



**Government of Bihar**  
**Urban Development and Housing Department**

**—: NOTIFICATION :—**

File no.: -11नंवि० विविध- 16/2017.....<sup>989</sup>.....

Date:-...<sup>24/</sup>10.2017

With an aim to enhance the 'Ease of Doing Business' in the State of Bihar and to ensure compliance of recommendations related to Trade license under the **Business Reforms Action Plan 2017** of Government of India, the Urban Development & Housing Department mandates the following:

(i) The number of documents required for obtaining trade license is being reduced to only two namely:  
(a) Photo Id-proof (b) Lease deed/ Legal occupancy

(ii) The e-Municipality portal of the Government of Bihar has a fully functional Trade license module for applying for a new Trade license, renewal or transfer of trade license or change in name of Business. Currently, it has been observed that different ULBs are demanding different documents for the application process. The documents as mentioned in (i) is being standardized for all the ULBs. It is also being mandated that the applications for the licenses shall be accepted in online manner only and there is no need of submission of any hard copy at any stage and there is no need for any physical touch point by the applicants for document submission and verification at the ULB office. Also, the applicable fee needs to be charged only through the online portal.

(iii) It needs to be ensured by the ULB issuing the license that the signed approval certificate of the license (digitally signed or manually signed and scanned) is uploaded on the portal so that the system can allow users to download the final signed approval certificate from the online portal.

(iv) The online system must have provision to allow third parties to easily verify the approval certificates in the public domain.

By order of the Governor of Bihar

  
23/10/2017  
(Chaitanya Prasad)  
Principal Secretary

Urban Development & Housing Department

Memo No-11नंवि० विविध-16/2017.....<sup>989</sup>...../UD&HD, Patna, dated-...<sup>24/</sup>10.2017

Copy to- Municipal Commissioners of all Municipal Corporations / Executive Officers of all Nagar Parishads/ Nagar Panchayats/ ABM Knowledgeware Ltd. for information and implementation.

  
23/10/2017  
Principal Secretary  
Urban Development & Housing Department