

Registration under Shops & Establishments of Daman Municipal Council, Daman

1	Name of Approval /NoC / License/ Registration	Commercial License for Shops and Establishment / Trade License
2	Competent Authority	Daman Municipal Council, Daman
3	Applicability Criteria	All those who wish to Establish Commercial Shop / Establishment / Trade
4	Stage	Pre-operation
5	Timelines	7 days
6	Documents Required	Photo ID Proof Lease Agreement or Rent Agreement
7	Form Submission	https://swp.dddgov.in/trade-license-dnhdd
8	Procedure for getting license	<p><u>Step - 1</u> Visit https://swp.dddgov.in/trade-license-dnhdd and Click on Apply Link.</p> <p><u>Step - 2</u> The following documents (Scanned Copies in .pdf format) are required to be uploaded.</p> <ul style="list-style-type: none"> • Photo ID Proof • Lease Agreement or Rent Agreement <p><u>Step – 3</u> After upload all documents, submit</p> <p><u>Step – 4</u> Once the application is submitted RF No. will be generated through register Mobile and email address</p> <p><u>Step – 5</u> After the scrutiny (Rejected / Approval) a message will be generated through register Mobile and email address.</p> <p><u>Step – 6</u> 1 After obtain approval, the applicant will received the message in your register Mobile and email address 2 Applicant have to pay fee online 3. after the payment applicant will receive the message through register Mobile and email address to Download License https://dmcdaman.in/services/#/onlineServices/download-licence</p> <p><u>Step – 7</u> After download the license, upload the license (fix photo in your shop) https://dmcdaman.in/services/#/onlineServices/upload-licence</p> <p><u>Step – 8</u> If Rejected, the reason is mention in your register Mobile and email address. After resolve the reason re-submit again with the following Steps -1, 2, & 3.</p>
9	Fee & Mode of payment	Attached in Separate Sheet Below

Dated :- 30th May, 2018.**OFFICE NOTE**

The extract of the resolution No. 9 of the **Standing Committee Meeting** dated 05.04.2018 is circulated herewith with a directive to initiate necessary steps thereon and submit the action taken report through Chief Officer within 7 days of receipt hereon.

9. The Council perused the Financial Status Report of Daman Municipal Council submitted by the Chief Officer. The Council also perused the statement of own sources income and expenditure of the Council and noted that the own sources income is less than the compulsory expenditure required to be made from Municipal fund. The Council also decide to follow all the formalities required under section 108 of the Daman & Diu Municipalities (Amended) Regulation, 1994. The Council is of the opinion that considering the agitation of the public regarding re-assessment of the house tax a matter regarding revision of licence fees to be consulted with the Merchant's Association and other interested person and all public to be taken into confidence before any revision and accordingly Council decided to issue public notice for suggestion/objection for the same. After lengthy discussion the Council proposed to revise the commercial license fees and other fees as under w.e.f. 01/04/2018 :-

Revised Licence fees for Commercial Activities

Sr. No.	Purpose	Annual Licence Fees
1	Bank	15,000.00
2.	Tour and Travels	2,000.00
3.	Bakery Shop / Bakery with shop	1,000.00 / 2,000.00
4.	Sale Depot for Vehicles	5,000.00
5.	Commercial Institution (School)	5,000.00
6.	Other Commercial (Coaching Classes)	3,000.00
7.	Industrial Office / Private Office	2,000.00 / 1,000.00
8.	Scrap Dealer	5,000.00
9.	Private Hospital	10,000.00
10.	Consulting Room (Clinic)	3,000.00
11.	Jewelery Shop	3,000.00
12.	Laundries	1,000.00
13.	News Paper	1,000.00
14.	Medical Shop	5,000.00
15.	Supermarket	10,000.00
16.	Kirana Store / Provision	2,000.00
17.	Cloth Shop	2,000.00
18.	Restaurant	3,000.00
19.	Flour Mill	1,000.00
20.	Slaughter House	2,000.00
21.	Cold Drink House / Juice Centre	1,000.00
22.	Office for Cable (T.V.) / Net Service	5,000.00
23.	Photo Studio	3,000.00
24.	Hair Cutting Saloon/ Beauty Parlour	1,000.00
25.	Mobile / Watch Repair	1,000.00
26.	Mobile Sales	5,000.00
27.	Electrical appliances	2,000.00
	Carpentry, Soldering smiths vehicle, Steel Vessel	
28.	Work Shop	2,000.00
29.	Tailor	1,500.00
30.	Printing Press	2,500.00
31.	Godown / General/ Liquor/ Wholesale	3,000.00
32.	Distillery	40,000.00
33.	Cinema Hall	5,000.00
34.	Hardware Shop	2,000.00
35.	Toilet / Bathroom fitting Shop	3,000.00
36.	Painting work Contractor	1,500.00
37.	Furniture Shop	3,000.00
38.	Motor Driving School	5,000.00
39.	GYM	5,000.00
40.	Sales of Stone and Marbles	5,000.00

41.	Electronic Show rooms / Computer Sales & Service / Cyber Cafe	5,000.00
42.	Garage	2,000.00
43.	Mandap Decoration	2,000.00
44.	Sales of spare parts	
		1000.00
	a. Two Wheelers and Three Wheelers	2000.00
	b. Four Wheelers and above	
	Sales of automobiles (motorized Vehicle or spares)	
	Sales of new automobiles (Vehicles)	
	a. Two Wheelers	5,000.00
	b. Three wheelers	5,000.00
	c. Four Wheelers	10,000.00
	d. Heavy motor vehicle	15,000.00
45.	Sales of Shoes / Footwear	2,000.00
46.	Other trade : Plastic Items, Stationary/Zerox, Nasta Shop, Sales of Tyre and Battery, Scale Works , Typing Works, Gift Items, hosiery, crockery, Sports, flower mart, Milk & Milk products etc.	1,000.00
47.	Board Tax	200.00
48.	Petrol Pump / CNG Pump	5000.00
49.	Wine shop	
	Wholesale	5,000.00
	Retail	2,000.00
	Pack Bottle	2,000.00
	Bar	2,000.00
50.	Hotels	8,000.00
51.	Guest House	3,000.00
52.	Saw Mill	3,000.00
53.	Vehicle Washing Station	2,000.00
54.	AC / TV Repairing	2,000.00
55.	Optical Shop	2,000.00
56.	Gas Distributors	5,000.00
57.	Party Plot	5,000.00
58.	Catering Business	2,000.00
59.	Ice-cream Parlour	1,000.00
60.	Sale of Sweets / Farsan	1,500.00

A/30/5
i/c. Superintendent

To,
The Taxation Section,
Daman Municipal Council,
Daman.