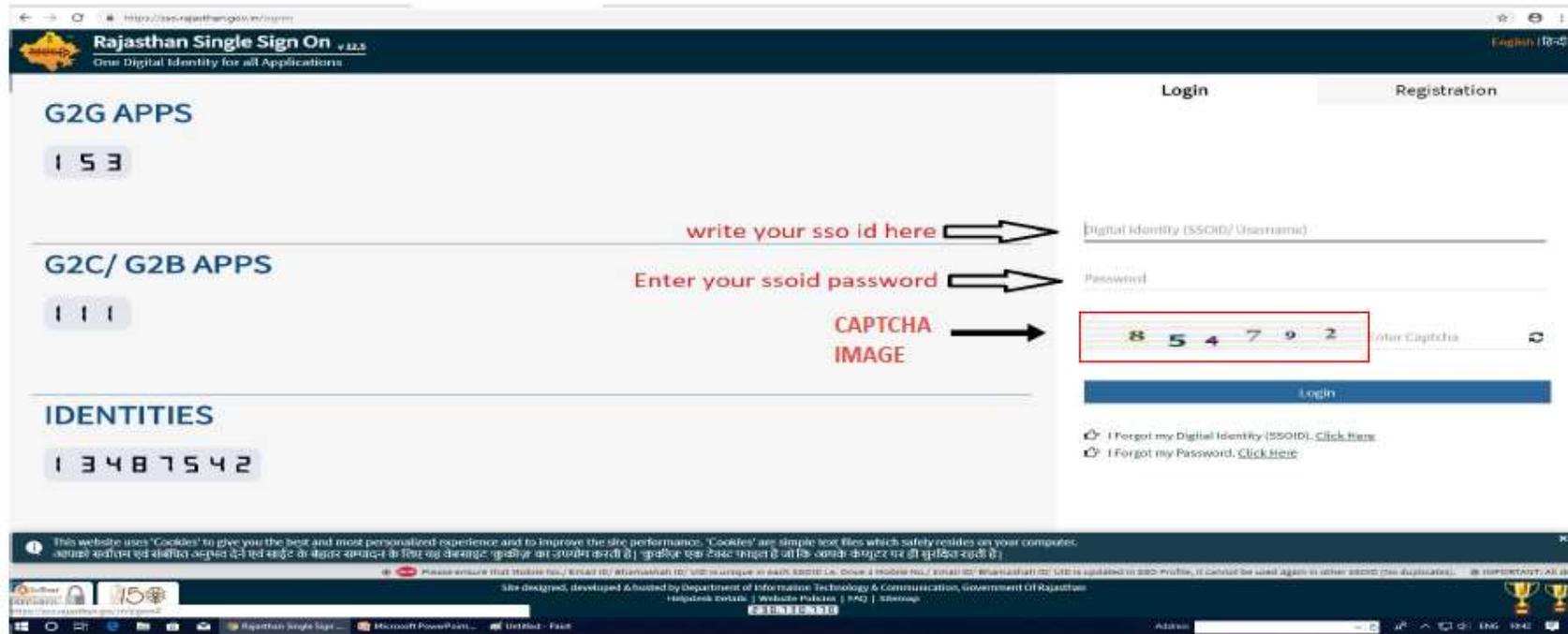


LSG TRADE LICENSE

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

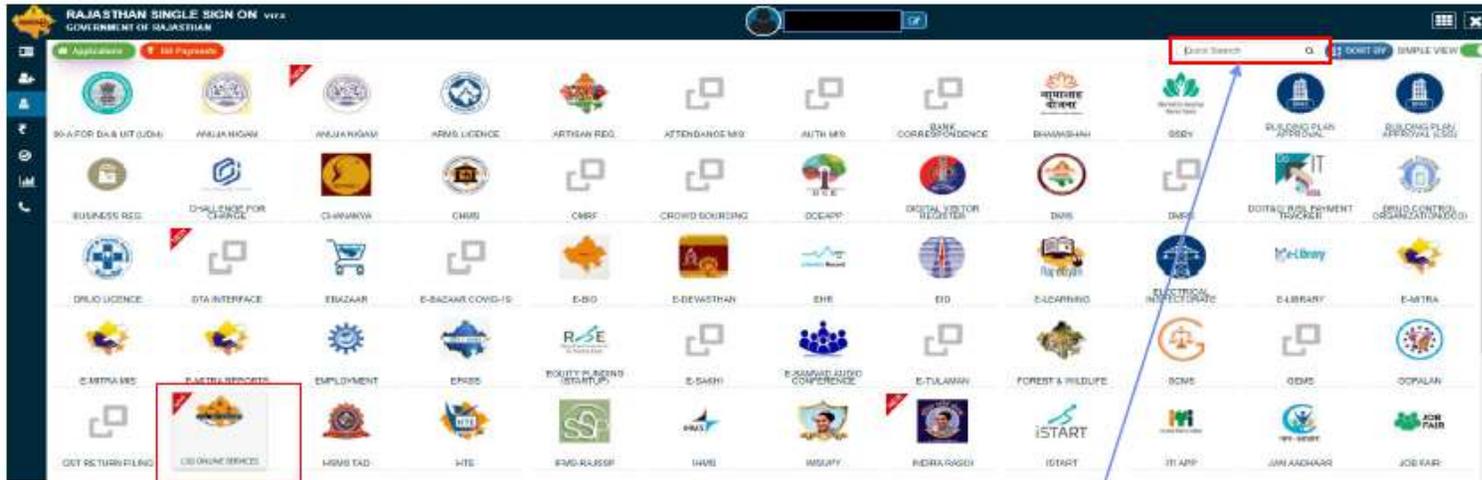
Instructions to fill Online Application
ऑनलाइन आवेदन भरने के निर्देश

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



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 विचक 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। जहां आप हमारी ट्रेड लाइसेन्स के साथ अन्य सेवाओं को भी देख सकते हैं।

The screenshot shows the LSG ONLINE Government of Rajasthan website interface. At the top, there is a dark blue header with the LSG ONLINE logo and the text 'Government of Rajasthan'. To the right of the header, there are navigation icons for Help, font size adjustment, and a user profile icon labeled 'PAWAN VER...'. Below the header, there is a section titled 'Our Services' with a grid of six service cards. The cards are: 'TRADE LICENSE' (highlighted with a red box and a blue arrow), 'RENEW TRADE LICENSE', 'FIRE NOC', 'SEWER CONNECTION', 'PROPERTY TAX (UD TAX)', and 'MUTATION NAME TRANSFER'. Each card features a circular icon representing the service.

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

+ New Licence

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

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

Web Application Designed, Developed & Maintained by
Rajasthan Computer Application Development Corporation, Govt. of Rajasthan
Call/Desk Number: 0141-362662 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 APPLICATION

Applicant/Co-Owner Details

Address

Business/Co-owner Details

Document Uploads

Payment Details

1. District/ULB Details

District* -Select District-

ULB*

Zone*

2. Applicant Details

Aadhar Number

First Name* PAWAN

Last Name* VERMA

Father's Name*

Date of Birth 04/07/1982

Firm Name*

Firm Contact No.*

Mobile

Relation With Business* -Select-

Firm Email Address*

Educational Qualification

Web Application Designed, Developed & Maintained by Rajasthan Centre for Application Development (RajCADS, DIGITAL, Govt. of Rajasthan) Helpdesk Number: 0141-2928662 Application Fee: ₹1500

* 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 चौकबाक्स पर क्लिक करें। अन्यथा व्यापार का पता भरे।

5. Business Address

Same as Correspondance Address

Building Name * Building No.

Lane/ Street Locality*

State * Rajasthan District *
--Select IDistrict--

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 करे व पिछले पेज पर वापस जाने के लिए प्रिवियस बटन पर क्लिक करे।

You will be redirected to Business and Commodities details Page. / यहां आपको व्यापार की जानकारी सभी फ़िल्डस 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 फ़िल्डस 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 फार्मेट 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 ऐपलिकेशन के पेमेंट की जानकारी है।

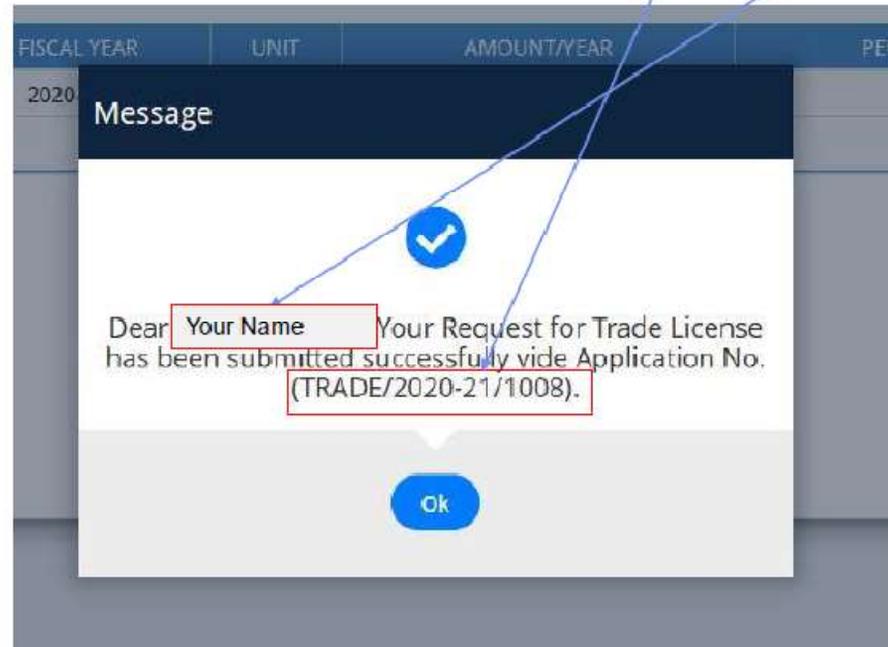
The screenshot displays the 'TRADE LICENCE APPLICATION' interface. At the top, a progress bar shows five steps: 'Applicant & Owner Details', 'Address', 'Business/Establishment Details', 'Document Uploads', and 'Payment Details', with the last step being active. Below this, a section titled '9. Estimated Payment Details' contains a table with the following data:

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

At the bottom of the page, there are two buttons: 'Previous' on the left and 'Finish' on the right. Red boxes highlight these buttons, and blue arrows point from the 'Finish' button to the 'Previous' button, indicating a navigation path.

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 करे।

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.

The screenshot displays the 'TRADE LICENCE APPLICATION' web portal. At the top, the header includes the 'TRADE LICENCE LSG Online, GoR' logo and the user name 'ASHOK KUM...'. The main content area is titled '9. Estimated Payment Details' and contains a table with the following data:

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

A 'Message' dialog box is overlaid on the screen, indicating a successful submission. The message text reads: 'Dear ASHOK MEENA, Your Request for Trade License has been submitted successfully vide Application No. (TRADE/2020-21/1007)'. The dialog box features a blue checkmark icon and an 'Ok' button. Navigation buttons for 'Previous' and 'Finish' are visible at the bottom of the main content area.

At the bottom of the page, there is a footer with the following information: 'Web Application Designed, Developed & Maintained by Rajasthan Centre for Application Development (RajCAD), DoIT&C, Govt. of Rajasthan'. It also includes a 'HelpDesk Number: 0141-2929862' and a link to 'Application Policy'. On the right side of the footer, there is a logo for '15 YEARS OF CELEBRATING THE MAHATMA'.

After departmental approval applicant get option to pay fees

AUDIT TRAIL

S.No.	ACTION TAKEN BY	ACTION TAKEN	ACTION TAKEN ON	REMARKS	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](#)

Merchant: RPP-Test Merchant-Internal Merchant Transaction Id: 8E7819C4542322A2 Amount to pay: INR 1.00

Net Banking

Aggregator: [SELECT] **PROCEED TO PAY** [Click Here to cancel](#)

Transaction Summary

RPP Txn Id	285096
Purpose	Online Payment
Base Amount	INR 1.00
RPP Charges	INR 0
Txn Amount	INR 1.00

User Details

Name	ASHOKMEENA
Email	ashokmeena68@gmail.com
Mobile	8870087087

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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	REMARKS	DOCUMENT
1	ASHOKMEENAB8.DOIT	PENDING WITH DA (DOCUMENT CHECK)	22-10-2020	APPLICATION SUBMITTED	
2	ASHOKMEENAB8.DOIT	PENDING WITH CHIEF HEALTH OFFICER	22-10-2020	FOUND OK	
3	ASHOKMEENAB8.DOIT	PENDING WITH HEALTH OFFICER	22-10-2020	FOUND OK	
4	ASHOKMEENAB8.DOIT	PENDING WITH ACCOUNTS	22-10-2020	FOUND OK	
5	ASHOKMEENAB8.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 .

INSPECTION CHECKLIST

Checklist 

Payment Details

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

Online Payment Details

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

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

Payment Details

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

Online Payment Details

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

TRADE LICENCE

Trade Licence 

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

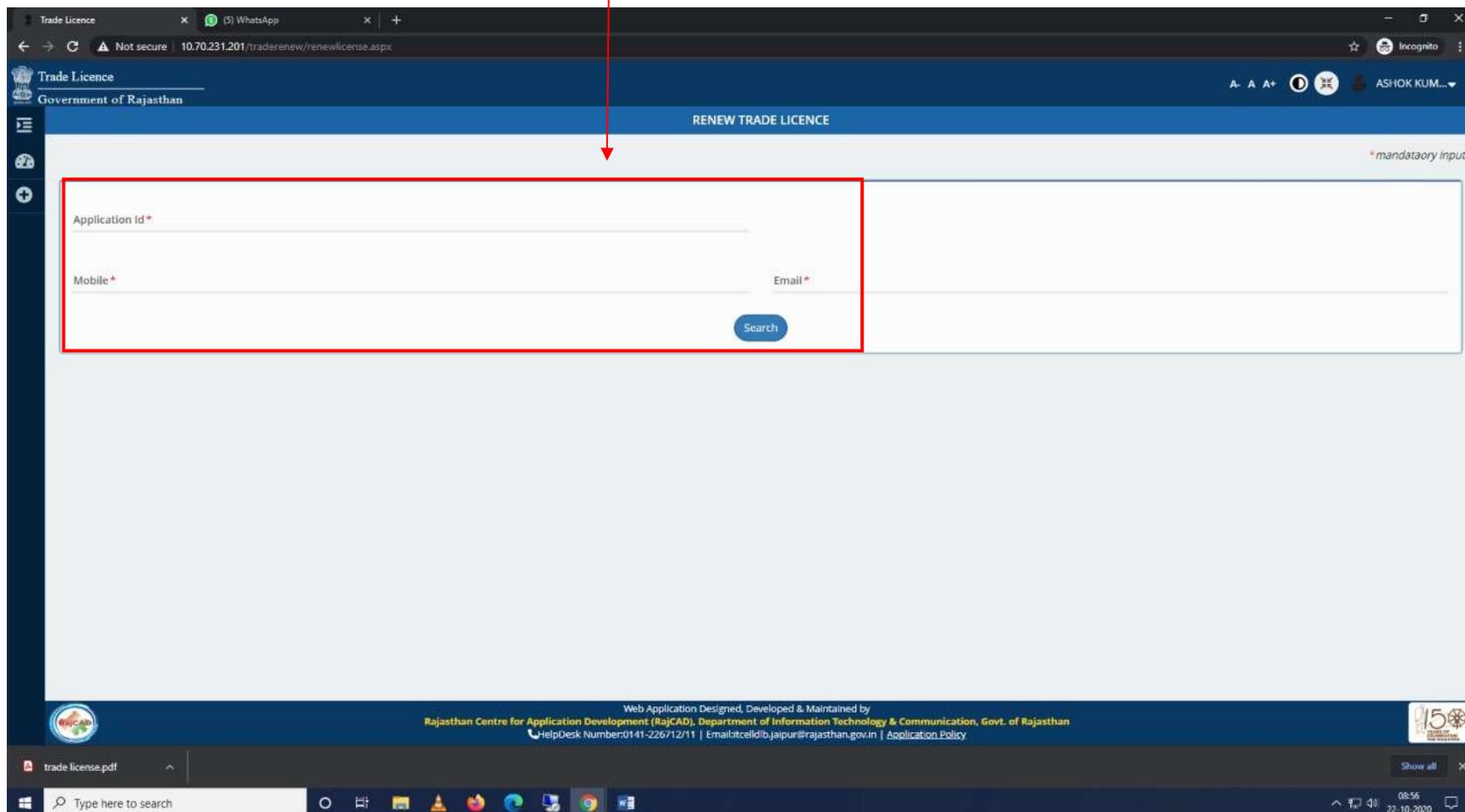
TRADE LICENSE

RENEW TRADE LICENSE

Web Application Designed, Developed & Maintained by
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

150

Fill previous application ID (trade registration no.)



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

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

15
GOVT. OF RAJASTHAN

Pay renewal fees online

Trade Licence
Government of Rajasthan

ASHOK KUM...

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

The screenshot shows a web browser window with the URL `uat.rpp.rajasthan.gov.in/payments/v1/transaction/selectPayMode?hash=f393872b78413a2b5094d6281359d1b3`. The page header includes the Rajasthan Payment Platform logo and the text "RAJASTHAN PAYMENT PLATFORM".

Merchant: RPP Test Merchant Internal Merchant Transaction Id: 8E7819C4542322A2 Amount to pay: INR 1.00

Payment Options:

- Net Banking (Selected)
- Aggregator
- Wallet
- Aadhaar Pay

Pay using Net Banking

SELECT

PROCEED TO PAY

[Click Here to cancel](#)

Transaction Summary

RPP Txn Id	285096
Purpose	Online Payment
Base Amount	INR 1.00
RPP Charges	INR 0
Txn Amount	INR 1.00

User Details

Name	ASHOKMEENA
Email	ashokmeena58@gmail.com
Mobile	8870087087

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Renewal is approved.