



**THE KOLKATA MUNICIPAL CORPORATION
LICENCE DEPARTMENT**

5, S. N. BANERJEE ROAD, KOLKATA - 700 013

**GETTING CERTIFICATE OF ENLISTMENT (TRADE LICENCE) OF KMC
HAS NOW BECOME ABSOLUTELY HASSLE FREE**

THE SYSTEM IS NOW ON-LINE AND REAL TIME

- ☞ THERE IS NO NEED TO VISIT KMC OFFICE. IT CAN BE DONE FROM ANYWHERE.
- ☞ JUST GO TO KMC'S WEB PORTAL <https://www.kmcgov.in>
- ☞ CLICK ON ONLINE SERVICES AND THEN TRADE LICENCE MODULE.
- ☞ AFTER CREATING USER ID, FILL-UP THE FORM AND ATTACH REQUISITE DOCUMENTS.
- ☞ FOR NEW CERTIFICATE, ONLY TWO DOCUMENTS ARE REQUIRED :
 - 1) AN IDENTITY PROOF OF APPLICANT LIKE - AADHAAR CARD, VOTER CARD, PASSPORT ETC.
 - 2) ANY PROOF OF OWNERSHIP/OCCUPANCY OF BUSINESS PREMISES SUCH AS- PROPERTY TAX RECEIPT, RENT RECEIPT, ELECTRICITY BILL ETC.
- ☞ ON SUCCESSFUL SUBMISSION OF ON-LINE FORM, DEMAND NOTICE WILL BE GENERATED IMMEDIATELY. YOU CAN PRINT A COPY OF THE DEMAND.
- ☞ PAYMENT CAN BE MADE ON-LINE INSTANTLY OR ANY TIME WITHIN 30 DAYS.
- ☞ CERTIFICATE WILL BE GENERATED ONLINE IMMEDIATELY AFTER PAYMENT.
- ☞ PRINT A COPY OF THE CERTIFICATE.
- ☞ ON-LINE FACILITIES ARE ALSO AVAILABLE FOR RENEWAL AND CLOSURE OF THE BUSINESS.
- ☞ FOR DETAIL INFORMATION VISIT OUR WEBSITE <https://www.kmcgov.in> OR VISIT YOUR NEAREST BANGLA SAHAYATA KENDRA.

**CHIEF MANAGER (LICENCE)
KOLKATA MUNICIPAL CORPORATION**