

# NEW TRADE LICENSE & RENEWAL OF TRADE LICENSE

## STEP BY STEP APPLICATION PROCEDURE

**Application URL:** [https://cdma.cgg.gov.in/cdma\\_trade/NewTrade/SaveNewTrade](https://cdma.cgg.gov.in/cdma_trade/NewTrade/SaveNewTrade)

**Step 1:** Applicant goes through the Mobile OTP Validation to access the New Trade License Application Form

**Step 2:** Applicant needs to fill all the mandatory details along with the Trade Information & required uploads. On filling all the trade information, system displays the Trade Fees

**Step 3:** On Submit, the application number is generated and the applicant is taken to the Payments screen

**Step 4:** On successful payment of the Trade License Fee a TIN number is generated along with the Trade License Certificate and an SMS is sent to the applicant. The generated Trade License is valid till end of the Financial Year and the Trade License has to be renewed before the TIN Expiry

**Step 5:** The Applicant can renew the Trade License using the TIN Number through MeeSeva, CSC Counters, Citizen Buddy Mobile App or Online at [https://cdma.cgg.gov.in/cdma\\_arbs/CDMA\\_PG/TLMenu](https://cdma.cgg.gov.in/cdma_arbs/CDMA_PG/TLMenu)

**Documents Required:** ID Proof, Lease Deed/Legal Occupancy Certificate

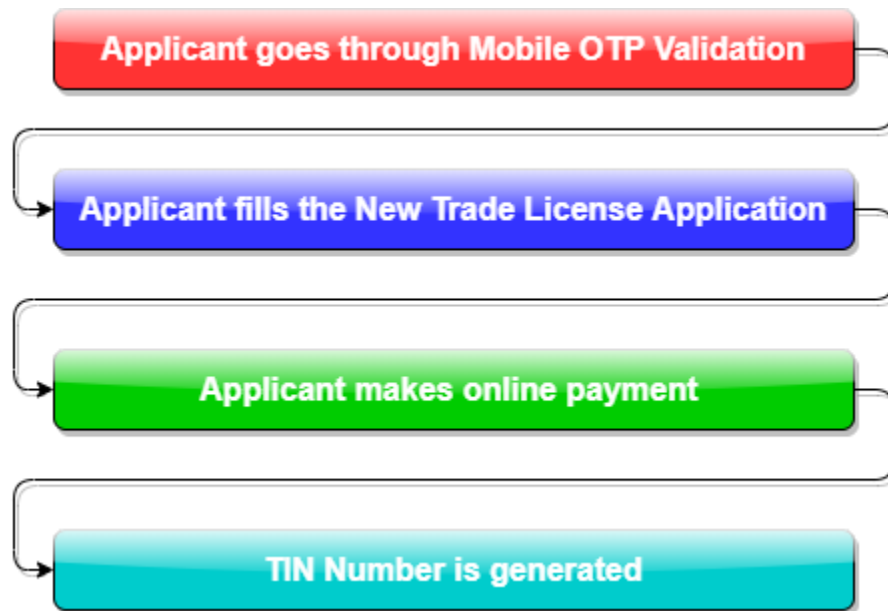
**Timelines:** Instant

**GWMC:** For Application of New Trade License in Greater Warangal Municipal Corporation limits, please follow this link - <https://gwmc.gov.in/TradeLicense/TradeLicenseAppl.aspx>

**Technical Support:** [cdmasupport@cgg.gov.in](mailto:cdmasupport@cgg.gov.in) | +914023120410  
(10:00 AM to 5:00 PM on Working days)

CDMA

## NEW TRADE LICENSE WORKFLOW



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