

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:-

A. In case of New Enlistment firm, - (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. In case of Renewal Enlistment firm, - (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.
--	--