

Serial No.

Rs. 30/-

FORM J

**Application for certificate of  
enlistment**

The West Bengal Municipal Act, 1993 [See section 118]

**(To be filled up in block letters)**

Ward No. ....

Year .....

To **The Chairman /Executive Officer,**

Sir,

I/We hereby apply for a new/renewal of Certificate of Enlistment for carrying on Trade, Profession and Callings as stated below -

1. Name(s) of applicant : \_\_\_\_\_
2. Name of Firm or Company : \_\_\_\_\_
3. Date/Expected date of commencement of business : \_\_\_\_\_
4. Residential address of the applicant(s) : \_\_\_\_\_
5. Address of the place of business where trade / profession / calling is carried on including its Rent / Annual Valuation : Holding No \_\_\_\_\_, \_\_\_\_\_ Road / Street / Lane  
Ward No \_\_\_\_\_.
6. Nature of Trade / Profession / Calling : \_\_\_\_\_
7. (a) Address of workshop, if any : \_\_\_\_\_  
(b) Address of Godown, if any : \_\_\_\_\_
8. Particulars of immediate preceding year's certificate of enlistment under section 118 in case of renewal : \_\_\_\_\_
9. Additional information, if any : \_\_\_\_\_ Ph.No. \_\_\_\_\_

I/We solemnly declare that:-

- (1) There is no litigation/Court case in my/our above mentioned premises where I/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 other sections of the West Bengal Municipal Act, 1993 have been cleared by me/us.

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

Yours faithfully,

Date.....

.....  
**Signature of the applicant(s) with office seal**

N.B. Documentary evidence in respect of the following is to be submitted:-

<b>A. In case of New Enlistment firm, -</b> (a) Incorporation Certificate; (b) Rent Bill; (c) Up-to-date Municipal tax receipt; (d) N.O.C / Consent letter of the owner; (e) Memorandum & Article of Association; (f) Letter Head; (g) Any Other Documents If Required.	<b>B. In case of Renewal Enlistment firm, -</b> (a) Previous Enlistment Certificate; (b) Current Professional Tax receipt; (c) Letter Head; (d) Rent Bill/Up-to-date tax receipt; (e) Consent letter of the owner; (f) Fire license clearance certificate; (g) Pollution Board Certificate. (h) Any Other Documents If Required.
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