

**FORM FOR OBTAINING LICENSE / PERMISSION U/S 290, 314 AND 337 OF ODISHA  
MUNICIPAL ACT'1950 FROM NAC, CHATRAPUR, GANJAM**

To

The Executive officer  
NAC, Chatrapur

Sir,

I am to request you to grant licence by the particulars in which are given below:-

**Trader Details**

Trader First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Age \_\_\_\_\_ Father's Name \_\_\_\_\_ Trader Ward Number \_\_\_\_\_  
Address \_\_\_\_\_  
Country \_\_\_\_\_ State \_\_\_\_\_ District \_\_\_\_\_ Pin \_\_\_\_\_  
Phone Number. \_\_\_\_\_ Mob. \_\_\_\_\_ Trader Email \_\_\_\_\_  
Identity Proof (voter card, pan card, Aadhar Card .....etc) Id No. \_\_\_\_\_

**Trade Details**

Firm Name \_\_\_\_\_  
Purpose of License \_\_\_\_\_  
Place of Business. \_\_\_\_\_  
Holding No. \_\_\_\_\_ Revenue Mouza \_\_\_\_\_  
Address \_\_\_\_\_  
Country \_\_\_\_\_ State \_\_\_\_\_ District \_\_\_\_\_ Pin \_\_\_\_\_  
Plot Number \_\_\_\_\_ Trade Ward Number \_\_\_\_\_

**Additional Details of Business**

Commencement Date \_\_\_\_\_  
Owner of Trade Site \_\_\_\_\_  
Plinth Area Proposed (Sq.ft) \_\_\_\_\_  
Number of Workers \_\_\_\_\_  
Working hour from (HH:MM) \_\_\_\_\_ working hour to \_\_\_\_\_ (HH:MM)  
Phone Number \_\_\_\_\_ Mobile. \_\_\_\_\_  
Email \_\_\_\_\_ Website \_\_\_\_\_

**Payment Deatilas (for Offical Use)**

Misc.Receipt No. \_\_\_\_\_ Book No \_\_\_\_\_ Amount \_\_\_\_\_ Date \_\_\_\_\_

**Declaration:-** I / we hereby declare that all the above information given by me / us is true to the best of my knowledge and belief.

**Applicant's Signature**

**Mandatory Documents:-** (Xerox copy)

1. Proof of I.D
2. Proof of Address
3. Photo Copy of Applicant
4. Holding Tax paid receipt
5. R.O.R. / Sale Deed / Lease Deed Etc.....

**Dt.**

6. Child Labour Affidavit