

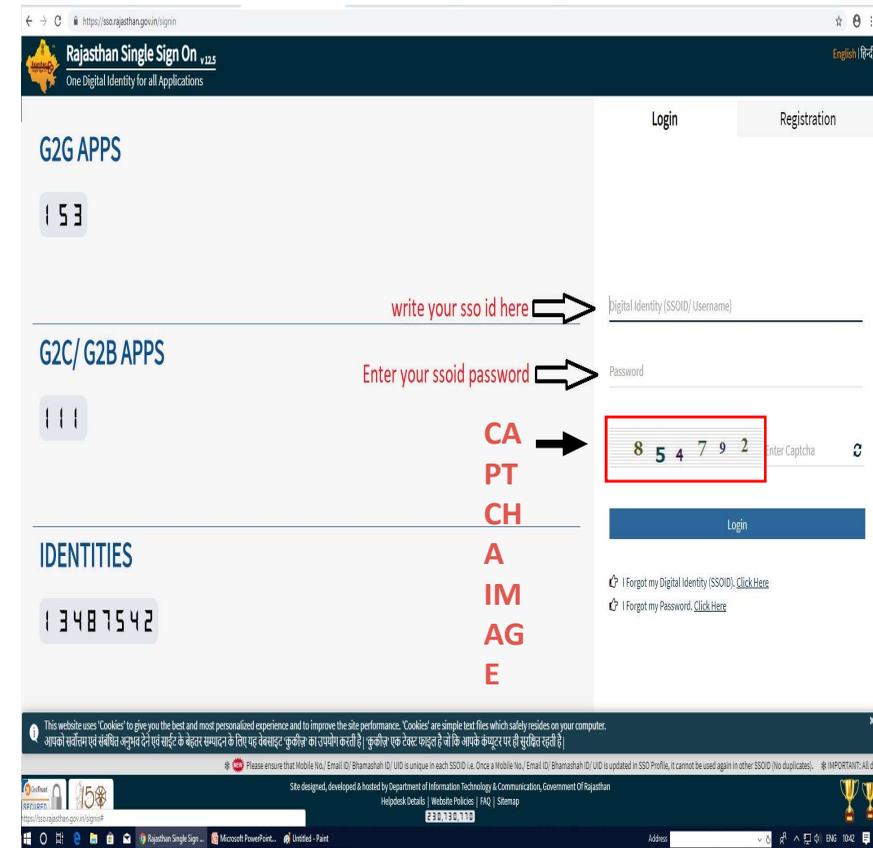
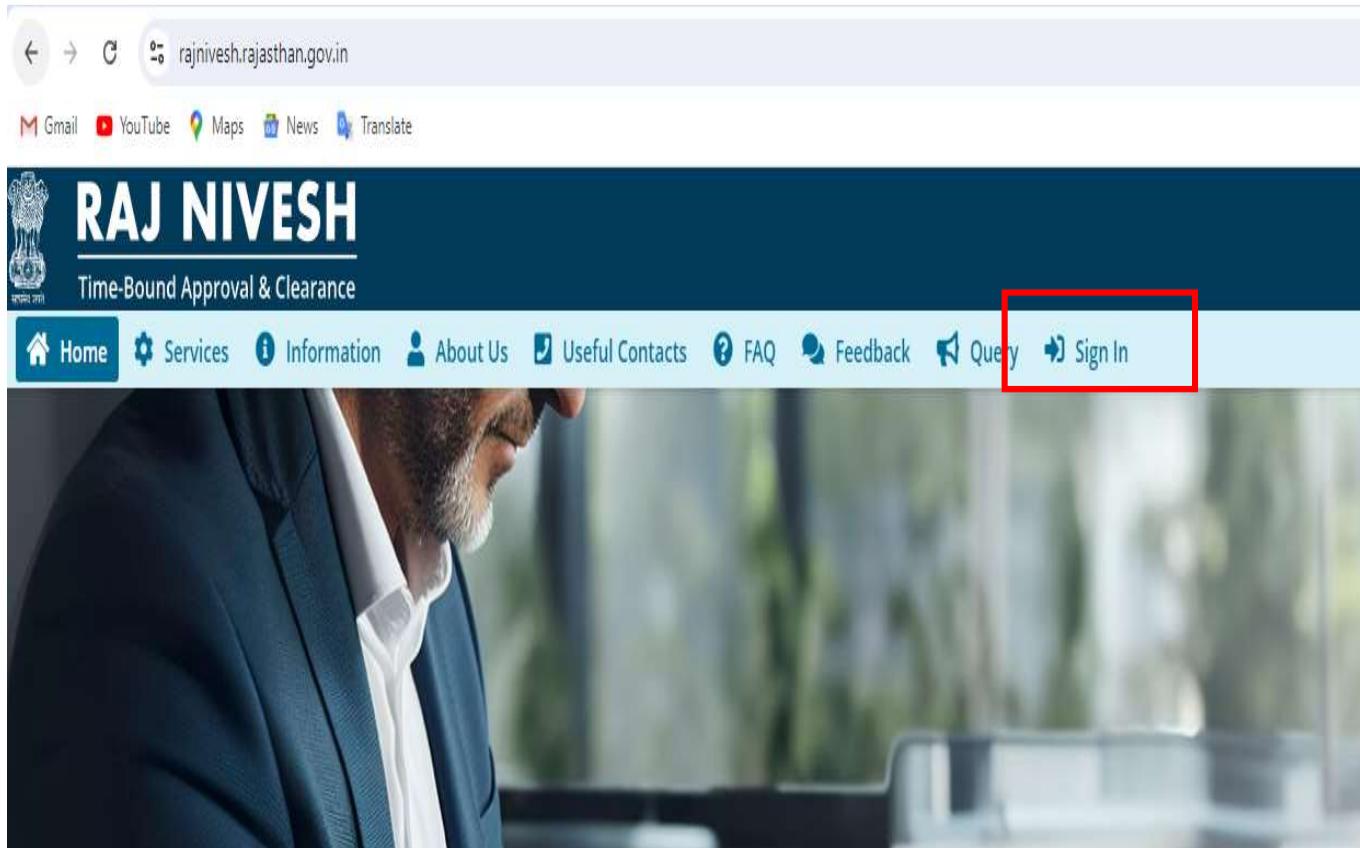
TRADE LICENCE

CITIZEN MANUAL (G2C)

(नागरिकों के लिये)

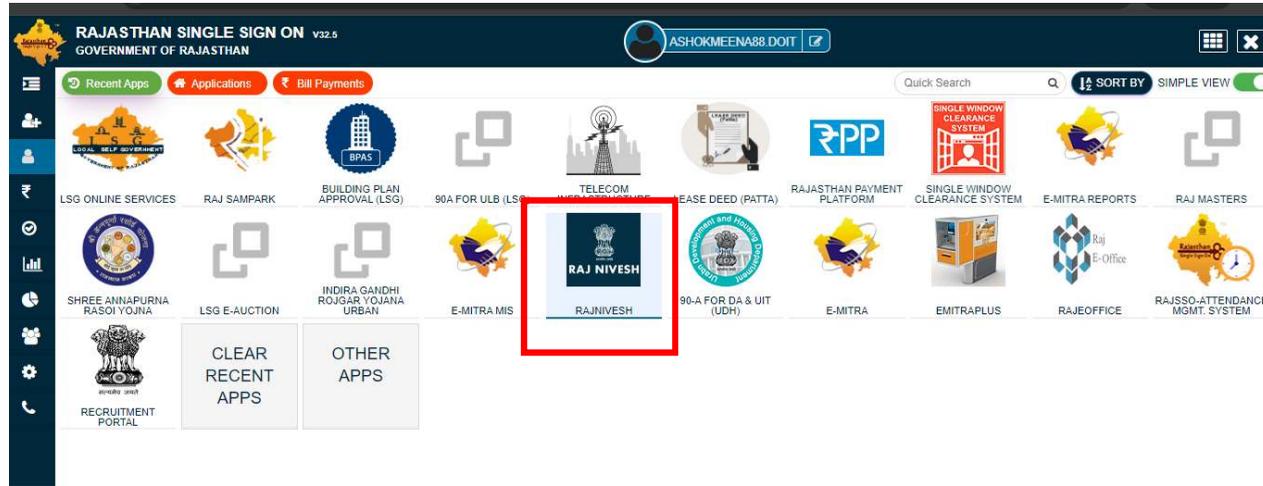
Instructions to fill Online Application

Open web page <https://rajnivesh.rajasthan.gov.in/> and click on Sign In

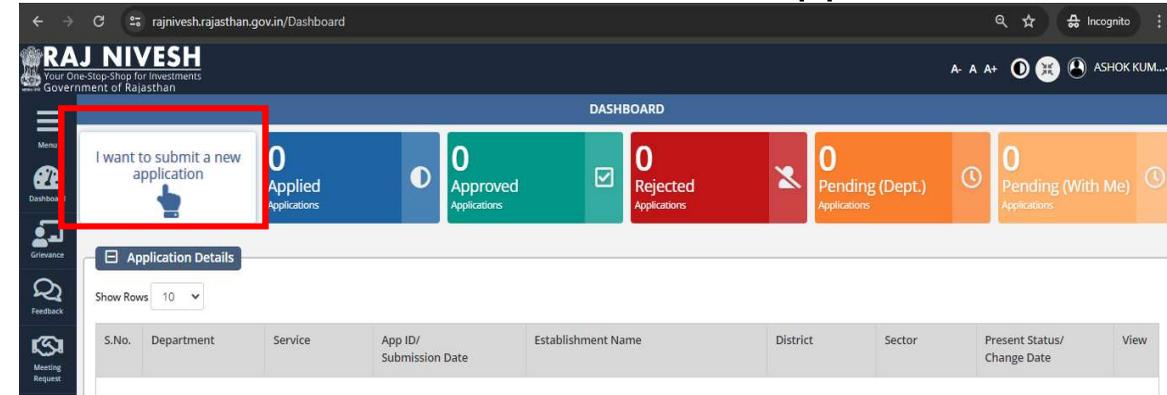


Enter your SSO ID and PASSWORD. Enter CAPTCHA from given image. Then click on LOGIN

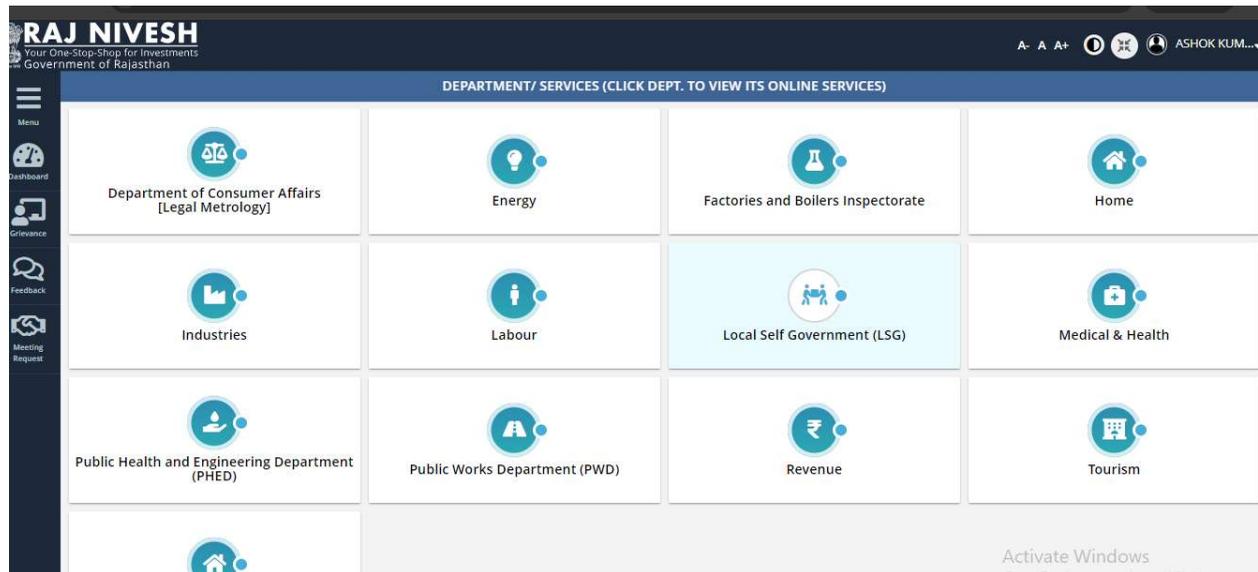
Click on Rajnivesh Icon



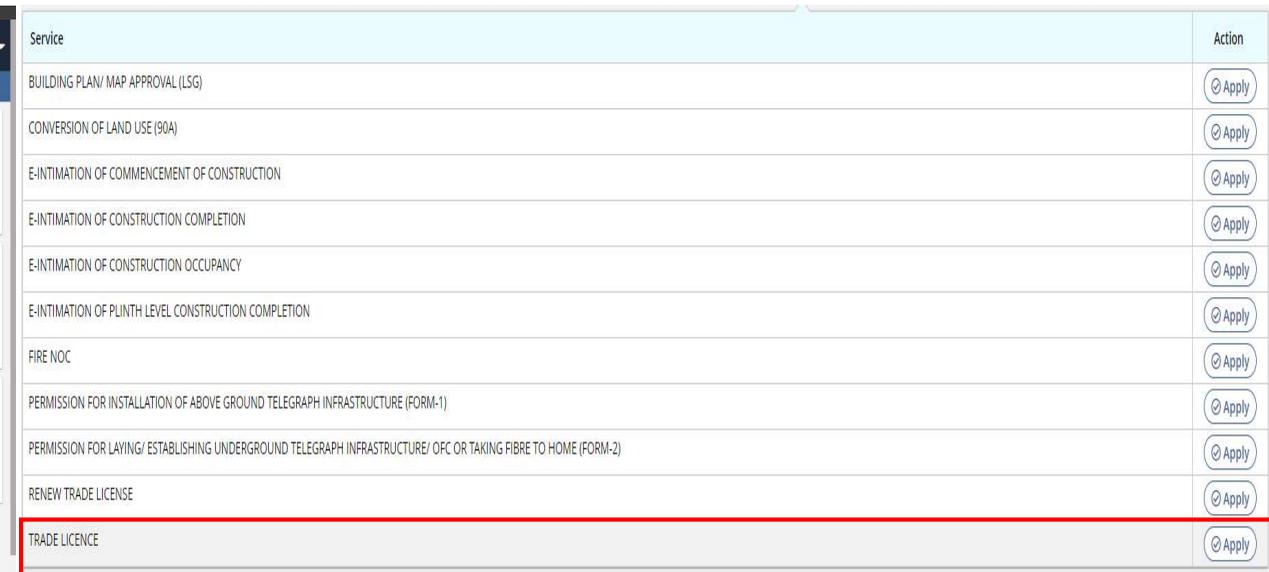
Click on "I want to submit a new Application"



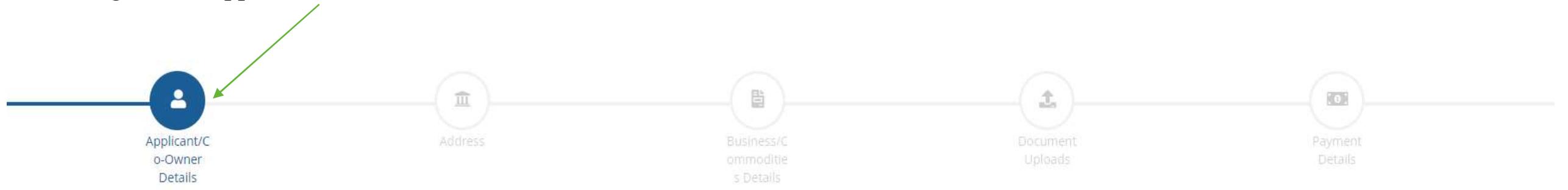
Select Department "Local Self Government(LSG)"



Click on Apply button against Trade License



This Page is for Applicant/Co-Owner Details



Search Property by Property Id Provide property id for search the details

1. District/ULB Details/जिला/स्थानीय निकाय विवरण

District/ जिले का नाम* --Select District--

ULB/ स्थानीय निकाय*

Zone/ ज़ोन*

Applicant can select District/ULB Details here(District,ULB,Zone)

* Mark Fields are Mandatory

In this Section Applicant have to share Applicant details

2. Applicant Details/ आवेदक का विवरण

Aadhar Number/ आधार नंबर	
First Name/ नाम *	Last Name/ सरनेम *
TEST	
Father/Husband Name/ पिता या पति का नाम *	Date of Birth/ जन्म की तारीख
	08/03/2019
Firm Name/ फर्म का नाम *	Relation With Business/ व्यापार के साथ संबंध *
	--Select--
Firm Contact No./ फर्म संपर्क नं. *	Firm Email Address/ फर्म ईमेल *
Mobile/ मोबाइल *	Educational Qualification/ शैक्षिक योग्यता
	--Select--
Nationality/ राष्ट्रियता	Applicant's Sub Group/ आवेदक का उप समूह *
<input checked="" type="radio"/> Indian <input type="radio"/> Other	<input type="checkbox"/> Unemployment <input type="checkbox"/> Handicaped <input type="checkbox"/> Widow lady <input type="checkbox"/> Divorce lady <input type="checkbox"/> Old Person <input type="checkbox"/> Not Applicable(N/A)

* Mark Fields are Mandatory

In this Section Applicant have to share Co-Owner/Partner Details.

3. Co-Owner/Partner Details/ सह-स्वामी/साझेदार विवरण

Do you have Co-Owner/Partner? क्या आपके पास सह-स्वामी/साझेदार हैं? *

Yes No

Name/ नाम* Designation/ पद* Contact Number/ दूरभाष* Residential Address/ आवासीय पता*

ADD/ जोड़ें

To Add details click on ADD button

Save & Next/ सहेजें और अगला

After fill all details click on save and next button

In this Section Applicant have to share Correspondence Address Details.



Applicant/Co-Owner
Details



Address



Business/Commodities
Details



Document
Uploads



Payment
Details

4. Correspondence Address/ पत्राचार का पता

Building Name/ भवन का नाम

Building No./ भवन संख्या

Lane/ Street/ लेन/सड़क

Locality/ मुहल्ला *

State/ राज्य *

Rajasthan

District/ जिला *

--Select District--

City/ शहर *

Ward No/ वार्ड

Pin Code/ पिन कोड *

In this Section Applicant have to share Business Address Details.

5. Business Address/ व्यावसायिक पता

Same as Correspondance Address/ पत्राचार पते के समान

Building Name/ भवन का नाम	Building No./ भवन संख्या
Lane/ Street/ लैन/सड़क	Locality/ मुहल्ला*
State/ राज्य* Rajasthan	District/ जिला* --Select District--
City/ शहर*	Ward No/ वार्ड
Pin Code/ पिन कोड*	

Previous/ पिछला

Click on Previous button to go back page

Save & Next/ सहेजें और अगला

After fill all details click on save and next button

In this Section Applicant have to share Business/ Commodities Details.

Applicant/Co-Owner Details Address Business/Commodities Details Document Uploads Payment Details

6. Business Details/ व्यापार विवरण

B.R.N No./ बीआरएन नंबर

Firm's Type/ फर्म का प्रकार*
--Select--

Firm's Description/ फर्म का विवरण*
--Select--

Premise Area/ परिसर क्षेत्र

Type of Unit/ यूनिट
--Select--

Property Type/ संपत्ति का प्रकार
 Self Owned Rented

Land Use As Per Title Document/ टाइटल दस्तावेज के अनुसार भूमि उपयोग*
Select Land Use

Lease Valid Upto Date/ लीज वैधता तिथि

7. Commodities Details/ क्मोडिटीज विवरण

Licence Type/ लाइसेंस प्रकार*
--Select--

Firm/Business Name/ फर्म/व्यापार का नाम*
zzz

No. of Rooms/Chairs/ कमरों/कुर्सियों की संख्या*
0

No. of Years/ वर्ष*
1

Start Date of Premise Usage/ परिसर प्रारंभ तिथि

ADD/ जोड़ें

Previous/ पिछला

Save & Next/ सहेजें और अगला

Click on Previous button to go back page

After fill all details click on save and next button

In this Section Applicant have to Upload documents. इस भाग में आवेदक सभी सम्बन्धित दस्तावेज अपलोड करेगा।

Applicant/Co-Owner Details

Address

Business/Commodities Details

Document Uploads

Payment Details

8. Document Uploads/ दस्तावेज़ अपलोड

Firm Pan Card/ Proprietor Pan Card/ Manager Pan card/ फर्म पैन कार्ड / प्रोपराइटर पैन कार्ड / मैनेजर पैन कार्ड *

Select File

Commercial Lease Deed/ Legal Occupancy/ Rent Agreement/ कर्माशियल लीज डीड / लौगल ऑक्यूपेंसी / रेंट एग्रीमेंट *

Select File

Affidavit regarding when business started/RMA Act(Batti Licence)/ व्यवसाय कब शुरू हुआ/आरएमए अधिनियम (बटी लाइसेंस) के संबंध में हलफनामा

Select File

Health Certificate/ स्वस्थता प्रमाणपत्र

Select File

Additional Document/ अतिरिक्त दस्तावेज़

Select File

Previous/ पिछला

Save & Next/ सहेजें और अगला

Click on Previous button to go back page

After fill all details click on save and next button

In this Section Applicant have to see the Estimated Demand/Fee Details. इस भाग में आवेदक आवेदन की शुल्क सम्बन्धित जानकारी देख सकेगा।

TRADE LICENCE APPLICATION

Applicant/Co-Owner Details Address Business/Commodity Details Document Uploads Payment Details

9. Estimated Demand/Fee Details

S.No.	LICENCE TYPE	FISCAL YEAR	AMOUNT/YEAR	PENALTY/YEAR	DISCOUNT/YEAR	TOTAL AMOUNT
1	2 AND 3 STAR HOTEL	2020-2021	₹*	₹*	₹*	₹*

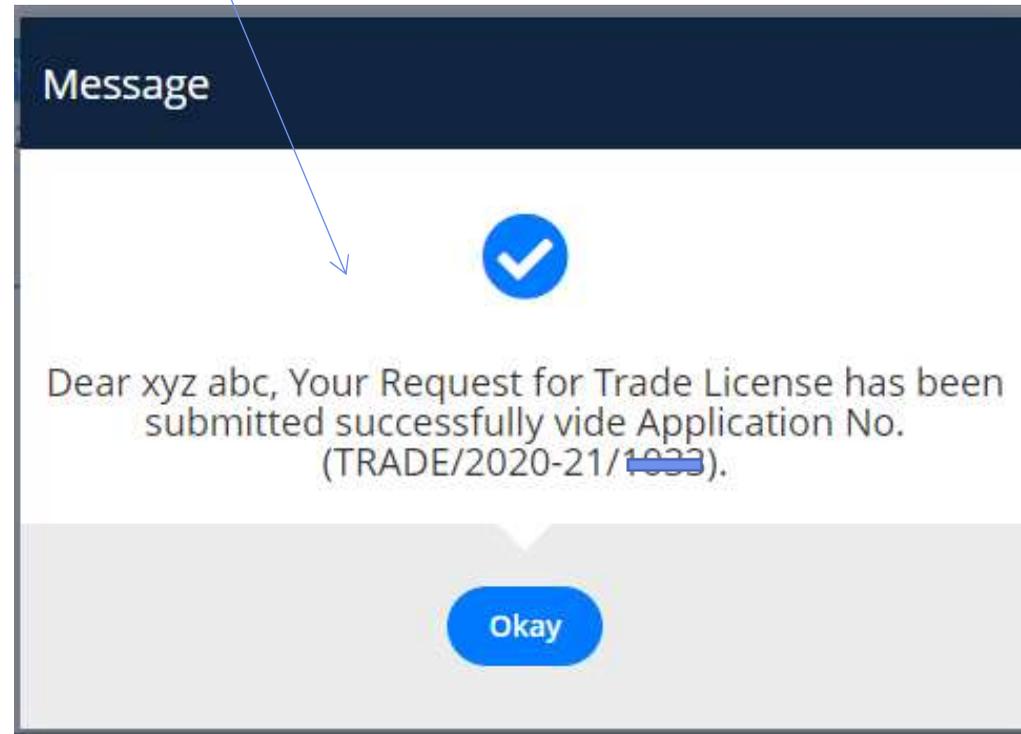
Demand/Fee shown above is tentative and for information purpose only. (Need to pay after Inspection by ULB Officials)

Previous Finish

Click on Previous button to go back page

To Final submit application click on finish button

After Click on Finish Button Message with Application Number



Applicant can see active applications and their real time status here.

The screenshot shows the RAJ NIVESH dashboard with the following components:

- Header:** RAJ NIVESH Time-Bound Approval & Clearance. User: ASHOK KUMAR...
- Dashboard Summary:**
 - I want to submit a new application
 - 1 Applied Applications
 - 0 Approved Applications
 - 0 Rejected Applications
 - 0 Pending (Dept.) Applications
 - 1 Pending (With Me) Applications
- Application Details Table:**

S.No.	Department	Service	App ID/ Submission Date	Establishment Name	District	Sector	Present Status/ Change Date	View
102	Fire & Rescue	Fire & Rescue	1522945 09/07/2024 12:40 PM	ASHOK KUMAR MEDIA	JALUN	ROAD & ADMINISTRATION		

After departmental process, if application is found in order, demand is generated for the applicant to pay the required fee

The screenshot shows an 'AUDIT TRAIL' table with 5 rows of actions taken by 'ASHOKMEENA88.DOIT' on '22-10-2020'. The actions progress from 'APPLICATION SUBMITTED' to 'FEE CALCULATED'. Below the table is an 'Offline Payment Details' section with a radio button for 'No' selected. At the bottom, a red box highlights a 'Pay Online' button, with a red arrow pointing from the 'FEE CALCULATED' row to it.

S.No.	ACTION TAKEN BY	ACTION TAKEN	ACTION TAKEN ON	REMARKS	DOCUMENT
1	ASHOKMEENA88.DOIT	PENDING WITH DA (DOCUMENT CHECK)	22-10-2020	APPLICATION SUBMITTED	
2	ASHOKMEENA88.DOIT	PENDING WITH CHIEF HEALTH OFFICER	22-10-2020	FOUND OK	
3	ASHOKMEENA88.DOIT	PENDING WITH HEALTH OFFICER	22-10-2020	FOUND OK	
4	ASHOKMEENA88.DOIT	PENDING WITH ACCOUNTS	22-10-2020	FOUND OK	
5	ASHOKMEENA88.DOIT	PENDING WITH APPLICANT FOR PAY FEE	22-10-2020	FEE CALCULATED	

Any Offline form submission fees paid? *
 Yes No

[Pay Online](#) [Close](#)

Applicant pays the fee through available online payment gateway.

The screenshot shows the 'RAJASTHAN PAYMENT PLATFORM' interface. At the top, it displays 'Merchant: RPP-Test Merchant Internal', 'Merchant Transaction Id: SE7819C4542322A2', and 'Amount to pay: INR 1.00'. The main area is titled 'Pay using Net Banking' and features a 'SELECT' dropdown menu, a green 'PROCEED TO PAY' button, and a 'Click here to cancel' link. On the left, there are navigation options for 'Net Banking', 'Aggregator', 'Wallet', and 'Aadhaar Pay'. On the right, a 'Transaction Summary' table shows details like 'RPP Txn Id: 285896', 'Purpose: Online Payment', and 'Txn Amount: INR 1.00'. Below that, 'User Details' for 'ASHOKMEENA' are listed. The footer contains the text '© DEPARTMENT OF INFORMATION TECHNOLOGY AND COMMUNICATION. ALL RIGHTS RESERVED.'

Merchant: RPP-Test Merchant Internal Merchant Transaction Id: SE7819C4542322A2 Amount to pay: INR 1.00

Pay using Net Banking

Transaction Summary

RPP Txn Id	285896
Purpose	Online Payment
Base Amount	INR 1.00
RPP Charges	INR 0
Txn Amount	INR 1.00

User Details

Name	ASHOKMEENA
Email	ashokmeena88@gmail.com
Mobile	9870087097

© DEPARTMENT OF INFORMATION TECHNOLOGY AND COMMUNICATION. ALL RIGHTS RESERVED.

After successful online payment and departmental approval, e-signed trade license is generated that can be downloaded by the applicant.

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

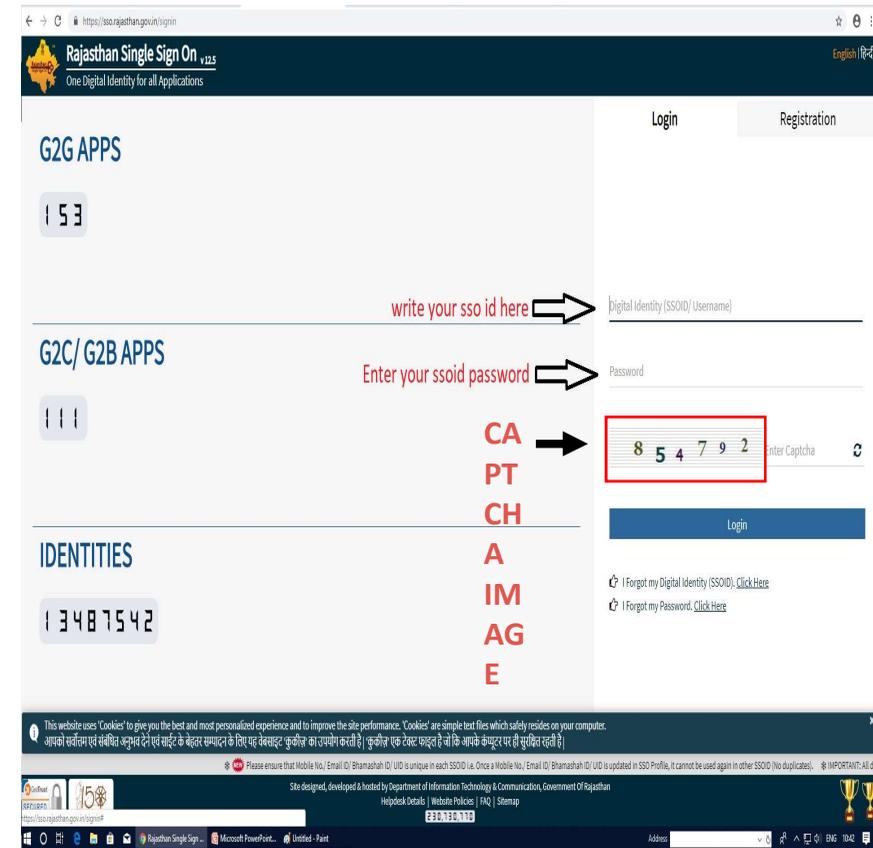
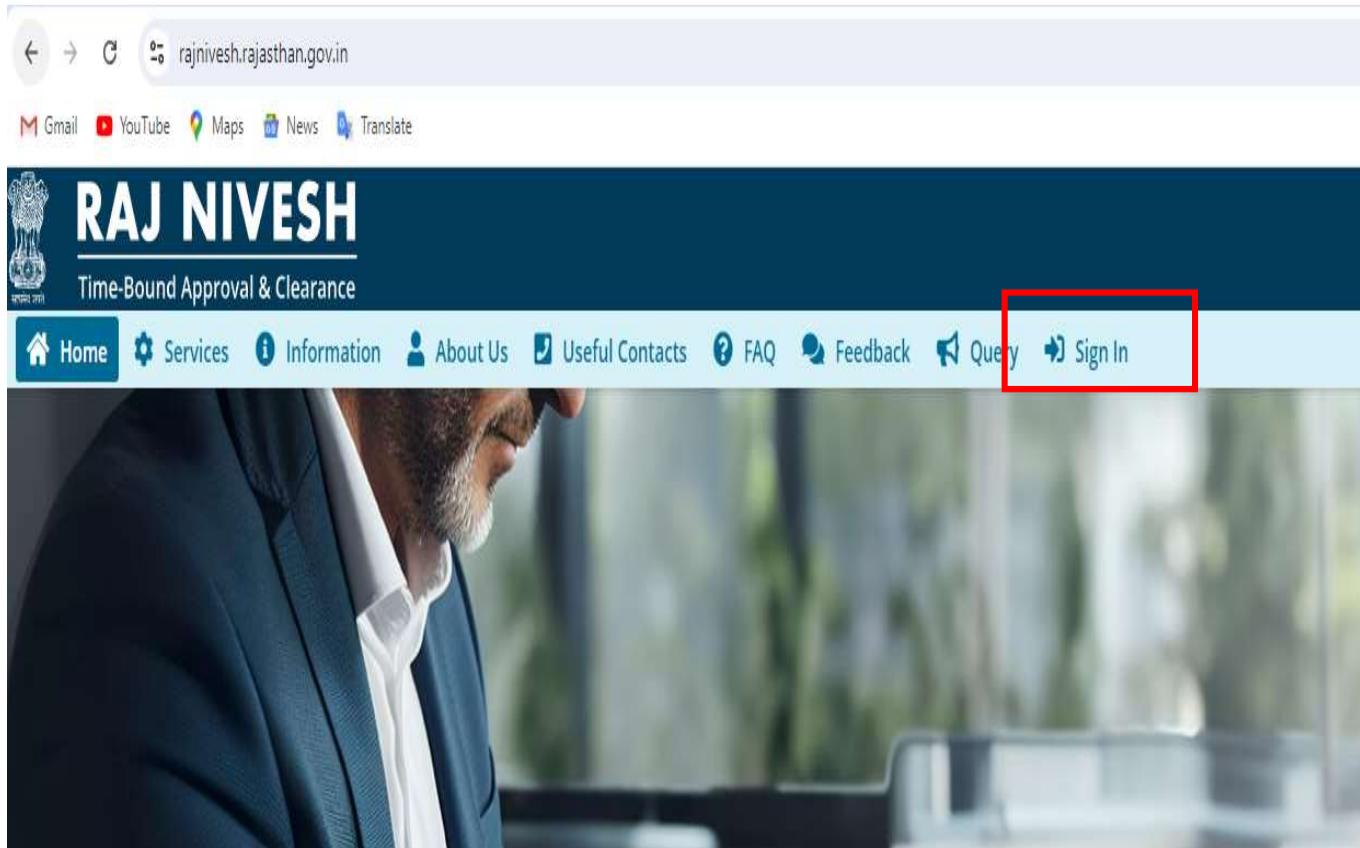
TRADE LICENCE

Trade Licence [Download](#)



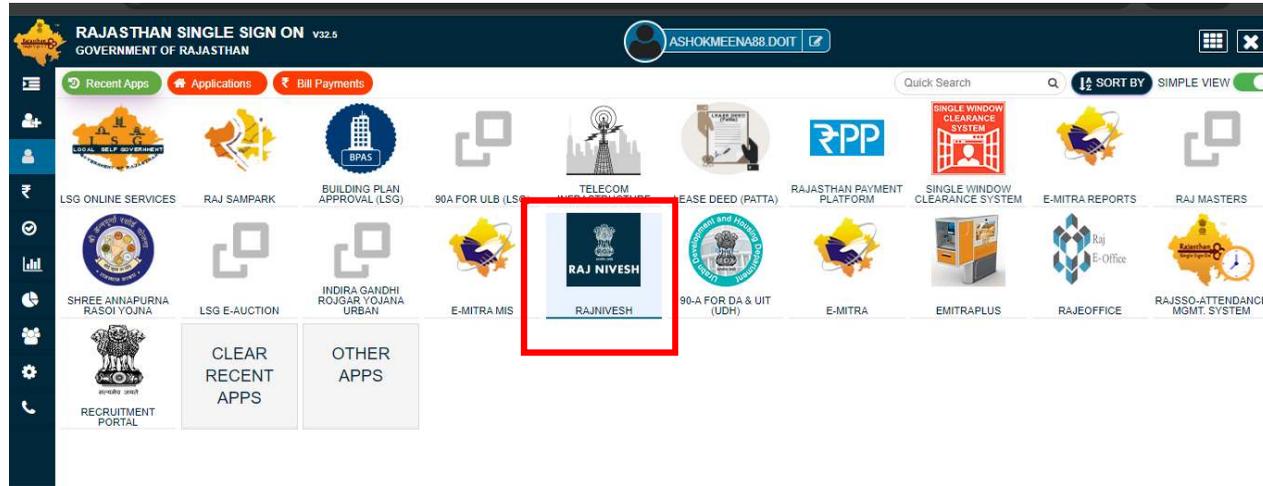
RENEWAL OF TRADE LICENSE

Open web page <https://rajnivesh.rajasthan.gov.in/> and click on Sign In

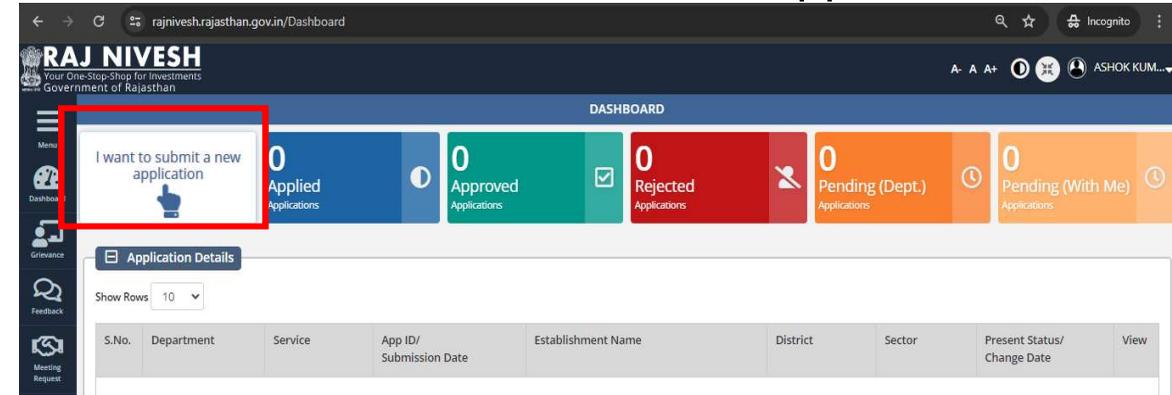


Enter your SSO ID and PASSWORD. Enter CAPTCHA from given image. Then click on LOGIN

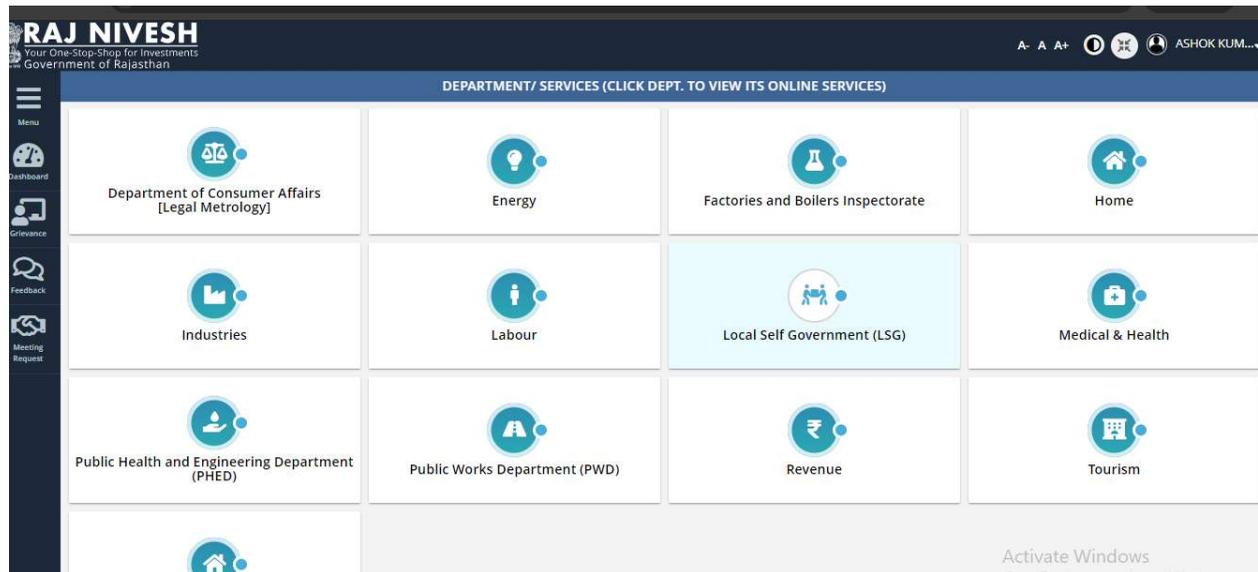
Click on Rajnivesh Icon



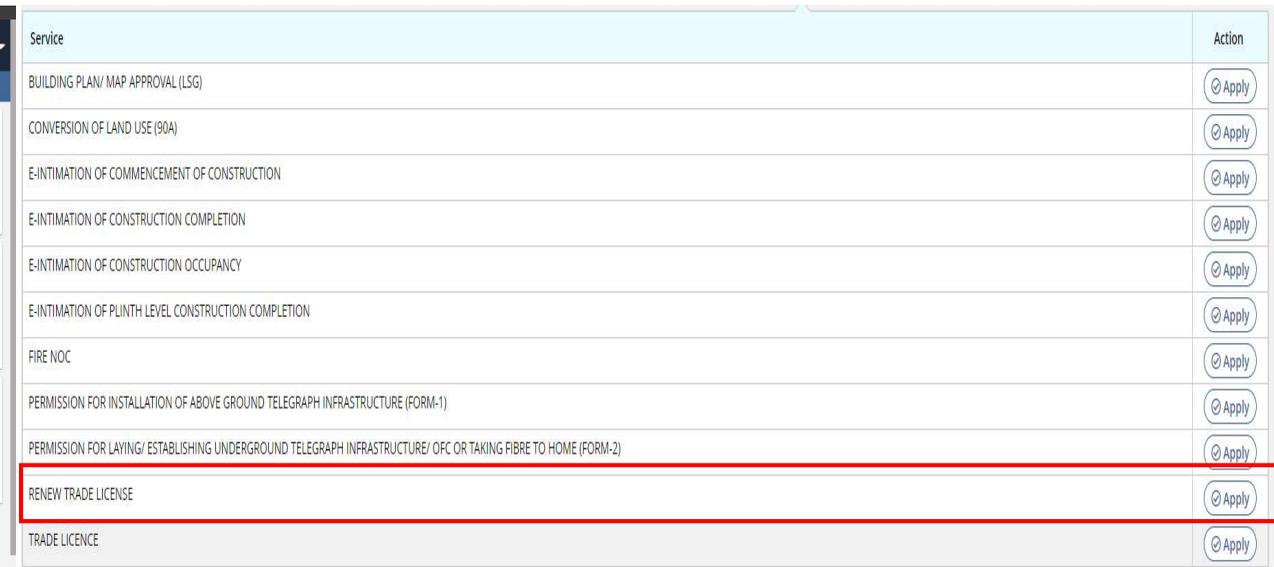
Click on “I want to submit a new Application”



Select Department “Local Self Government(LSG)”



Click on Apply button against RENEW Trade License



Applicant needs to provide existing trade license application number, name, mobile number and email id and clicks on Search button

The screenshot shows a web browser window with the URL `lsgonline.rajasthan.gov.in/traderenew/renewlicense.aspx`. The page title is "TRADE LICENCE RENEW" and "LSG Online, GoR". The main heading is "RENEW TRADE LICENCE". A note indicates that asterisks (*) denote mandatory inputs. The form contains the following fields:

- Application No.(eg: **TRADE/2020-21/0001**) *
- First Name* (with placeholder "Please Enter First Name")
- Last Name* (with placeholder "Please Enter Last Name")
- Mobile* (with placeholder "Please Enter Mobile No.")
- Email* (with placeholder "Please Enter Email Address")

A blue "Search" button is located at the bottom center of the form area.

Select number of years for which renewal is required (1 year/10 Years)

TRADE LICENCE RENEW
LSG Online_GoR

RENEW TRADE LICENCE

Application No.(eg: TRADE/2020-21/0001) *
TRADE/2024-25/21597

First Name *
GOVIND

Last Name *
GARG

Mobile *
9929094317

Email *
TRUN_2009@YAHOO.COM

Search

Existing Licence Details

S.No.	LICENCE NO.	LICENCE TYPE	FIRM/BUSINESS NAME	VALIDITY EXPIRE ON	No. of Years *	Confirm ✓
1	TRADE/2024-25/21597	HOTEL UPTO 20 ROOMS (NON STAR)	SOMANGALYA	2025	1	<input type="checkbox"/>

Proceed

System fetches the details and show the fee to be paid for renewal

Trade Licence
Government of Rajasthan

RENEW TRADE LICENCE

Application Id *
TRADE/2020-21/1012

Mobile *
8870087087

Email *
ashokmeena88@gmail.com

Search

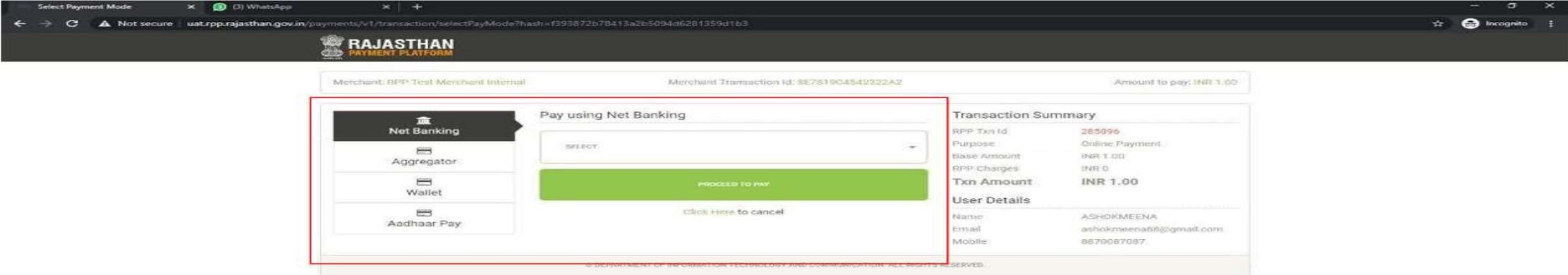
Payment Details

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

System is having online payment facility for online payment



After successful payment license is renewed

Renewal is approved.



Thank you