

NEW TRADE LICENSE & RENEWAL OF TRADE LICENSE

STEP BY STEP APPLICATION PROCEDURE

Application URL: https://cdma.cgg.gov.in/cdma_trade/NewTrade/SaveNewTrade

Step 1: Applicant goes through the Mobile OTP Validation to access the New Trade License Application Form

Step 2: Applicant needs to fill all the mandatory details along with the Trade Information & required uploads. On filling all the trade information, system displays the Trade Fees

Step 3: On Submit, the application number is generated and the applicant is taken to the Payments screen

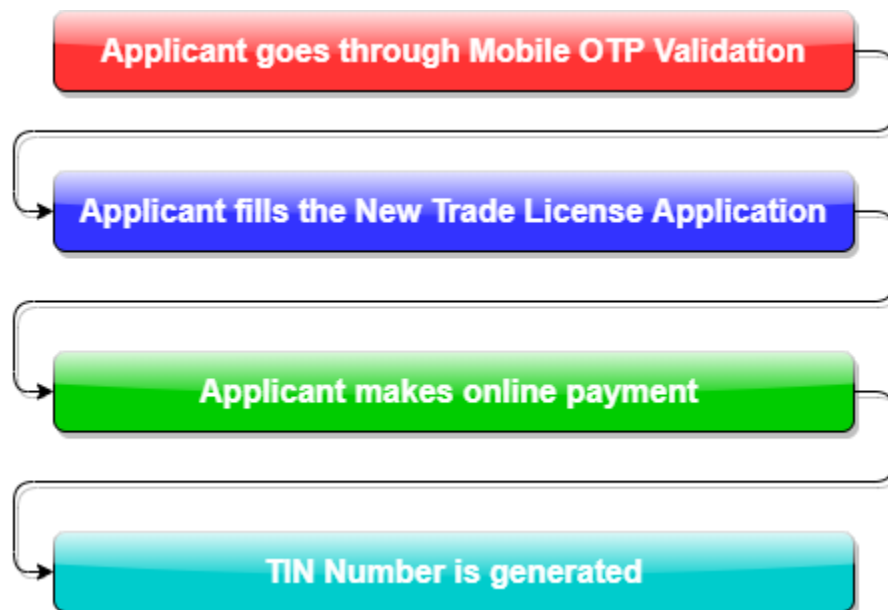
Step 4: On successful payment of the Trade License Fee a TIN number is generated along with the Trade License Certificate and an SMS is sent to the applicant. The generated Trade License is valid till end of the Financial Year and the Trade License has to be renewed before the TIN Expiry

Step 5: The Applicant can renew the Trade License using the TIN Number through MeeSeva, CSC Counters, Citizen Buddy Mobile App or Online at https://cdma.cgg.gov.in/cdma_arbs/CDMA_PG/TLMenu

Documents Required: ID Proof, Lease Deed/Legal Occupancy Certificate

Timelines: Instant

NEW TRADE LICENSE WORKFLOW



Technical Support: cdmasupport@cgg.gov.in | +914023120410
(10:00 AM to 5:00 PM on Working days)

CDMA