

Office of the Shillong Municipal Board

Bishop Cotton Road, Shillong – 793001, Meghalaya

Format for application for grant of Business License (As per provisions of the M.M.Act / Byelaws of the Shillong Municipality)

1. Name of the Shop/Business Establishment:
2. Whether Establishment is owned by
 - Firm/Company
 - Individual
3. If establishment is owned by Firm/Company
 - a. Name of the Company owning the establishment:
 - b. Name of the authorized representative:
4. If establishment is owned by Individual
 - a. Name of the Individual owning the establishment:
5. Father's / Husband's Name (in respect of 3.a or 4.a) :
6. Present Address (in respect of 3.a or 4.a):
7. Phone No.:
8. Email ID:
9. Permanent Address:
10. Nationality (To be supported by valid document/s – e.g. EPIC/Driving License/Passport; in case of a firm/company MoA and certificate of registration to be enclosed):
11. Address of the establishment from where business is to be conducted(1. Copy of Building permission to be enclosed or an Undertaking in the prescribed format. 2. Receipt against payment of up to date Municipal tax):
12. Holding No:<Optional>
13. Ward No. of the establishment: (*if private owned establishment*)
Market Name (if municipal owned stall / establishment)
Stall No
14. Annual Gross Turnover (Give estimated amount in case of newly established business):
Nature of business (main category):
 - A. General Business
 - B. Services
 - C. Mills, Industrial Units and Workshops
 - D. Entertainment Services
15. Nature of business& Items of business:

16. Date of establishment:

17. Whether the applicant is doing any business in Shillong Municipality during the previous 5 (five) years? : <radio button>

a. Yes

b. No

18. Details if Yes: