



GOVERNMENT OF RAJASTHAN
LOCAL SELF GOVERNMENT DEPARTMENT

STANDARD OPERATING PROCEDURE

ONLINE TRADE LICENSE

&

RENEWAL OF TRADE LICENSE

Apply Online

1. Applicant Login to SWCS Portal for online application submission (<http://swcs.rajasthan.gov.in>).
2. Applicant lands on SWCS Applicant Dashboard and clicks the new application submission button and selects the appropriate service (trade license / renew trade license).
3. Application form is displayed on screen
4. Applicant selects the Local Body. And fill mandatory details.
5. Applicant fills the business details.

LIST OF DOCUMENTS TO BE UPLOADED:

Mandatory List of Documents

1. Firm PAN card

Other Documents (not mandatory)

2. Fire NOC.
3. Health certificate
4. Shop Establishment.
5. Old license certificate.
6. UD tax receipt.
7. Affidavit regarding when business is started.
8. Address proof ID
9. Rent agreement

6. Applicant has to upload mandatory documents.
7. Estimated fees is displayed
8. Submit Application.
9. Intimation by Email and Message on the registered Mobile no. and Email i.d. of Applicant for successful submission Application is sent.
10. After approval from the authority the applicant has options for payment of fees
11. Applicant is re-directed to Payment Gateway for making the Online Payment of Requisite Fee.
12. Intimation by Email and Message on the registered Mobile no. and Email i.d. of Applicant for successful payment of Application Fees.

13. Applicant can download the trade license certificate online then
14. Application is added to the Applicant's Dashboard for Real – Time Status tracking.
15. No Physical touch point for Document Submission, Verification and Payment is required.

Auto Renewal

16. Applicant Login to SWCS Portal for online application submission (<http://swcs.rajasthan.gov.in>).
17. Applicant lands on SWCS Applicant Dashboard and clicks the new application submission button (Bulb Symbol) and selects the appropriate service renew trade license .
18. Applicant need to enter previous trade registration no and other details like email id and phone no.
19. Applicant can choose the no. Of years for which the renewal is required. Auto calculated fees is generated and applicant have option of paying online.
20. After approval from the authority the applicant have options for payment of fees.
21. Applicant is re-directed to Payment Gateway for making the Online Payment of Requisite Fee.
22. Intimation by Email and Message on the registered Mobile no. and Email i.d. of Applicant for successful payment of Fees.
23. Renewal is approved.