

Instructions For User

Please read instruction carefully before filling application form.

- 1. Applicant should fill form very carefully. The applicant can fill and save the application for review under save draft button before the final submission. An application, once finally submitted cannot be edited. If information given in form not correct then it is liable to get rejected or wrong information may get printed on license certificate.**
2. The applicant should keep soft copy of the documents/ information as per the check-list ready before filling up the application form.
3. The applicant should ensure that his/her e-mail ID and mobile number are correctly filled as all updates/status regarding the application will be communicated through e-mail and SMS.
4. The applicant should select the appropriate „Trade Type“ and „Nature of Trade“ while filling up the application form.
5. The documents required to be uploaded should be self-attested. Upload particular document in slot provided for it. Do not cross upload document like Medical certificates in slot provided for PCC and structural safety certificate in place pest control certificate.
6. The documents should be uploaded in PDF format. The file size should not exceed 5 MB for each document. And photograph in JPEG format should not exceed 2 MB.
7. For your health trade license/NOC only one common application is required. There is no separate application for Fire/MCD/NDMC/DPCC/Delhi Police. This application will go to all agencies simultaneously and will be processed simultaneously by all the stake holders viz. concerned Municipal Corporations, Delhi Fire Service, DPCC and Delhi Police.
8. All instructions/deficiencies/status regarding application and license can be seen in applicant's log-in dashboard. Applicants are advised to see their log-in frequently so that they do not miss any information given by licensing agencies. The receipt of application will be acknowledged through email/SMS also
9. The applicant can track the status of his/her application by logging-in at the unified portal.
10. Checklist of required documents, Format of common under taking and format for Medical certificate is available on portal click on tab ([How to Apply ?](#)), prepare documents accordingly.
11. Any fee submitted is non-refundable.
12. The applicant can contact the concerned agencies on the email/contact numbers given in the “Contact us” tab on the Unified Portal.
- 13. Submit only one application form. Keep checking Log-in frequently; promptly respond to any deficiencies/fee link sent by agencies to avoid rejection. Do not file multiple/duplicate applications**

COMMAN REASONS FOR REJECTION OF APPLICATIONS

1. Delhi Police:

S. No.	DOCUMENTS	REASON FOR REJECTION/ COMMON MISTAKES	WHAT TO UPLOAD
1.	Police Clearance Certificate (PCC)	<ul style="list-style-type: none"> • Uploading of acknowledgment instead of PCC • Uploading PCC of employees of entity instead of Applicant's PCC • PCC not uploaded by applicant • Uploading other documents instead of PCC. 	Valid PCC issued by : <ul style="list-style-type: none"> • Special Branch, Delhi Police for applicant resident of Delhi or • State/UT authorities for applicants residents outside Delhi.
2.	Common Undertaking	<ul style="list-style-type: none"> • Incomplete/blank columns • Uploading undertaking Without signature of applicant • Uploading old Affidavit • Uploading other documents. 	<ul style="list-style-type: none"> • Common undertaking (having 26 points) in case of fresh registration • Common. Undertaking (having 28 points) in case of renewal.
3.	CCTV AMC with 30 days of recording	<ul style="list-style-type: none"> • Uploading expired AMC • Not providing any document of AMC • Uploading of photographs of entity • Uploading any old invoice • Uploading other documents. 	<ul style="list-style-type: none"> • Valid AMC for the current period along with 30 days of recording • Invoice • Technical report of installation indicating recording facility for at least 30 days.
4.	Proof of Identity	<ul style="list-style-type: none"> • Do not upload ID proof • Uploading wrong document (i.e. Electricity/Water Bill). • Uploading other documents. 	<ul style="list-style-type: none"> • Aadhar Card • Passport • Voters Identification Card • PAN Card • Driving License
5.	Proof of Address	<ul style="list-style-type: none"> • Incorrect address proof • ID proof provided not matched with detail of application. • Uploading other documents. 	<ul style="list-style-type: none"> • Aadhar Card • Passport • Voters Identification Card • PAN Card • Electricity bill • Driving License • Landline telephone bill • Rent/lease deed • Property ownership documents

6.	Certificate of Incorporation in case of companies or Partnership Deed in case of Partnership firms	<ul style="list-style-type: none"> • Uploading GST Certificate and other documents. • Uploading other documents. 	<ul style="list-style-type: none"> • Certificate of Incorporation of company/LLP/ private LTD. Company etc or • Partnership deed in case of Partnership firms
7.	Proof of Ownership of premises	<ul style="list-style-type: none"> • Uploading electricity bill • Invalid/expired lease deed • Uploading Rent Receipt • Untranslated documents of ownership (Urdu language). • Uploading other documents. 	<ul style="list-style-type: none"> • Tenancy/lease of premises of the Establishment, • registered sale deed, registered lease/rent deed, • GPA, • Gift deed, • Conveyance deed, • Allotment letter.
8.	Board Resolution (in case of Companies) or Authorization (in case of Partnership firms)	<ul style="list-style-type: none"> • Uploading Board Resolution not appearing name of applicant • Uploading authorization/resolution to obtain consent of single agency only. • Uploading other documents. 	Board resolution (in case of companies) or Authorization by the Partnership firm in favour of the applicant authorizing him for obtaining license & running the Entity

2. Municipal Corporation of Delhi

S.N	Particular/Document	Reasons of rejection	What to do to reduce rejection
1	Wrong MCD zone selection	<ul style="list-style-type: none"> • Application in wrong MCD zone. 	Select Proper MCD zone.
2	Uploading of document at wrong slot	<ul style="list-style-type: none"> • Cross uploading of document. in place of legal occupancy /structural safety certificate 	Upload proper document in slot given for it. So that lee deficiency arise.

3	Board Resolution (in case of Companies) or Authorization (in case of Partnership firms)	<ul style="list-style-type: none"> • Uploading Board Resolution without name of applicant • Uploading authorization/resolution to obtain consent of single agency only. • Uploading other documents. • Not uploading board resolution on later head 	Board resolution (in case of companies) or Authorization by the Partnership firm in favor of the applicant authorizing him for obtaining license & running the Entity
4.	Medical certificates	<ul style="list-style-type: none"> • Non submission of medical certificates/ without typhoid vaccination 	Submit medical certificates as per format given on portal

3. Delhi Pollution Control Committee (DPCC)

- Non-submission of reply in response to the deficiency memo.
- Form not filled properly.
- Failed to submit consent fee.
- Waste water aspects and effluent treatment design parameters not filled
- Effluent analysis report from DPCC lab/NABL accredited lab not submitted
- Noise monitoring report of DG Set(s) from DPCC lab/NABL accredited lab not submitted
- Effluent analysis report from DPCC lab/NABL accredited lab not attached Stack monitoring
- Non-submission of CA Certificate.
- Non-submission of common undertaking.
- Non-submission of PAN Card.
- Non-submission of CETP membership

4. Delhi Fire Service (DFS)

- Applicant not rectifying shortcoming issue by DFS .