USER MANUAL

SERVICE – Trade License

User Walkthrough

Step 1 - Applicant visits Raj-Nivesh portal https://rajnivesh.rajasthan.gov.in and clicks on **Sign In**

 Step 2 - Applicant provides his/her credentials i.e sso id and password.
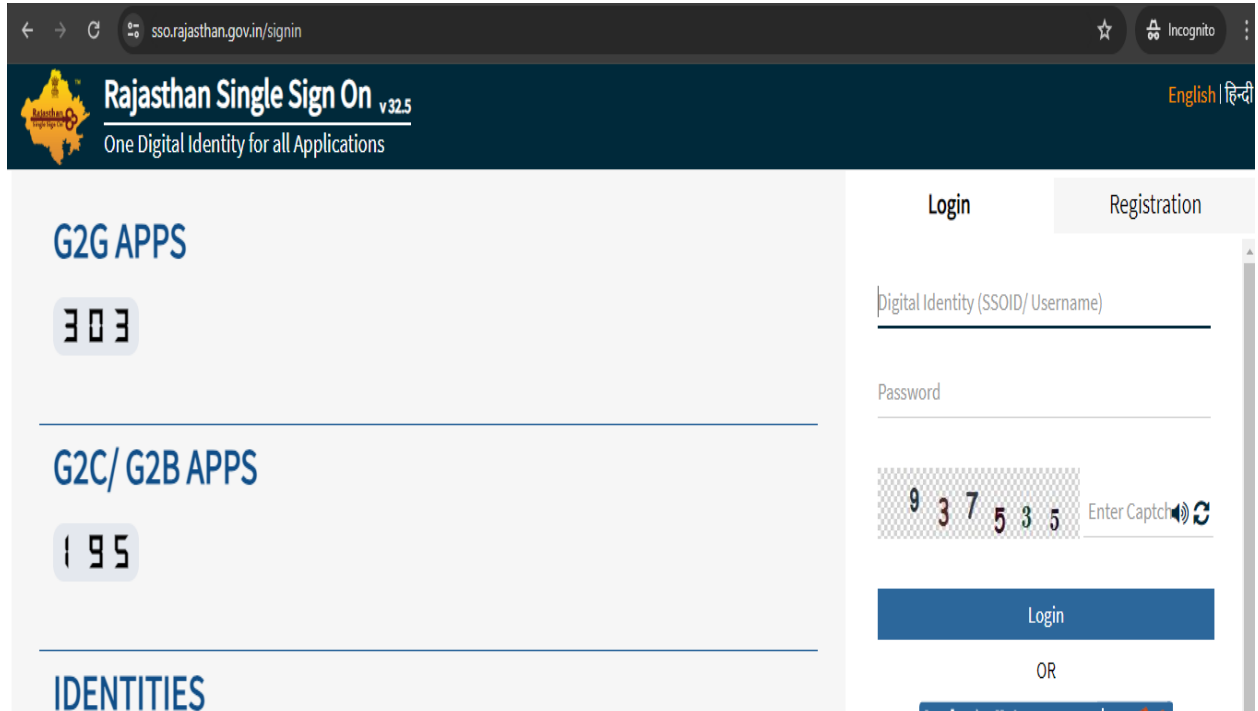
Step 3 - Dashboard of Raj Nivesh opens, and the applicant can see the status of applied applications or can click on "**I want to submit a new application"** for fresh application.

Step 4 -On clicking for a new application, applicant needs to select LSG department

Step 5 - Then for applying trade license, clicks on **apply.**

Service	Action
BUILDING PLAN/ MAP APPROVAL (LSG)	⊘ Apply
CONVERSION OF LAND USE (90A)	⊘ Apply
E-INTIMATION OF COMMENCEMENT OF CONSTRUCTION	⊘ Apply
E-INTIMATION OF CONSTRUCTION COMPLETION	⊘ Apply
E-INTIMATION OF CONSTRUCTION OCCUPANCY	⊘ Apply
E-INTIMATION OF PLINTH LEVEL CONSTRUCTION COMPLETION	⊘ Apply
FIRE NOC	⊘ Apply
PERMISSION FOR INSTALLATION OF ABOVE GROUND TELEGRAPH INFRASTRUCTURE (FORM-1)	⊘ Apply
PERMISSION FOR LAYING/ ESTABLISHING UNDERGROUND TELEGRAPH INFRASTRUCTURE/ OFC OR TAKING FIBRE TO HOME (FORM-2)	⊘ Apply
TRADE LICENCE	⊘ Apply

Step 5 - On apply, application form for new trade license opens where applicants need to fill the required details and supporting documents and submits his/her application.

Step 6 - In this Section Applicant have to share Applicant details. * Mark Fields are Mandatory

2. Applicant Details

Aadhar Number

First Name *
Please enter first name.

Last Name *
Please enter last name.

Father's Name *

Date of Birth 📅

Firm Name *

Relation With Business *
--Select-- ▾

Firm Contact No. *

Firm Email Address *

Mobile *
Mobile
Please fill Mobile

Educational Qualification
--Select-- ▾

Nationality
● Indian ○ Other

Applicant's Sub Group *
☐ Unemployement ☐ Handicaped ☐ Widow lady ☐ Divorce lady ☐ Old Person ☐ Not Applicable(N/A)

Step 7 - In this Section Applicant have to share Co-Owner/Partner Details. To Add details, click on **ADD button**, after fill all details click on **save and next button**.

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/ टूरभाष *

Residential Address/ आवासीय पता *

ADD/ जोड़ें

Save & Next/ सहेजें और अगला

Step 8 - In this Section Applicant have to share Correspondence Address Details.

Step 9 - In this Section Applicant have to share Business Address Details. Click on **Previous button** to go back page, after fill all details click on **save and next button.**

Step 10 - In this Section Applicant have to share Business/ Commodities Details. Click on **Previous button** to go back page / After fill all details click on **save and next button.**

Step 11 - In this Section Applicant must Upload documents. Click on **Previous button to go** back page. After fill all details click on **save and next**

Step 12 - In this Section Applicant have to Upload documents. Click on **Previous button** to go back page. After fill all details click on **save and next button**

Step 13 - In this Section Applicant have to see the Estimated Demand/Fee Details. Click on **Previous button** to go back page. To Final submit application click on **finish button**

Step 14 - After Click on Finish Button Message with **Application Number**
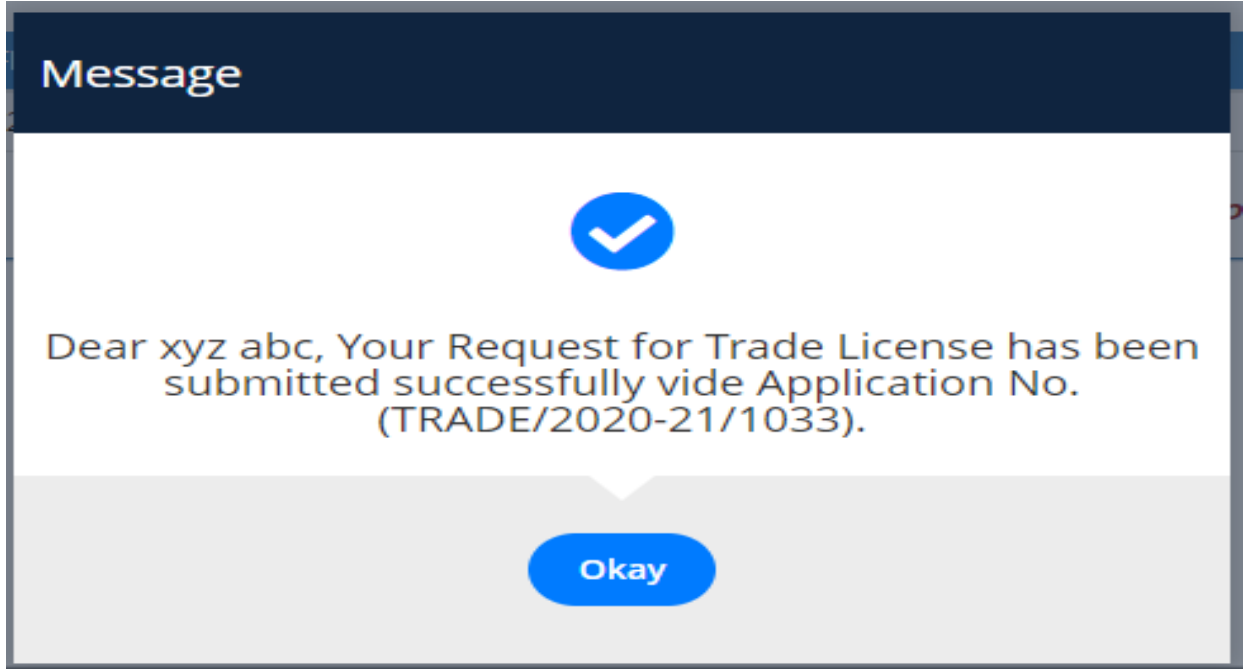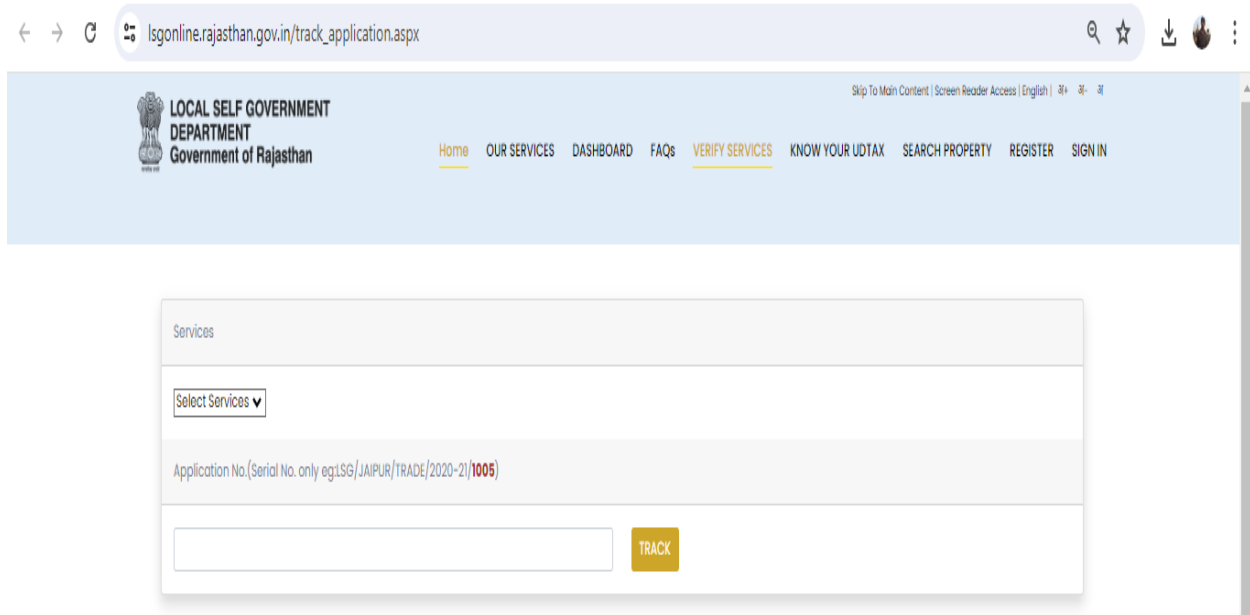
Step 15 - Applicant can see active applications here.

Third Party Verification

Step 1 - User visits https://lsgonline.rajasthan.gov.in and click on verify services.

Step 2 - At this screen, user select the service and provide application number and click on **TRACK.** On clicking track button, system will show the latest details.

Services

Trade Licence ▾

Application No.(▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓)

4500		**TRACK**

Licence Details

Licence No./लाइसेंस संख्या	▓▓▓▓▓▓▓	Licence Type/लाइसेंस प्रकार	▓▓▓▓▓▓▓▓▓▓▓
Applicant/Business Name/आवेदक/व्यवसाय का नाम	▓▓▓▓▓▓▓▓	Valid Upto/तक वैध है	31-03-2025
Issuing Authority/जारी करने वाला प्राधिकारी	SIKAR	Licence Status/लाइसेंस की स्थिति	APPROVED AND CERTIFICATE ISSUED