



New Delhi Municipal Council
PALIKA KENDRA: NEW DELHI-110001

ESTATE-COMMERCIAL DEPARTMENT

Valid up to:
M M / D D / Y Y Y Y

Form No.....

Section-I

1. Citizen ID :
2. Citizen Name :
3. Citizen Address :

City : Pin Code :
4. Citizen Phone No :
5. Citizen Email ID :

Section-II

**TENDER/APPLICATION FORM FOR LICENSING OF SHOPS/KIOSKS ETC.
NO. NEW DELHI.**

1. Name of the applicant (In Block Letters) :
2. Father's/Husband's Name :
3. Complete Residential Address of applicant (Proprietor/Partner/Managing Director) :

City : Pin Code :
4. Permanent Residential Address (in case the applicant is a company its Regd. Address):

City : Pin Code :
5. Telephone No. Office/Residence :
6. Present Occupation :
7. Age :

Section-III

General Instructions & Guidelines

1. You require following documents for this service.
 - For regularization of shops on legal heir basis.
 - Application from legal heir to whom the shop is to be regularized.
 - NOC in the shape of affidavit on Non-judicial Stamp paper of Rs.10/- duly attested by notary from other legal heirs in favour of the legal heir to whom the shop is to be regularized.
 - For regularization of shops on partnership basis.
 - Application from the person to whom the shop is to be regularized.
 - Attested photo copy of partnership deed.
 - Attested photo copy of dissolution deed.
 - NOC in the shape of an affidavit on non-judicial stamp paper of Rs.10/- duly attested by notary public from the outgoing partner in favour of incoming partner.
 - Three photographs.
 - Proof of identity i.e., copy of PAN card/ Election Card / Ration Card / Driving License / passport.
 - Copy of latest Income Tax Return filed.
2. You can also get information about your application status at <http://www.ndmc.gov.in>.
3. In case of delay you can contact _____.