



Office Of The SHILLONG MUNICIPAL BOARD

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(Format for application for grant of Business License)

To,

Sl. No.....

The Chief Executive Officer, Shillong Municipal Board Shillong.

Sub: Prayer for Grant of Business License.

Sir,

With reference to above, I/we beg to apply for a Business License as per provisions of the M.M.Act / Byelaws of the Shillong Municipality. I/we undertake to abide by the rules and regulations as stipulated in the said Act/Bye-Laws and as notified by the Shillong Municipal Board and as may be amended from time to time. Given below are the details of the business:-

- 1. Name of the Shop/Business Establishment: -
2. Name of the Firm/Company or Individual owning the establishment:-
3. In case of firm/company name of the authorized representative.
4. Father's/Husbands name: -
5. Present Address: - (proof of address to be enclosed)
Phone No.....
6. Permanent Address: -
7. Address of the establishment from where business is to be conducted (1. Copy of Building permission to be enclosed or an Undertaking in the prescribed format. 2. Receipt against payment of up to date Municipal tax): -
8. Nationality (To be supported by valid document/s - e.g. EPIC/Driving License/Passport; in case of a firm/company MoA and certificate of registration to be enclosed). :-
9. Nature of business (General/Services/Industry/Workshop/Mills/Entertainment Service):-

- 10. Items of business: (Sales Tax/VAT Registration and Income Tax Certificates are to be enclosed.).
 - a.
 - b.
 - c.
 - d.

- 11. Annual Gross Turnover (Give estimated amt in case of newly established business):-
.....

- 12. Date of establishment. :-

- 13. Whether the applicant is doing any business in Shillong Municipality during the previous 5 (five) years?
.....

I declare that all information's given above is true to my knowledge and belief. I have also enclosed the requisite documents as per list below.

Yours Faithfully

Dated Shillong.

The

Signature of the Applicant.

I have no objection for granting him/her the Business License as applied for.

Signature of the Owner of the
 premises where business transaction is
 being carried out with full name: -

 Holding No.....
 Ward No.....

Checklist of enclosures (strike out whichever is not applicable)

- a. Proof of Address (Rangbah Shnong Certificate/ EPIC/Electricity Bill/Telephone Bill)
- b. Proof of Nationality. (EPIC/Driving License/Passport).
- c. Building Permission or Undertaking in Prescribed Format.
- d. Municipal Tax Receipts
- e. Memorandum of Association and Certificate of Registration for Firms/companies.
- f. Automobile workshop/printing press should furnish two copies of Site Plan.
- g. Site Map showing location of the Business Establishment.
- h. Sales Tax/VAT Registration
- i. Income Tax Clearance Certificate.
- j. 3 (three) Nos. Photograph, Passport size of the applicant or authorized representative of the Firm/Company.
- k. Labour License.

UNDERTAKING

(to be given in lieu of copy of building permission)

I/We Shri/Smti/M/S_____ of _____ do hereby undertake that in case the building from where I/We am /are conducting my/our business_____ (Name of business) is found out to have been **constructed without permission from the authorities concerned or in contravention to the terms of permission granted**, The Shillong Municipality Board shall be at **liberty to revoke** the License granted to me/us and **close down** my/our shop/business.

Signature:

Name in Full:

Address:

Guidelines for application and General Terms and Conditions for Grant of Business License.

1. Applications should be accompanied with all the proper documents as stated in the application form failing which the same will be rejected outright.
2. For the following businesses the Consent to Establish and Consent to Operate from the Meghalaya Pollution Control Board is required to be annexed along with the application.
 - i. Automobile repair and servicing.
 - ii. Automobile Upholstery
 - iii. Automobile Battery and Electrical Repairing Units.
 - iv. Tyre repairing, retreading and vulcanizing.
 - v. Beauty Parlours and Hair Cutting Salons
 - vi. Dry Cleaning, Dyeing and Laundry
 - vii. Hotels/Guest Houses
 - viii. Restaurants
 - ix. Tea Stalls
 - x. Fast food Centres.
3. For the following businesses and Establishments clearance/permission from the concerned authorities is required to be enclosed along with the application.
 - i. Wine & Alcoholic Drinks and Bars – State Excise Deptt.
 - ii. Hospitals/Nursing Homes/Diagnostic Centers/Pharmacies and clinics – State Health Deptt.
 - iii. Archery Counters/Lottery Sales/ Jack Pot – State Taxation Deptt.
 - iv. Banking, Insurance, Stocks and Brokerage Services – NOC from the Deputy Commissioner of the district.
 - v. Fairs and Exhibitions – NOC from Local Durbar and DC
4. The premises where business is proposed to be established as well as the items of business shall be subjected to verification and inspection by the SMB's licensing inspectors at any given time between 8:00 am to 6:00 pm on week days.
5. Solid waste from the establishments is to be properly accumulated within the premises and should be deposited in the garbage collection vehicles of the SMB or be handed over to the garbage collectors at scheduled timings.
6. Rubbing of lime in the shop or shop building and careless spitting here and there shall not be allowed for which necessary arrangements should be kept in the shop.
7. The premises/establishment should be kept neat and clean with a proper drainage system. Waste water and oils shall not be let out into the drain without prior treatment. For trades and workshops which produce toxic and hazardous waste, consent to establish from the Meghalaya State Pollution Control Board is necessary before obtaining the license from the Shillong Municipal Board.
8. All inflammable materials such as gas and gasoline shall be handled with due care and store in a secure place and a signboard clearly and distinctly written with the inscription "SMOKING AND LIGHTENING OF MATCH STICKS STRICTLY PROHIBITED" exhibited in a prominent place of the premises dealing with such dangerous articles.
9. Proper arrangements shall be made for the exits of smoke and all precaution taken so that the working of the machinery tools and plant does not create any unusual noise and sound creating nuisance or disturbances to the neighboring locality.
10. Penalty:- Any person who starts or establishing a factory or work place or a shop for any of the forgoing items of business or trade without taking a license the written permission of the Municipality and without taking a license obtaining in advance, or if any owner or a proprietor of a factory, work shop or work place or shopping centre violates or infringes any of the conditions of the permission, shall be liable to a fine not exceeding five hundred rupees and to a further fine not exceeding fifty rupees for every day during which the factory, work shop or work place or shopping centre is maintained and continued functioning after he/she has been convicted of the offences.
11. For the purpose of fixing the fees the Businesses shall be classified as per their size and location. The size shall be classified Large, Medium and Small, as defined and published by the Board from time to time.