

No. E

For office use only
L.N.....
D.T.....
M.I.S.....

UTTARPARA-KOTRUNG MUNICIPALITY

New G.T. Road, Uttarpara, Hooghly-712258, Ph No. 26634095

Website: www.uttarparamunicipality.in

APPLICATION FOR CERTIFICATE OF ENLISTMENT

As per West Bengal Municipal Act 1993 (See Section 118)

Form-J

[Under rule 81]

To
The Executive Officer,
Uttarpara-Kotrung Municipality
P.O. : Uttarpara,
Hooghly-712258

Sir,

I/We hereby apply for a new/Renewal or certificate of enlistment for carrying on Trade, Profession and calling as stated below:-

1. Title of Enlistment (Block Letter) : _____
2. Old License No. (If any) : _____
3. Nature of Trade : _____
4. Enlistment Type : Individual Partnership Limited
5. Enlistment Address : _____

6. Address of the Workshop/ Godown (if any) : _____

7. Ward No. : _____
8. Plinth Area (in Sq. Ft.) : _____
9. Name of the Proprietor/ Partners (Block Letter) : _____
10. Residential Address of the Proprietor/Partners : _____

11. Name of the MD : _____
12. Expected Date of Commencement of Business (In case of New Enlistment) : _____
13. Monthly Rent Payable/ Fair Letting Value : Rs. _____
14. Capital Investment (For Limited Co.) : Rs. _____
15. Additional Information (if any) : Ph No. _____ Mobile No. _____

No. E

Received the application from _____ for issuing
New/Renewal of Certificate of Enlistment for the year _____

Date of Delivery: _____

Time of Delivery: 10:30 A.M to 1:30 P.M. & 2 P.M to 3:30 P.M. (Mon-Fri)
08:00 A.M. to 10:00 A.M. (Sat)

Signature of the recipient
with office seal and date

I/We hereby declare that

1. There is no litigation / Court Case in my /our above mentioned premises where I am / We are conducting business.
2. All information and statements as made above are true to my / our knowledge and belief.
3. Taxes/ Fees under all sections of the West Bengal Municipal Act, 1993 has been cleared by me / us.

I / We pray for issue / renewal of Certificate of Enlistment for the year _____ on payment requisite application fee.

Date: _____

Signature of the applicant(s)
with office seal

N B: Documentary evidence in respect of the following is submitted herewith:-

A. In case of Company: -

1. Incorporation Certificate
2. Rent Bill/ Up-to-date tax receipt
3. Consent Letter of the owner
4. Copy of the Last Year's Balance Sheet
5. Copy or deed of partnership
6. Copy of the Last Year's Enlistment Certificate
7. Memorandum & Articles of Association

B. In case of Individual Firm:-

1. Letter Head
2. Rent Bill/ Up-to-date tax receipt
3. Consent Letter of the owner of the holding
4. Copy of the Last Year's Enlistment Certificate

DEPARTMENTAL REPORT	ORDER OF EXECUTIVE OFFICER

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FORM FEES: - RS. 30/- WILL BE PAID AT THE TIME OF SUBMISSION OF THE FORM.