. The applicant has to click on ‘PDF’ icon to download the Final Approval Certificate issued.

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The certificate as downloaded has been illustrated in the screenshot below:

APPLICATION SUBMITTED STATUS

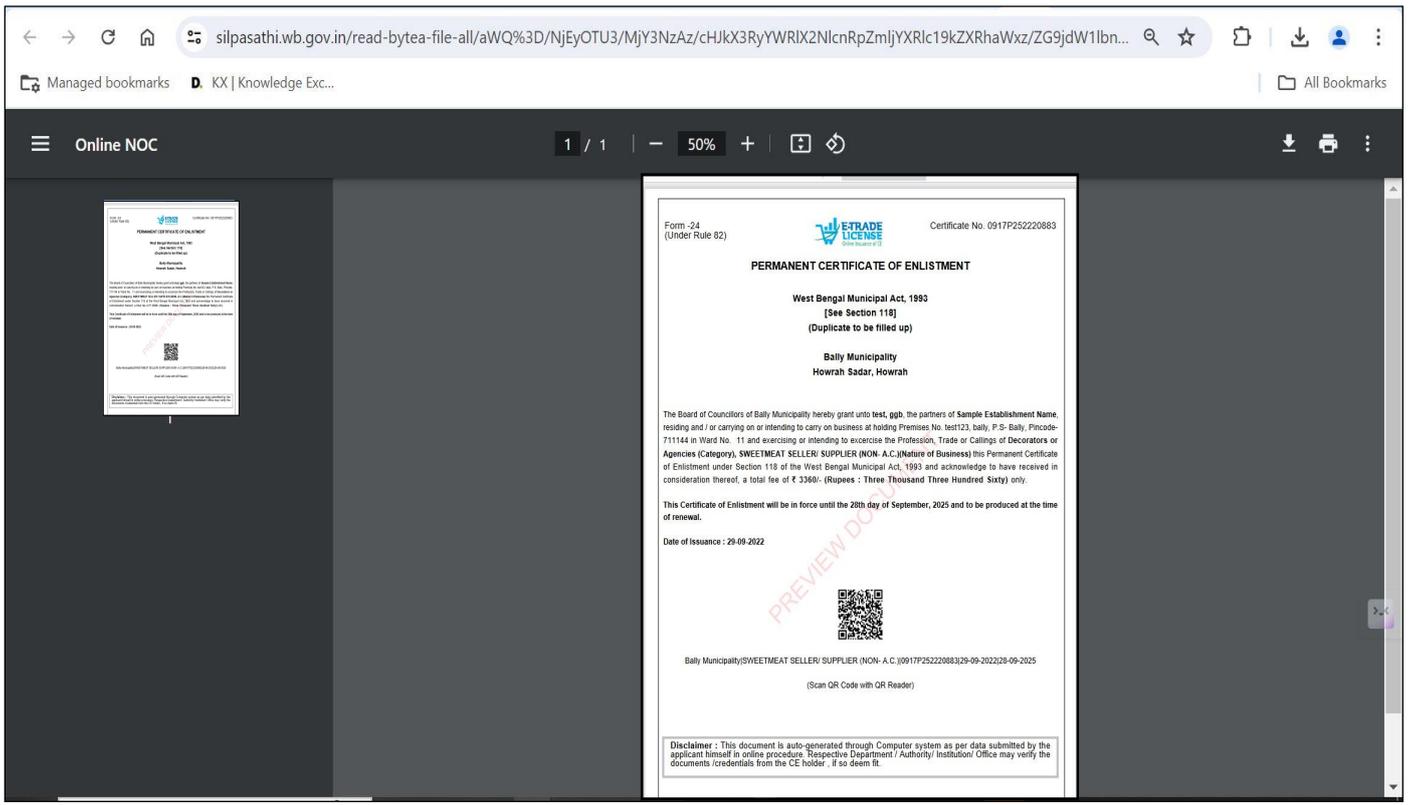
Certificate No.	0917P252220883
Validity Date	28-09-2025
Trade Licence Certificate PDF	 Certificate Issue Date : 29-09-2022

PARAMETERS

Trade License - UDMA	INPUTS			
Applicants Basic Information				
Salutation	Mr.			
First Name	test			
Middle Name	test			
Last Name	test			
Date of Birth	20-06-1990			
Age	32			
Gender Mr.	0			
Date of Application	29-09-2022			
Mobile No	966333335			
E-mail	test@gmail.com			
Aadhaar Card No				
Address of business or establishment or trade				
Country	India			
State	West Bengal			
District	Howrah			
Sub-division	Howrah Sadar			
Rural or Urban	Urban			
Block/Municipality/Municipal Corporation	Municipality			
Block/Municipality/Municipal Corporation Name	Bally			
Ward	Ward - II			
Gram Panchayat				
Police Station	Bally			
Post Office				
Address Line 1	bally			
Address Line 2				
Pin Code	71144			
Holding No	test123			
Communication Address of Applicants				
Country	India			
State	West Bengal			
District	Murshidabad			
Sub-division	Jangipur			
Rural or Urban	Rural			
Block/Municipality/Municipal Corporation	Block			
Block/Municipality/Municipal Corporation Name	Farakka			
Village or Ward Name				
Police Station				
Post Office				
Address Line 1	test			
Address Line 2				
Pin Code	744111			
Details of Business				
Name of Firm or Company	Sample Establishment Name			
Expected Date of Commencement of Business	20-09-2022			
Rent or Annual Valuation of the Business Site (Rs)	1000			
Category				
Nature of Trade or Profession or Calling	GOVT. CONTRACTOR			
Annual Fee	3000			
Application Fees(Rs)	360			
License applied for (Years)	3			
License Valid Till	28-09-2025			
Workshop Address				
Godown Address				
Additional information, if any				
Details of Owner(s) or Authorised Persons				
Type of Ownership	Name	Mobile No	Email	Address
Partners	test	9696854655	gfhgrf.thf	df
Partners	ggb	6339636833		
Supporting Document Type				
Applicants Proof of Identity	Voter id			
Proof of Occupancy	For the tenant of the premises > photo copy of the current Rent Receipt/Challan from Rent Control.			
DOCUMENTS UPLOADED				
Aadhaar Card	View			
For the tenant of the premises > photo copy of the current Rent Receipt/Challan from Rent Control.	View			

Trade License provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

The Final Certificate gets downloaded (Screenshot)



Trade License provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

One Approval certificate document has been illustrated below:

Form -24 (Under Rule 82)	 Online Issuance of CE	Certificate No. 0917P252220883
PERMANENT CERTIFICATE OF ENLISTMENT		
West Bengal Municipal Act, 1993 [See Section 118] (Duplicate to be filled up)		
Bally Municipality Howrah Sadar, Howrah		
<p>The Board of Councillors of Bally Municipality hereby grant unto test, ggb, the partners of Sample Establishment Name, residing and / or carrying on or intending to carry on business at holding Premises No. test123, bally, P.S- Bally, Pincode- 711144 in Ward No. 11 and exercising or intending to exercise the Profession, Trade or Callings of Decorators or Agencies (Category), SWEETMEAT SELLER/ SUPPLIER (NON- A.C.)(Nature of Business) this Permanent Certificate of Enlistment under Section 118 of the West Bengal Municipal Act, 1993 and acknowledge to have received in consideration thereof, a total fee of ₹ 3360/- (Rupees : Three Thousand Three Hundred Sixty) only.</p>		
<p>This Certificate of Enlistment will be in force until the 28th day of September, 2025 and to be produced at the time of renewal.</p>		
<p>Date of Issuance : 29-09-2022</p>		
		
Bally Municipality SWEETMEAT SELLER/ SUPPLIER (NON- A.C.) 0917P252220883 29-09-2022 28-09-2025		
(Scan QR Code with QR Reader)		
<p>Disclaimer : This document is auto-generated through Computer system as per data submitted by the applicant himself in online procedure. Respective Department / Authority/ Institution/ Office may verify the documents /credentials from the CE holder , if so deem fit.</p>		

Trade License provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

5: Third Party verification details

Third party verification is a process by which any independent user / third party verifies an individual’s license and registration details online check authenticity of the Certificate, without

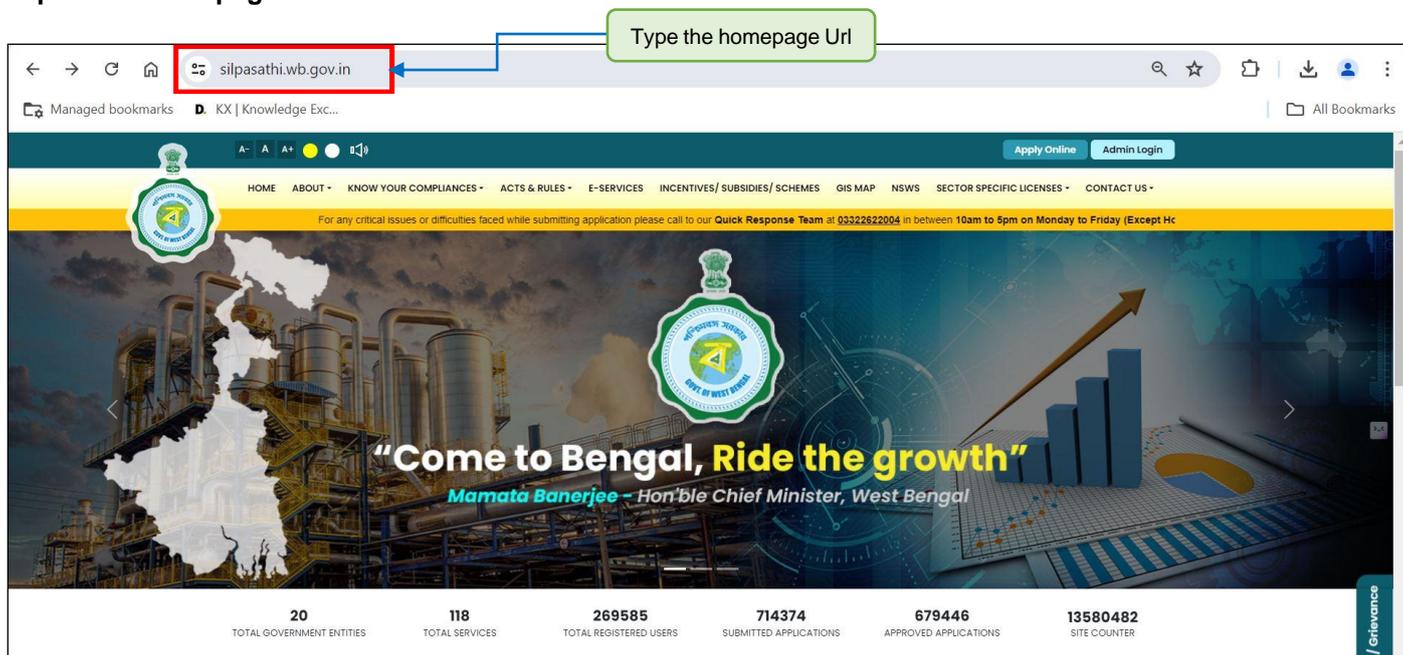
Third part verification process

The applicant or any user has to log in to www.silpasathi.wb.gov.in.

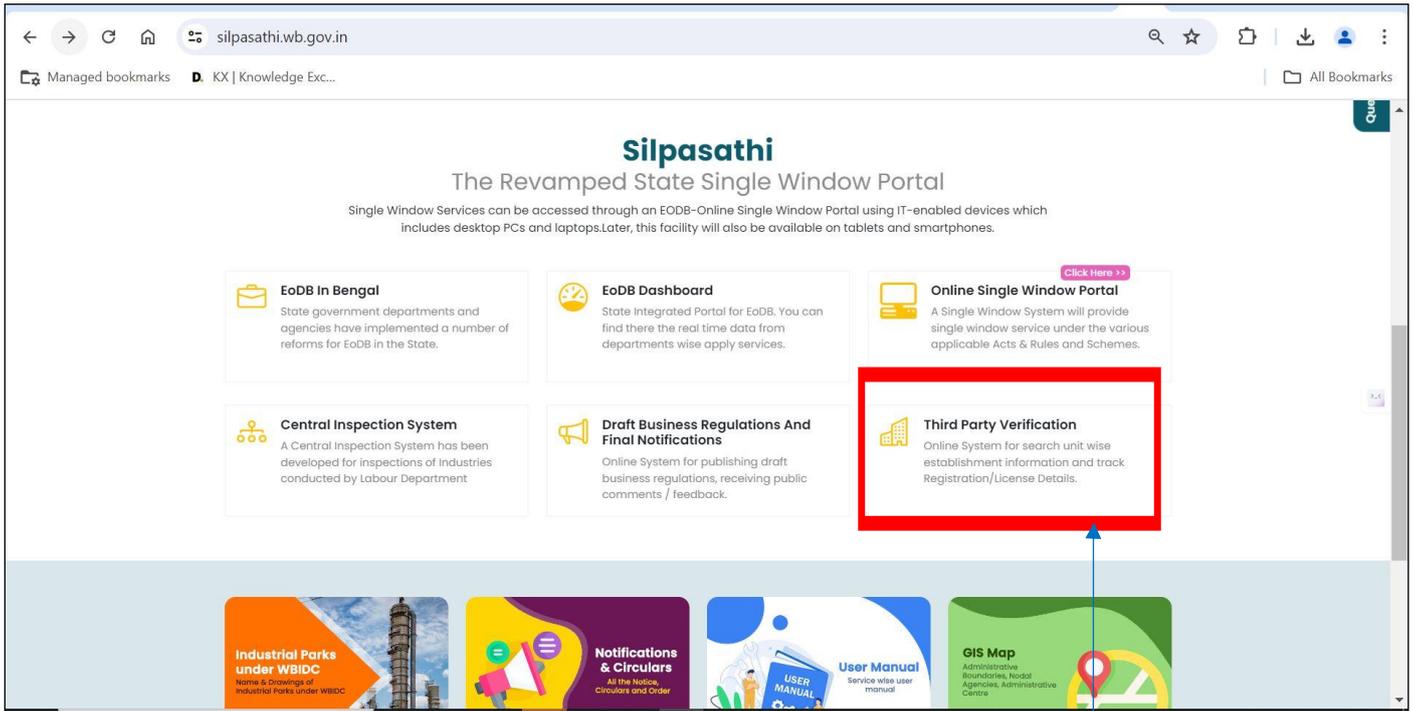
A user (any third party) needs to click on ‘*Third party Verification*’ section in the homepage and enter registration number / license number and then click on ‘Search’ link, for Verification of Certificate.

(Screenshots below):

SilpaSathi Homepage

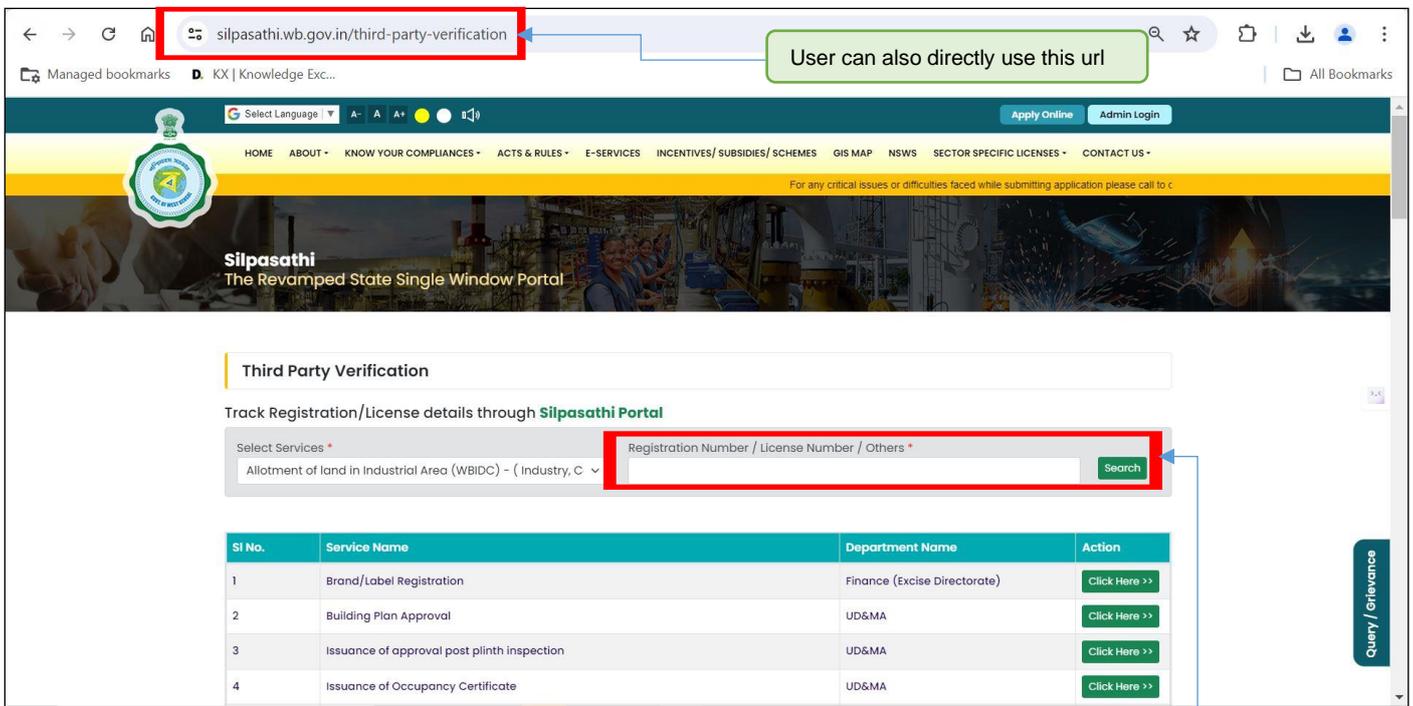


Trade License provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)



Select 'Third Party Verification'

Applicant selects the service and then enter the Certificate/ Approval number in the text box beside it and clicks on 'Search' to view details of certificate.



User can also directly use this url

Enter Registration number/ License number to view details.

Trade License provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

Third Party Verification

Track Registration/License details through **Silpasathi Portal**

Select Services * Registration Number / License Number / Others *

Trade License - UD & MA - (Urban Development & Municipi... 2419 Search

Parameter	Output
Certificate Number	-N/A-
Approval Date	-N/A-
Name of the Business	-N/A-
Location of the Business	-N/A-

License details can be viewed after entering correct license number and clicking on Search.

The third party can view the details as illustrated below:

Parameter	Output
Certificate Number	2419
Approval Date	08-07-2024
Name of the Business	MANUFACTURING OF AGARBATTI
Location of the Business	VILLAGE: SENPARA SAMASAD:SEN PARA: SENPARA POST OFFICE: SENPARA POLICE STATION: KOTWALI PIN CODE: 735101