

RENEWAL OF TRADE LICENSE

1. Visit www.gmcsikkim.in, click on the link - e-Trade License Application.
2. Login to your TL account with registered USERNAME & PASSWORD.
 - a. If required, you can reset your password by clicking on '**Forgot Password**' and clicking on the reset link sent to your registered email id.
 - b. In case of forgotten USERNAME please visit our office during working hours.
3. Click on '**Issued Licenses**' and select the following whichever is applicable to you.
 - a. **New Trade Licenses** – TL obtained during 2018-19 available here.
 - b. **Old Trade Licenses** - TL obtained before 2018 available here.
 - c. **Old Lall Bazaar Trade Licenses** – Kanchenjunga Shopping Complex TL available here.
4. Now, click on '**RENEW LICENSE**' button, check the payable amount, and make the payment online and download your payment receipt.
5. Your renewal request will be submitted to our office for approval.
6. The renewed TL will be sent to your TL account within **2-3** working days.
7. Login to your TL account and download your license.

ADD/ REMOVE TRADE ITEMS

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3. Click on '**Issued Licenses**' and select the following whichever is applicable to you.
 - a. **New Trade Licenses** – TL obtained during 2018-19 available here.
 - b. **Old Trade Licenses** - TL obtained before 2018 available here.
4. Now click on '**EDIT LICENSE**' button and select your options as under;
 - a. **ADD ITEMS** - Choose items to add and pay the fees. (Note: Choose suitable items only, random items shall be rejected.)
 - b. **REMOVE ITEMS** – Choose items to remove and submit the application.
5. Your ADD/REMOVE request will be submitted to our office for approval.
6. The updated TL will be re-issued to your TL account within **2-3** working days.
7. Login to your TL account and download your license.

Note:

Kanchenjunga Shopping Complex TL holders are advised not to remove or add trade items besides existing allotted trade items.

NEW TRADE LICENSE

1. Visit www.gmcsikkim.in, click on the link - e-Trade License Application.
2. Login to your TL account with registered USERNAME & PASSWORD.
 - c. If required, you can reset your password by clicking on '**Forgot Password**' and clicking on the reset link sent to your registered email id.
 - d. In case of forgotten USERNAME please visit our office during working hours.
3. New users can click on '**New User Registration**' link and create account.
4. Once logged in you can download the NOC forms and look at the '**documents required**' file in the Dashboard.
5. Click on '**Online Application**' and '**Apply for New Trade License**'.
6. **Step 1** - Upload your personal details, photo (JPEG Format) (not more than 50 KB), Signature (not more than 20 KB).
7. **Step 2** - Upload the scanned documents in PDF Format (note more than 2 MB).
8. **Step 3** – Check the payment summary and pay the fees online, download your payment receipt.
9. Your application has to be verified by level 1 official and should forward it to level 3 for approval and issuance.
10. Visit level 3 authorities with attested copies of the uploaded documents for scrutiny for approval.
11. Login to your TL account and download your license.

Note:

For any further queries and clarification you can write to us at gmc.sikkim@gmail.com or visit our office at Deorali, Above Siliguri Taxi Stand.