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**Commissionerate of Municipal Administration, Chennai-600 028.**

**Circular**

**Roc. No: 12424/ J2/ 2020-1**

**Date: 27 .08.2020.**

**Sub:-** Public Health – Trade (D&O Trade) License – Municipalities and Corporations – State Level Reforms – Reform conditionalities – Implementation of Licensing Reform of “Elimination of the requirements of renewal of Trade Licenses for doing business/ for running industries and factories and collection of reasonable fees, for Ease of Doing Business as suggested by the Department for Promotion of Industry and Internal Trade (DPIIT), Government of India – Adoption of new procedure for renewal of Trade Licenses- Instructions – Issued – Regarding.

**Ref:-** Government letter No: 9457/ MA(IV)/ 2020 Municipal Administration and Water Supply Department, dated: 05.06.2020.

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The Department for Promotion of Industry and Internal Trade (DPIIT), Government of India has recommended carrying out the following licensing reforms for Ease of Doing Business and the Government has accepted to implement this reform:-

“Elimination of the requirement of renewal of Trade Licenses for doing business/running industries and factories and collection of reasonable fees with automatic renewal of the license”

Therefore, in order to ease the process of renewal of Trade (Dangerous & Offensive Trade) License in line with the above suggested reform for ease of doing business, the Municipal Corporations (except Greater Chennai Corporation) and Municipalities are requested to adopt the following new procedure:-

**“On submission of the application for the renewal of Trade license with the prescribed license fee and within the time limit as stipulated in the Act by the existing license holder through online, it shall be renewed automatically for the subsequent year.**



**After renewal of Trade License, if necessary, the concerned authority of the local body may cause an inspection of the place to see whether all the conditions stipulated in the license are complied with by the license holder. If any violation is found, necessary action shall be taken against the defaulter, as per the prevailing Act provisions".**

Hence, all the Executive Authorities of Municipal Corporations (except Greater Chennai Corporation) and Municipalities are instructed to adopt the above new procedure with regard to renewal of Trade License, with immediate effect.

Necessary provisions will be made in the UTIS software in this regard by the IT section of this office.

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*P. Senthil*  
**Commissioner of Municipal Administration (i/c)**

*Perth*  
*27/8/2020*

**To,**

- 1] All the Corporation Commissioners (except Greater Chennai Corporation)
- 2] All the Municipal Commissioners.
- 3] The Director of Local Fund Audit, Chennai-108.

**Copy to:-**

- 1] All the Regional Directors of Municipal Administration
- 2] The System Analyst of this office
- 3] 'R' / 'MCA' Section Superintendents & "R1" & "MCA4" Assistants.