



LSG TRADE LICENSE

USER MANUAL (for Traders)
उपयोगकर्ता पुस्तिका (व्यापारियों के लिये)

Instructions to fill Online Application
ऑनलाइन आवेदन भरने के निर्देश

Open web page <https://sso.rajasthan.gov.in/signin> वेबपेज खोलें

write your sso id here

Enter your ssoid password

CAPTCHA IMAGE

Digital Identity (SSOID/ Username)

Password

8 5 4 7 9 2

Enter Captcha

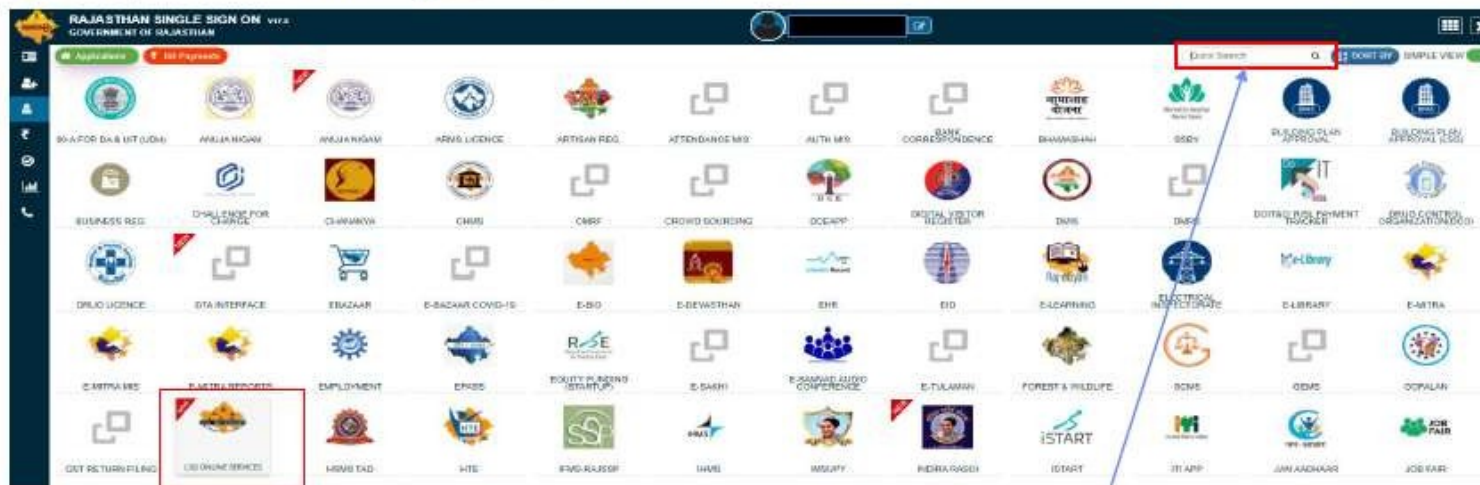
Login

I Forgot my Digital Identity (SSOID). Click Here

I Forgot my Password. Click Here

Enter your SSO ID and PASSWORD. Enter CAPTCHA from given image. Then click on LOGIN
अपना एसएसओ आईडी और पासवर्ड डाले. दी गयी इमेज से कैप्चा दर्ज करे उसके बाद लॉगिन पर क्लिक करें .

After login click on Citizen apps (G2C) / लॉगिन के बाद सिटीजन एप्स (G2C) पर क्लिक करें

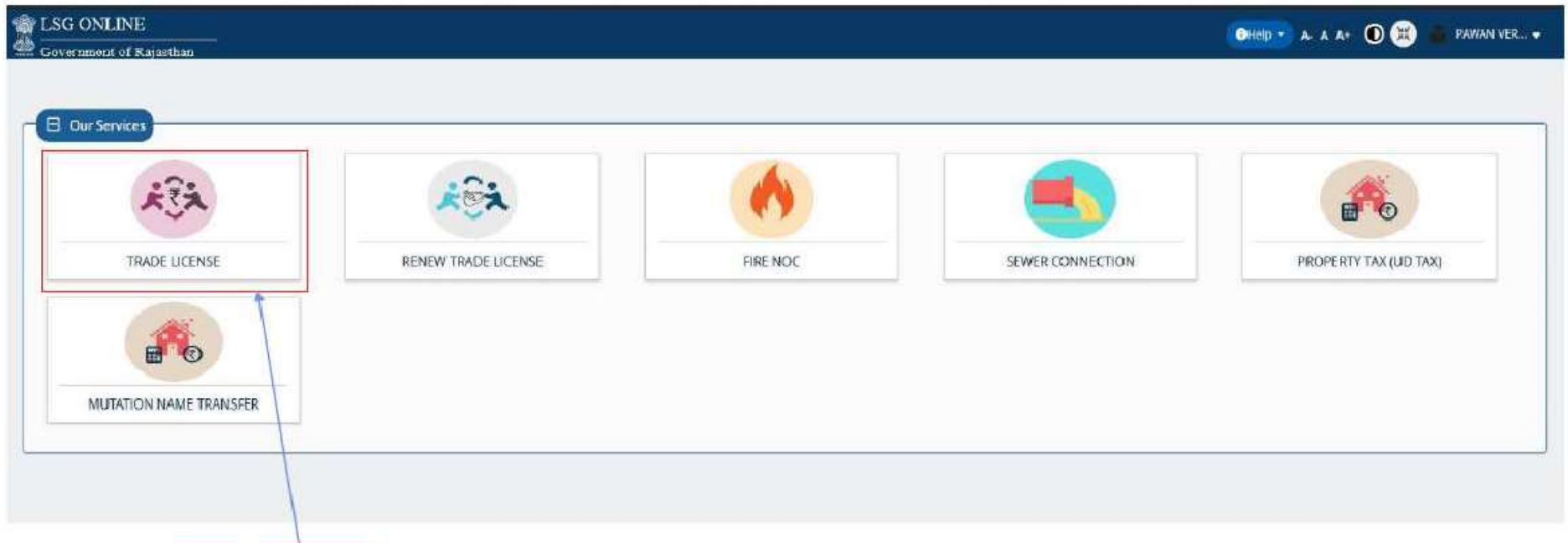


Click on “**LSG ONLINE SERVICES**” पर क्लिक करें

If you are having trouble in finding the application you can use the **Quick Search** option. Type Application name in Quick Search as shown below/ एप्लिकेशन को सर्च करने के लिये विक्क सर्च ऑप्शन का भी प्रयोग किया जा सकता है। नीचे दिये अनुसार एप्लिकेशन का नाम लिखें।



You will be redirected to **LSG Online Our Service Page**, you can see Our Other Services with Trade License here./ यह आपको एलएसजी ऑनलाइन अवसर सर्विस पेज पर ले जायेगा। जहाँ आप हमारी ट्रेड लाइसेन्स के साथ अन्य सेवाओं को भी देख सकते हैं।



Click On **Trade License** to Apply for New Trade License./ नए ट्रेड लाइसेन्स की एप्लीकेशन के लिए ट्रेड लाइसेन्स पर क्लिक करें।

You can see your active applications here / यहाँ पर आवेदक द्वारा किये गये सभी आवेदन देख सकते हैं।

To check Options
Dashboard
New License

TRADE LICENCE
L.S.G Online GoR

APPLICANT DASHBOARD

+ New Licence

Show Rows: 5

S.NO	APPLICATION ID	SUBMITTED ON	ULB	ZONE	FIRM NAME	FIRM CONTACT	STATUS	Action
No Record Found!								

You are viewing Page 1 of 1 & Rows 0 of 0

Application View Application Edit

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Helpdesk Number: 0141-3626862 Application Policy

Click on **New License** to submit application for New Trade License./ नये लाइसेन्स के आवेदन के लिये न्यू लाइसेन्स के ऑप्शन पर क्लिक करें।

Next Page will be Applicant and Co-Owner Details Three options are provided in Applicant/Co-owner Details / अगला पेज आवेदक के विवरण के लिए है आवेदक को तीन ऑप्शन दिये गये हैं । - 1.District / जिला 2.ULB/ यूएलबी 3.Zone/ जोन

TRADE LICENCE
LSC Online, Govt.

TRADE LICENCE APPLICATION

1. District/ULB Details

District*
Select District--

ULB*
--

Zone*
--

2. Applicant Details

Author Number

First Name*
PAWAN

Last Name*
VERMA

Father's Name*

Date of Birth
04/07/1992

Firm Name*

Relation With Business*
Select--

Firm Contact No.*

Firm Email Address*

Mobile

Educational Qualification

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Helpdesk Number: 0141-2520862 Application Enquiry

* Mark Fields are Mandatory / जिन फिल्ड्स पर * का चिन्ह है उन्हें भरना जरूरी है।

If Applicant Address is same as Correspondence Address so Click on CheckBox/ यदि आवेदक व व्यापार का पता समान है तो चैकबाक्स पर क्लिक करें। अन्यथा व्यापार का पता भरे।

5. Business Address

☐ Same as Correspondence Address

Building Name *

Building No.

Lane/ Street

Locality *

State *

Rajasthan

District *

--Select District--

City *

Ward No

Pin Code *

Previous

Save & Next

After Fill All the details Click on **Save & Next** Button And Click on **Previous** Button To Go on Dashboard / सभी जानकारी भरने के पश्चात सेव और नेक्सट बटन पर क्लिक करें व पिछले पेज पर वापस जाने के लिए प्रिवियस बटन पर क्लिक करें।

You will be redirected to Business and Commodities details Page. / यहां आपको व्यापार की जानकारी सभी फ़ील्ड्स में भरनी है।

6. Business Details

B.R.N No.

Firm's Type *

--Select--

Firm's Description *

--Select--

Premise Area

Type of Unit

--Select--

Property Type

☒ Self Owned ☐ Rented

7. Commodities Details

Licence Type *

--Select--

Firm/Business Name *

No. of Rooms/Chairs *

0

No. of Units *

No. of Years *

1

Start Date of Premise Usage *

ADD

Previous























Save & Next

Click on **ADD** button to save Commodities Details / कामोडिटी विवरण की जानकारी सभी फ़ील्ड्स में भरने के बाद एड बटन पर क्लिक करें।
After Fill All the details Click on **Save & Next** Button And Click on **Previous** Button To Go on Dashboard / सभी जानकारी भरने के पश्चात सेव और नेक्स्ट बटन पर क्लिक करें व पिछले पेज पर वापस जाने के लिए प्रिवियस बटन पर क्लिक करें।

Please Upload All Related Documents Here in .pdf format/ नीचे दिये अनुसार अपने व्यापार से सम्बंधित सभी दस्तावेज यहां पीडीएफ फॉर्मेट में अपलोड करें।

TRADE LICENCE APPLICATION

8. Document Uploads

Firm PAN Card * Select File	 	Commercial Lease Deed/ Legal Occupancy * Select File	 
Fire NOC Select File	 	Address Proof ID Select File	 
Shop Establishment Select File	 	Affidavit Regarding When Business Started Select File	 
Health Certificate Select File	 	UD Tax Receipt Select File	 
Old Licence Certificate Select File	 	Rent Agreement Select File	 
Additional Document Select File	 		

Previous Save & Next

After Fill All the details Click on Save & Next Button And Click on Previous Button To Go on Dashboard / सभी जानकारी भरने के पश्चात सेव और नेक्सट बटन पर क्लिक करें व पिछले पेज पर वापस जाने के लिए प्रिवियस बटन पर क्लिक करें।

Payment Details Page show the Payment details for your Application / पेमेंट विवरण पेज पर आपकी ऐप्लिकेशन के पेमेंट की जानकारी है।

TRADE LICENCE APPLICATION

Applicant's Details Address Business/Trade Details Document Uploads Payment Details

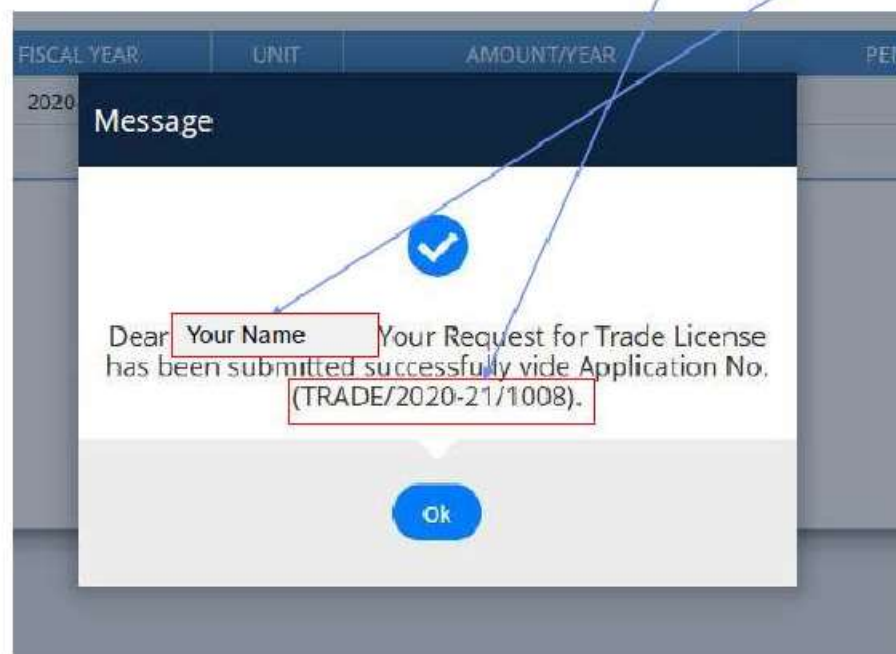
9. Estimated Payment Details

S.No.	LICENCE TYPE	FISCAL YEAR	UNIT	AMOUNT/YEAR	PENALTY/YEAR	DISCOUNT/YEAR	TOTAL AMOUNT
1	SWIMMING POOL	2020-2021	1	1000.00	0.00	0.00	1000.00

Previous Finish


After Fill All the details Click on **Finish** Button And Click on **Previous** Button To Go on Previous Page / सभी जानकारी भरने के पश्चात सेव और नेक्स्ट बटन पर क्लिक करें व पिछले पेज पर वापस जान के लिए प्रिवियस बटन पर क्लिक करें।



After click on finish a message come on Screen which is Included your Application number and Applicant Name/ फिनिश बटन पर क्लिक करने के पश्चात एक संदेश स्क्रीन पर आएगा जिसपर आवेदक का नाम व आवेदन संख्या आयेगी।



Applicant get this Message on his Mobile Number which is Provided Here./ आवेदक यह मैसेज अपने मोबाइल नंबर पर भी प्राप्त करेगा।

SMS created for succesful submission of application.

 **TRADE LICENCE**
LSG Online,GoR


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TRADE LICENCE APPLICATION

9. Estimated Payment Details

S.No.	LICENCE TYPE	Y/YEAR	DISCOUNT/YEAR	TOTAL AMOUNT
1	4 STAR HOTEL	00	0.00	25000.00

Message





Dear ASHOK MEENA, Your Request for Trade License has been submitted successfully vide Application No. (TRADE/2020-21/1007).

Ok

Previous

Finish

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HelpDesk Number: 0141-2929862 [Application Policy](#)



After departmental approval applicant get option to pay fees

AUDIT TRAIL

S.No.	ACTION TAKEN BY	ACTION TAKEN	ACTION TAKEN ON	REMARKS	DOCUMENT
1	ASHOKMEENA88.DOIT	PENDING WITH DA (DOCUMENT CHECK)	22-10-2020	APPLICATION SUBMITTED	
2	ASHOKMEENA88.DOIT	PENDING WITH CHIEF HEALTH OFFICER	22-10-2020	FOUND OK	
3	ASHOKMEENA88.DOIT	PENDING WITH HEALTH OFFICER	22-10-2020	FOUND OK	
4	ASHOKMEENA88.DOIT	PENDING WITH ACCOUNTS	22-10-2020	FOUND OK	
5	ASHOKMEENA88.DOIT	PENDING WITH APPLICANT FOR PAY FEE	22-10-2020	FEE CALCULATED	

Offline Payment Details

Any Offline form submission fees paid? *

☐ Yes ☒ No

Pay Online

Close

Select Payment Mode x [D] WhatsApp x +

← → ↻ Not secure uat.rpp.rajasthan.gov.in/payments/v1/transaction/selectPayMode?hash=f993872b78413a2b5094d6281359d1b3

RAJASTHAN
PAYMENT PLATFORM

Merchant: RPP-Test Merchant Internal Merchant Transaction Id: 8E7819D4542322A2 Amount to pay: INR 1.00

Net Banking

Aggregator

Wallet

Aadhaar Pay

Pay using Net Banking

SELECT

PROCEED TO PAY

[Click Here to cancel](#)

Transaction Summary

RPP Txn Id: 285896

Purpose: Online Payment

Base Amount: INR 1.00

RPP Charges: INR 0

Txn Amount: INR 1.00

User Details

Name: ASHOKMEENA

Email: ashokmeena88@gmail.com

Mobile: 8070087097

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Applicant can also track status of the application In the Audit trail section

AUDIT TRAIL					
S.No.	ACTION TAKEN BY	ACTION TAKEN	ACTION TAKEN ON	STATUS	DOCUMENT
1	ASHOKMEENASS.DOIT	PENDING WITH DA (DOCUMENT CHECK)	22-10-2020	APPLICATION SUBMITTED	
2	ASHOKMEENASS.DOIT	PENDING WITH CHIEF HEALTH OFFICER	22-10-2020	FOUND OK	
3	ASHOKMEENASS.DOIT	PENDING WITH HEALTH OFFICER	22-10-2020	FOUND OK	
4	ASHOKMEENASS.DOIT	PENDING WITH ACCOUNTS	22-10-2020	FOUND OK	
5	ASHOKMEENASS.DOIT	PENDING WITH APPLICANT FOR PAY FEE	22-10-2020	FEE CALCULATED	

Offline Payment Details

Any Offline form submission fees paid? *

☐ Yes ☒ No

[Pay Online](#) [Close](#)

After payment of fees the status get updated as below .

The screenshot displays a web interface with three main sections. The first section, 'INSPECTION CHECKLIST', contains a 'Checklist' label and a download icon. The second section, 'Payment Details', features a table with the following data:

S.No.	LICENCE TYPE	FISCAL YEAR	UNIT	AMOUNT	PENALTY	DISCOUNT	TOTAL AMOUNT
1	4 STAR HOTEL	2020-2021	1	1.00	0.00	0.00	1.00
Total							1.00

The third section, 'Online Payment Details', shows transaction information:

Trasnction ID	285919	Payment Mode	Billdesk
Amount Recieved	1.00	Payment Status	SUCCESS


A red arrow points from the text above to the 'SUCCESS' status in the 'Payment Status' field.

After payment of fees online the applicant gets option for downloading certificate.

This screenshot shows the same 'Payment Details' and 'Online Payment Details' sections as the previous one. Below these, a new section titled 'TRADE LICENCE' is visible. It contains the text 'Trade Licence' and a 'Download' button with a download icon. A red arrow points from the text above to this 'Download' button.



Third Party can verify status of submitted applications through single window clearance system at <https://swcs.rajasthan.gov.in/ApplicationTracker.aspx>


SINGLE WINDOW CLEARANCE SYSTEM
 GOVERNMENT OF RAJASTHAN

HOME SERVICES **INFORMATION** FAQ CONTACT US ABOUT US USEFUL CONTACTS QUERY

TRACK/ VERIFY YOUR APPLICATION UNDER SWCS

SSO ID/ Application Number*

Submit Reset

Sr No.	Department	Service	App Id	Submission Date	Status
1	Local Self Government (LSG)	Trade Licence	TRADE/2020-21/15	3/8/2021	PENDING WITH DA (DOCUMENT CHECK) (3/8/2021)

AUTO RENEWAL

Login to apply through SWCS/SSO

SINGLE WINDOW CLEARANCE SYSTEM
GOVERNMENT OF RAJASTHAN

HOME SERVICES INFORMATION FAQ CONTACT US ABOUT US QUERY

Existing User Sign In
New User Sign Up

eForms/ eApplications, ePayments/ eCertificates/ eLicenses

LIVE Statistics

Registrations	12,141
Proposed Employment	1,48,670
Proposed Investment (Cr.)	₹ 20,273
eApplications	72,046
eCertificates	54,161

The Rajasthan Micro, Small and Medium Enterprises (Facilitation of Establishment and Operations) Ordinance, 201 05:40:18 PM
Thursday, June 13, 2019

INFORMATION

Select service for auto renewal.

LSG ONLINE
Government of Rajasthan

Our Services

TRADE LICENSE

RENEW TRADE LICENSE

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Rajasthan Centre for Application Development (RajCAD), Department of Information Technology & Communication, Govt. of Rajasthan
HelpDesk Number: 0141-226712/11 | Email: itcell@rajasthan.gov.in | Application Policy

Fill previous application ID (trade registration no.)

Trade Licence
Government of Rajasthan

RENEW TRADE LICENCE

*mandatory input

Application Id*

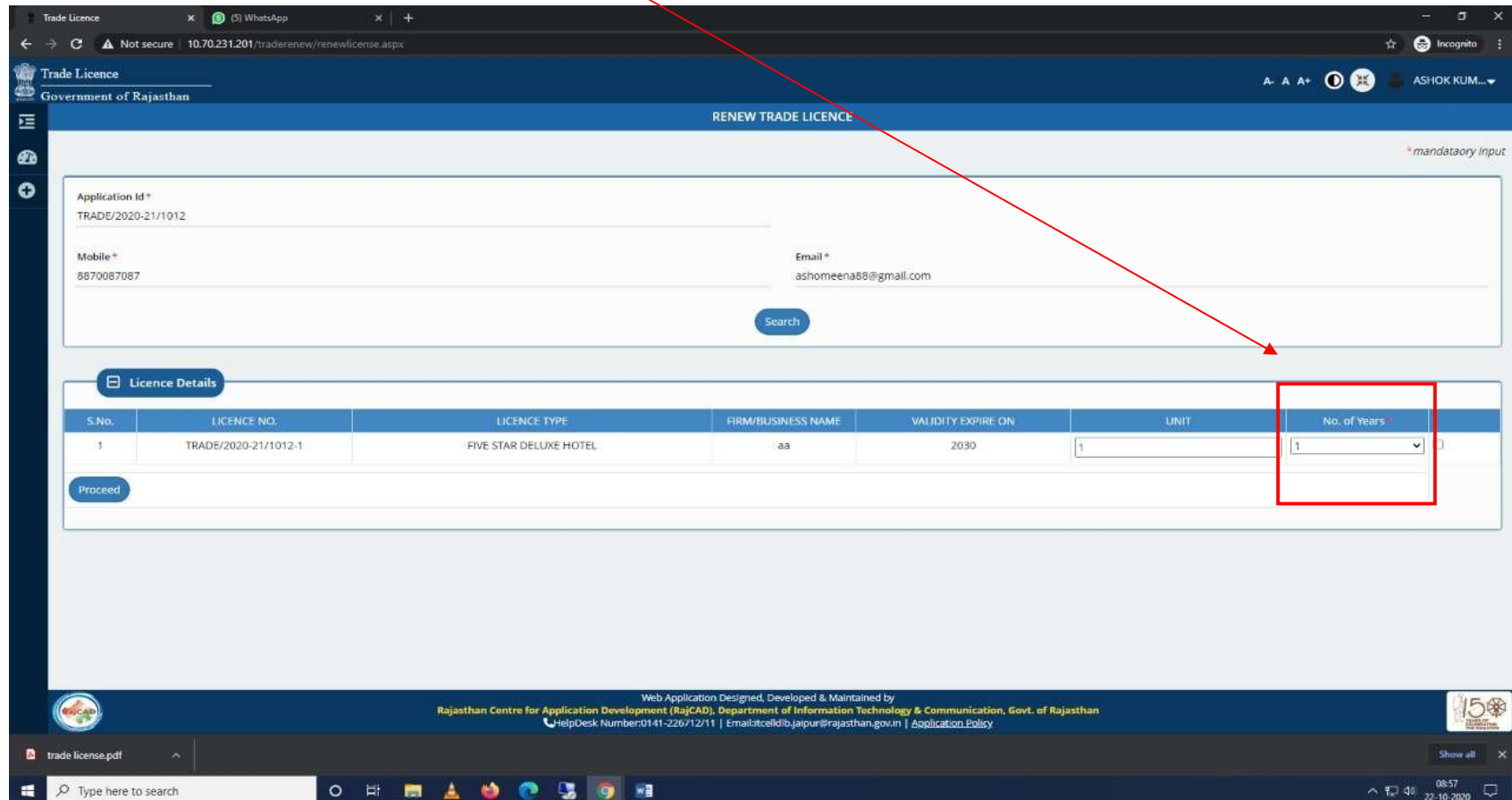
Mobile*

Email*

Search

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HelpDesk Number: 0141-226712/11 | Email: itcell@rajasthan.gov.in | Application Policy

Select no. of years for which renewal is required



Trade Licence
Government of Rajasthan

RENEW TRADE LICENCE

* mandatory input

Application Id *
TRADE/2020-21/1012

Mobile *
8870087087

Email *
ashomeena88@gmail.com

Search

Licence Details

S.No.	LICENCE NO.	LICENCE TYPE	FIRM/BUSINESS NAME	VALIDITY EXPIRE ON	UNIT	No. of Years *
1	TRADE/2020-21/1012-1	FIVE STAR DELUXE HOTEL	aa	2030	1	1

Proceed


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trade license.pdf

Type here to search

08:57
22-10-2020

Pay renewal fees online

**Trade Licence**
Government of Rajasthan

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RENEW TRADE LICENCE

*mandatory input

Application Id *

TRADE/2020-21/1012

Mobile *

8870087087

Email *

ashokmeena88@gmail.com

Search

Payment Details

S.No.	LICENCE TYPE	FISCAL YEAR	UNIT	AMOUNT/YEAR	PENALTY/YEAR	DISCOUNT/YEAR	TOTAL AMOUNT
1	FIVE STAR DELUXE HOTEL	2000-2020	1	50000.00	2500.00	0.00	1050000.00
2	FIVE STAR DELUXE HOTEL	2020-2021	1	50000.00	0.00	0.00	50000.00
Total							1100000.00

Back

Pay Online

