

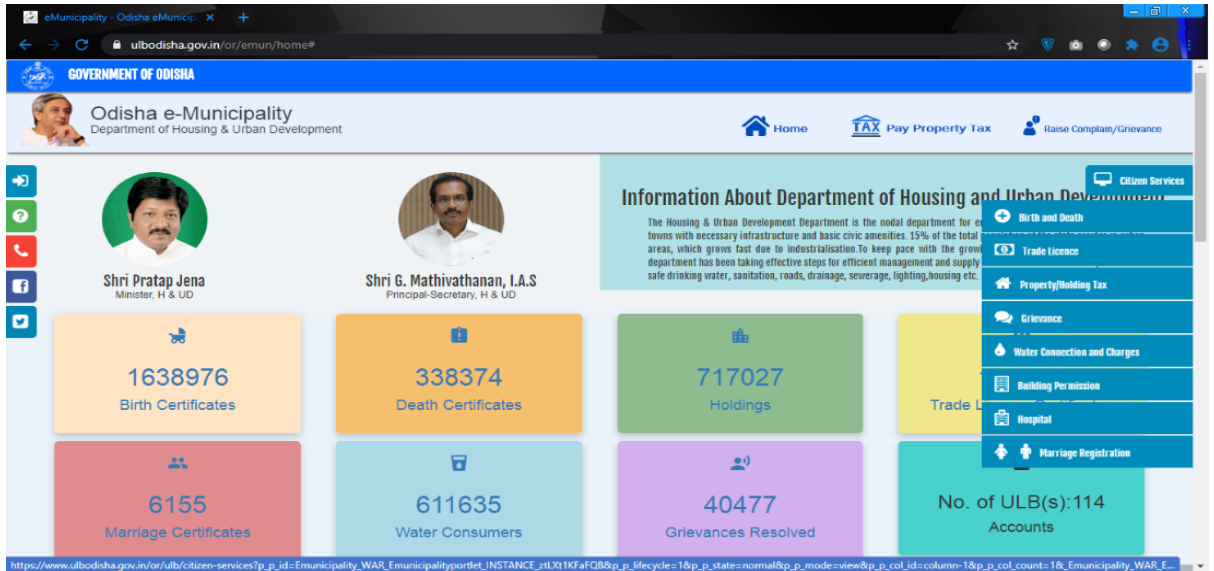
**Odisha e-Municipality**

**Procedure to apply for Trade License Renewal**

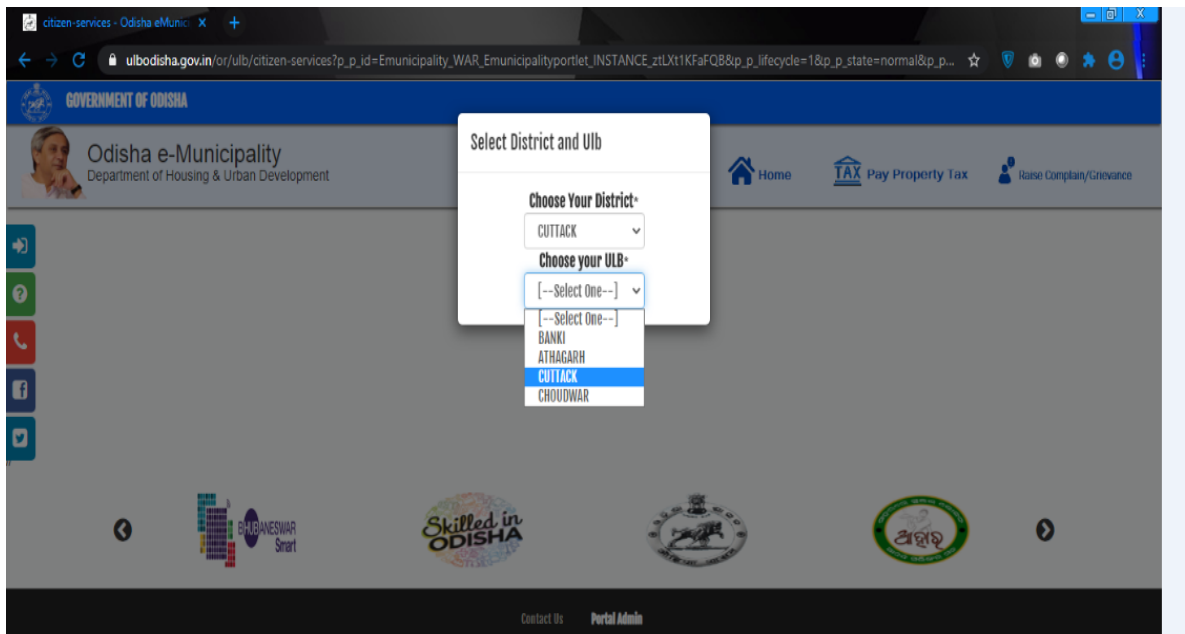
**User Manual**

# Apply For Trade Licence Renewal

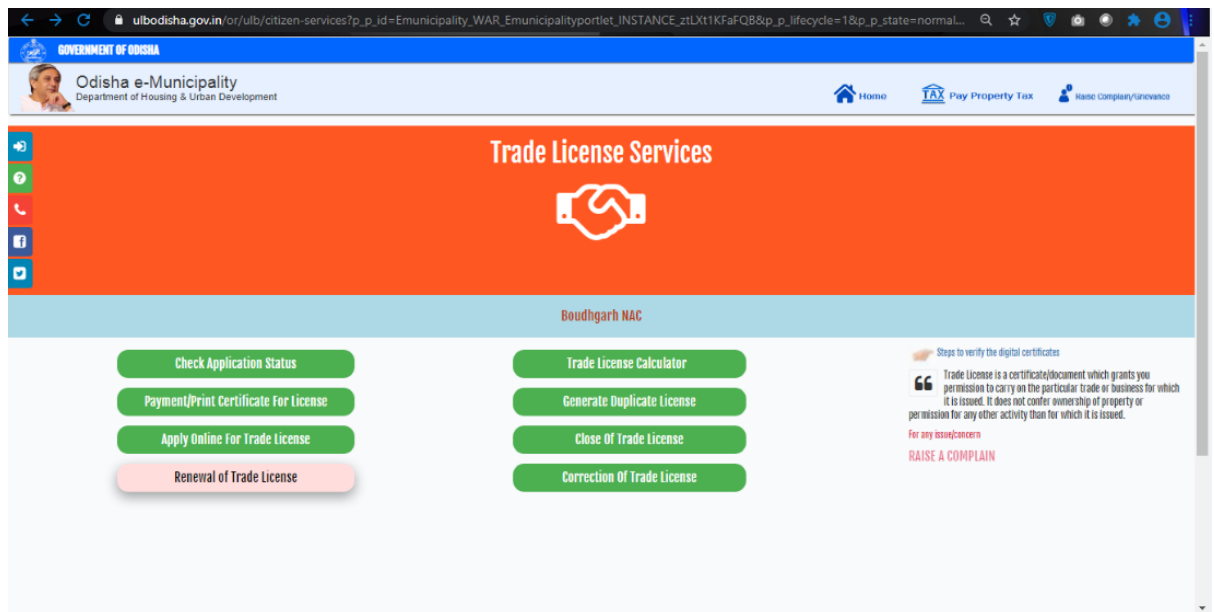
1. Go to 'https://www.ulbodisha.gov.in' (Odisha e-Municipality)
2. Click on 'Citizen Services' and select 'Trade Licence'



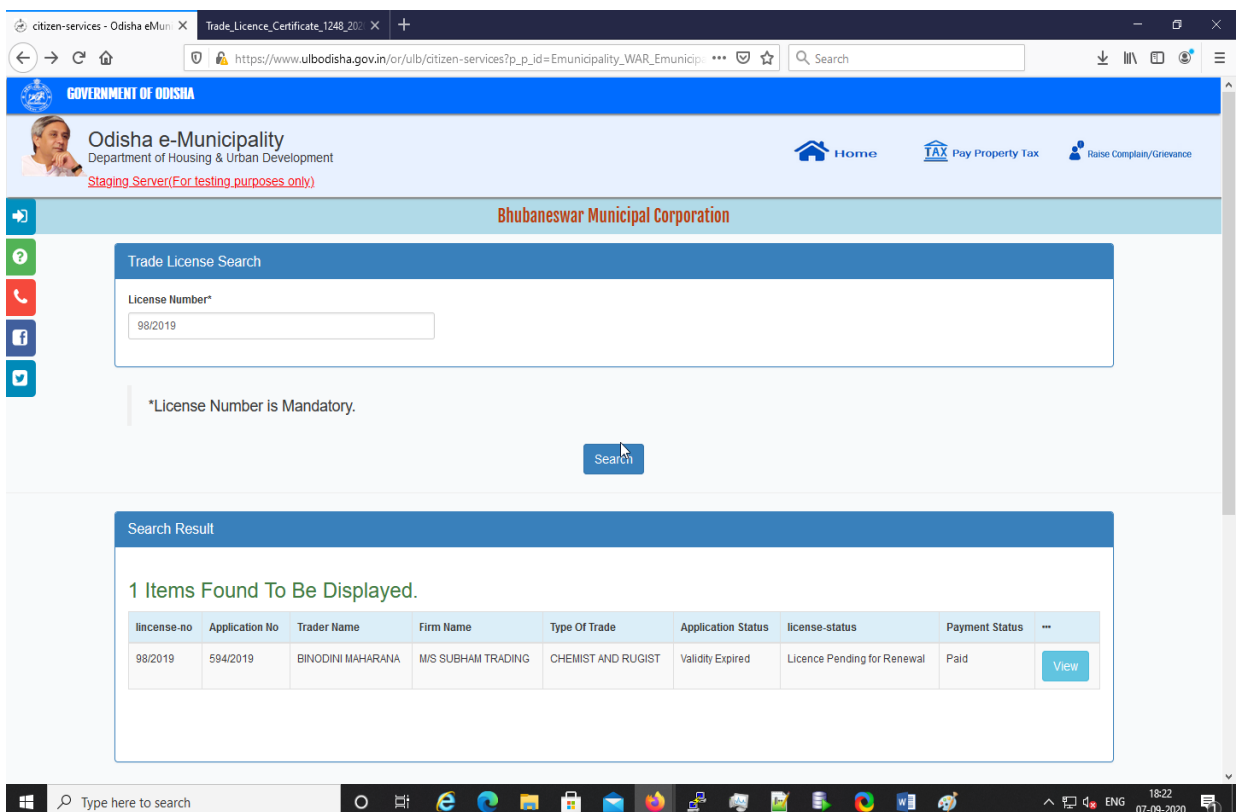
3. Choose your District and ULB.



#### 4. Click on 'Renewal of Licence'



#### 5. Put your licence no and click on search. On the result list, click on view. Please refer the below image



#### 6. This will open the licence details page. Scroll down to the end and click on 'Renew'.

#### 7. On the details screen check the licence details and all other details. After uploading all the necessary documents click on 'Submit Application'.

Please refer the below image.

GOVERNMENT OF ODISHA

**Odisha e-Municipality**  
Department of Housing & Urban Development  
[Staging Server\(For testing purposes only\)](#)

Home | Pay Property Tax | Raise Complaint/Grievance

**Bhubaneswar Municipal Corporation**

trade-licence-renewal-form

### Trader Details

Trader First Name*	Trader Middle Name	Trader Last Name*	
BINODINI		MAHARANA	
Age	Father Name	Trader Ward Number	
37		[-Select One-]	
Address Line1*	Address Line2	Address Line3	
Country*	State*	District*	Trader Pin
INDIA	ODISHA	KHORDHA	
Telephone Number	Mobile Number*	Trader Email Id	
Identity Proof*	Identity No*		
Aadhaar Card	306550163143		

### Trade details

### Place Of Business

1192	valid	
(NA for no holding)		
Address Line1*	Address Line2	Address Line3
Country	State	District
INDIA	ODISHA	KHORDHA

### Commencement Date\*

100	1	10	19
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Item Name*	No of Items*	Amount
Ware House	1	₹ 2000.0
		₹ 2500

[Add Item](#) [Remove Last Item](#)

**PS: The fees is subject to change**

### Attached Document Details

Supporting file formats: pdf, doc, xls, png, jpg, jpeg, gif, bmp, ppt, zip. File size maximum limit: 12000000 bytes (10MB)

Proof Of Address*	Choose a file:
Photo Of Applicant*	Choose a file:
[-Select One-]	<input type="button" value="Browse..."/> No file selected.

Letters are not case sensitive

[Submit Application](#)

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The site is best viewed on Chrome (version 60 and above), Firefox (version 60 and above) and IE (version 9 and above)

An Urban solution by H&UD Department, Govt. of Odisha | Developed and Maintained by: TATA CONSULTANCY SERVICES

Please find the below screenshot for Document Upload section.

citizen-services - Odisha eMun... Trade\_Licence\_Certificate\_1248\_20...  
https://www.ulbodisha.gov.in/or/ulb/citizen-services?p\_id=Emunicipality\_WAR\_Em...  
GOVERNMENT OF ODISHA  
Odisha e-Municipality  
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Home Pay Property Tax Raise Complaint/Grievance  
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Attached Document Details  
Attaching Document is Mandatory  
Supporting File formats: pdf, doc, xls, png, jpg, jpeg, gif, bmp, ppt, zip. File size maximum limit: 512000bytes (500KB)  
Proof Of Identity\* [-Select One-] Choose a file: Browse... No file selected.  
Proof Of Address\* [-Select One-] Choose a file: Browse... No file selected.  
Photo Of Applicant\* Browse... No file selected.  
Document Name [-Select One-] Choose a file: Browse... No file selected.  
Upload Attachments  
I have verified the information being submitted in this form to the best of my knowledge

8. After filling out all the mandatory details, click on submit button and a new application number will be generated on submission. This will be sent to registered mobile no. via SMS.

ulbodisha.gov.in/or/ulb/citizen-services?p\_id=Emunicipality\_WAR\_Emunicipalityportlet\_INSTANCE\_ztLXt1KFaFQB&p\_p\_lifecycle=1&p\_p\_state=normal...  
GOVERNMENT OF ODISHA  
Odisha e-Municipality  
Department of Housing & Urban Development  
Home Pay Property Tax Raise Complaint/Grievance  
Proof Of Identity\* [-Select One-] Choose a file: Choose File No file chosen  
Proof Of Address\* [-Select One-] Choose a file: Choose File No file chosen  
Photo Of Applicant Choose File No file chosen  
Document Name [-Select One-] Choose a file: Choose File No file chosen  
Upload Attachments  
58ke6  
I have verified the information being submitted in this form to the best of my knowledge  
Type the characters you see in the picture?  
Letters are not case sensitive  
Submit Application