

**APPLICATION FORM FOR REGISTRATION OF SHOPS/ BUSINESS ESTABLISHMENT  
WITHIN MUNICIPAL JURISDICTION**

**Form No. SMC/Rev/W** \_\_\_\_\_ / \_\_\_\_\_ , **Receipt No.** \_\_\_\_\_ **Date** \_\_\_\_\_

**Cost of Form:- Rs.50/- only  
(Non-Refundable)**

1. Title of Business Establishment: \_\_\_\_\_
2. Name of the Applicant \_\_\_\_\_
3. S/o/D/o/W/o: \_\_\_\_\_
4. Residence: \_\_\_\_\_
5. Municipal Ward Name & No. \_\_\_\_\_
6. D.O.B. / Age: \_\_\_\_\_
7. Contact No. \_\_\_\_\_
8. Location of Business Establishment : \_\_\_\_\_
9. Size of Business Establishment: \_\_\_\_\_
10. Type of Structure: (Tick one of the following)
  - a) Wooden Shop: \_\_\_\_\_ b) Tin Shed: \_\_\_\_\_
  - c) Kachha Structure : \_\_\_\_\_ d) Concrete Structure: \_\_\_\_\_
  - e) Other (if any specify) : \_\_\_\_\_
11. Specification of Business Establishment: (Tick one of the following)
  - a) Shop: \_\_\_\_\_ b) Showroom : \_\_\_\_\_ c) Godown: \_\_\_\_\_ d) Workshop: \_\_\_\_\_
  - e) Other (if any specify): \_\_\_\_\_
12. Age of Structure: \_\_\_\_\_
13. No. of workers working in the premises: Male \_\_\_\_\_ Female \_\_\_\_\_
14. Name of Trade/Business: \_\_\_\_\_
15. Number of Share Holders (other than applicant): \_\_\_\_\_
16. Particulars of Share Holders (other than applicant):
  - a) Name: \_\_\_\_\_  
S/o/D/o/W/o: \_\_\_\_\_  
Residence: \_\_\_\_\_  
Number of Dependents: \_\_\_\_\_  
Contact No.: \_\_\_\_\_
  - b) Name: \_\_\_\_\_  
S/o/D/o/W/o: \_\_\_\_\_  
Residence: \_\_\_\_\_  
Number of Dependents: \_\_\_\_\_

Photograph  
attested by  
Gazetted  
Officer

## SRINAGAR MUNICIPAL CORPORATION

### APPLICATION FORM FOR REGISTRATION OF SHOPS/ BUSINESS ESTABLISHMENT WITHIN MUNICIPAL JURISDICTION

Contact No.: \_\_\_\_\_

c) Name: \_\_\_\_\_

S/o/D/o/W/o: \_\_\_\_\_

Residence: \_\_\_\_\_

Number of Dependents: \_\_\_\_\_

Contact No.: \_\_\_\_\_

d) Name: \_\_\_\_\_

S/o/D/o/W/o: \_\_\_\_\_

Residence: \_\_\_\_\_

Number of Dependents: \_\_\_\_\_

Contact No.: \_\_\_\_\_

17. Whether Building Permission obtained (Y/N) \_\_\_\_\_

18. Whether involved in any road widening scheme or any other scheme (Y/N) \_\_\_\_\_

19. If yes to S. No. (18) give details: \_\_\_\_\_

20. Waste Generation Details:

( i ) Solid Waste Disposal:

a) Total Solid Waste generation in the premises \_\_\_\_\_

b) Whether waste is segregated at source (Y/N) \_\_\_\_\_

c) Any Hazardous waste is produced in the premises (Y/N) \_\_\_\_\_

d) Whether Solid Waste is handed over to SMC staff for disposal (Y/N) \_\_\_\_\_

( ii ) Liquid Waste Disposal:

a) Whether Lavatory / Convenience available in the premises (Y/N) \_\_\_\_\_

b) Waste of Lavatory disposed in:

Sewer / Open Drain / Deep Drain / Soakage / Septic Tank

c) Whether separate toilet/lavatory facility available for men & women (Y/N) \_\_\_\_\_

21. Enclosures : -

a) Election ID Card. b) Rent Deed / Ownership Deed c) Site plan copy (vetted by W.O)

d) Photograph of Shop. e) Undertaking. f) Affidavit.  
(as per given format) (as per given format)

### DECLARATION

# SRINAGAR MUNICIPAL CORPORATION

## **APPLICATION FORM FOR REGISTRATION OF SHOPS/ BUSINESS ESTABLISHMENT WITHIN MUNICIPAL JURISDICTION**

It is solemnly affirmed that the statements tendered hereinabove from S.No. 01 to S.No.21 are true and correct to the best of my knowledge and belief and nothing material stands suppressed or concealed herein above.

Signature of the Applicant

### **FOR OFFICE USE ONLY**

22. Remarks/Assessment of T.A/A.T.I/J.T.I/T.I (After spot inspection): \_\_\_\_\_

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23. Recommendation of Ward Officer: \_\_\_\_\_

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**SRINAGAR MUNICIPAL CORPORATION**

**APPLICATION FORM FOR REGISTRATION OF SHOPS/ BUSINESS ESTABLISHMENT  
WITHIN MUNICIPAL JURISDICTION**

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**ANNEXURE-“B”**

**AFFIDAVIT**

I, \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_  
do hereby undertaken and solemnly affirm as follows:

That I am the genuine proprietor of the business concern viz \_\_\_\_\_ situated at \_\_\_\_\_, which is not as yet registered with the SMC for the purpose of commissioning the business of \_\_\_\_\_.

That all the documents annexed with the registration form provided by the Corporation, are genuine and the information recorded therein is true and correct.

That the statement tendered herein is true and correct to the best of our knowledge and belief that nothing material stands suppressed or concealed herein.

It is However, undertaken that I shall be squarely liable for legal consequences in case the annexed documents or any information contained therein prove to be fabricated or manipulated at any stage.

I undertake to surrender the possession of shop in case the same proves to be on State or Nazool land. I shall adhere strictly all rules and regulations of the corporation currently in force or to be imposed in future.

Deponent

# SRINAGAR MUNICIPAL CORPORATION

## APPLICATION FORM FOR REGISTRATION OF SHOPS/ BUSINESS ESTABLISHMENT WITHIN MUNICIPAL JURISDICTION

Deponent

Witnesses:

- 1.
- 2.

### ANNEXURE-“A”

#### UNDERTAKING

I \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_

aged \_\_\_\_\_ undertaken on oath as under: -

1. That I have applied before Municipal Authority for registration of my shop/ business establishment under Municipal rules, situated at \_\_\_\_\_, covered under survey No. \_\_\_\_\_ in estate \_\_\_\_\_
2. That I shall pay all taxes, cess, and fee to Srinagar Municipal Corporation regularly and punctually to which my business shall be assessable.
3. That I am not serving in any Government or Semi-Government or in any Government Owned Corporation.
4. That I will not use any polythene material in my business on the said shop/business establishment.
5. That I shall not encroach upon public lanes/ foot path/ road in any way nor shall dump articles of trade on the road side etc. in case of default/ violation, the municipal Corporation shall be empowered to remove such articles and confiscate them in the public interests.
6. That I shall not damage or cause damages to the Public road/lane/bye-lane/ drain/deep drain/surface drain in any way failing which I shall be liable to pay indemnity to Srinagar Municipal Corporation for such damages done/ caused.

# SRINAGAR MUNICIPAL CORPORATION

## APPLICATION FORM FOR REGISTRATION OF SHOPS/ BUSINESS ESTABLISHMENT WITHIN MUNICIPAL JURISDICTION

7. That I shall not deal in any offensive or inflammable or immoral trade nor shall sell liquor or contraband material in the said shop/ business establishment.
8. That I shall conduct the authorized trade/ business in the said shop.
9. That in case of change of trade, I Shall inform the Srinagar Municipal Corporation about the new changed trade and I shall be ready to pay the charges/fee/taxes due on the said changed trade by the corporation.
10. That I will not claim for any rehabilitation on the basis of Municipal Registration, if it comes under any road widening program of the Government.
11. The registration shall be merely for carrying the trade/ business within Municipal limits for which fee is imposed under section-324 of Municipal Corporation Act-2000.
12. That I shall abide all the rules and regulation of the corporation currently in vogue or to be imposed in future by the corporation.
13. That the Srinagar Municipal Corporation will be free to initiate cancellation process of my registration, if found violation from my part.

Deponent.

Witness.

1. \_\_\_\_\_

S/o \_\_\_\_\_

R/o \_\_\_\_\_

2. \_\_\_\_\_

S/o \_\_\_\_\_

R/o \_\_\_\_\_

**SRINAGAR MUNICIPAL CORPORATION**

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**APPLICATION FORM FOR REGISTRATION OF SHOPS/ BUSINESS ESTABLISHMENT  
WITHIN MUNICIPAL JURISDICTION**

SMC DEMO FORM



APPLICATION FORM FOR REGISTRATION OF BANKS  
WITHIN MUNICIPAL JURISDICTION

Form No. SMC/Rev/W \_\_\_\_\_ / \_\_\_\_\_ , Receipt No. \_\_\_\_\_ Date \_\_\_\_\_

Cost of Form:- Rs.50/- only  
(Non-Refundable)

1. Name of Bank: \_\_\_\_\_
2. Name of Branch Head \_\_\_\_\_
3. S/o/D/o/W/o: \_\_\_\_\_
4. Residence: \_\_\_\_\_
5. Municipal Ward Name & No. \_\_\_\_\_
6. D.O.B. / Age: \_\_\_\_\_
7. Contact No. \_\_\_\_\_
8. Location of Bank : \_\_\_\_\_
9. Size of Bank Space: \_\_\_\_\_
10. Age of Building where Bank is accommodated: \_\_\_\_\_
11. Floor in which Bank is Situated \_\_\_\_\_
12. No. of employees working in the Bank: Male \_\_\_\_\_ Female \_\_\_\_\_
13. Whether Building Permission obtained for the building where Bank is accommodated (Y/N) \_\_\_\_\_
14. Waste Generation Details:
  - (i) Solid Waste Details:
    - a) Total Solid Waste generation in the Bank \_\_\_\_\_
    - b) Whether waste is segregated at source (Y/N) \_\_\_\_\_
    - c) Any Hazardous waste is produced in the premises (Y/N) \_\_\_\_\_
    - d) Whether Solid Waste is handed over to SMC staff for disposal(Y/N) \_\_\_\_\_
  - (ii) Liquid Waste Disposal:
    - (a) Whether Lavatory/Convenience available in the premises(Y/N) \_\_\_\_\_
    - (b) Waste of Lavatory disposed in:  
Sewer/Open Drain/Deep Drain/Soakage/Septic Tank
    - (c) Whether separate toilet/lavatory facility available for men & women (Y/N) \_\_\_\_\_
15. Enclosures:-
  - (a) Rent deed/Ownership deed.
  - (b) Photograph of Bank Premises.
  - (c) Copy of Site plan/building plan
  - (d) Undertaking. (format enclosed)
  - (e) Affidavit (format enclosed)
  - (f) Affidavit (format enclosed)

Photograph  
OF Current  
Branch Head

DECLARATION

It is solemnly affirmed that the statements tendered hereinabove from S.No. 01 to S.No. 15 are true and correct to the best of my knowledge and belief and nothing material stands suppressed or concealed herein above.

**SRINAGAR MUNICIPAL CORPORATION**

**APPLICATION FORM FOR REGISTRATION OF BANKS  
WITHIN MUNICIPAL JURISDICTION  
FOR OFFICE USE ONLY**

16 Remarks of T.A/A.T.I/J.T.I/T.I (After spot inspection): \_\_\_\_\_

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17. Recommendation of Ward Officer: \_\_\_\_\_

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**SRINAGAR MUNICIPAL CORPORATION**

**APPLICATION FORM FOR REGISTRATION OF BANKS  
WITHIN MUNICIPAL JURISDICTION**

18. Recommendations of A.R.O \_\_\_\_\_

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19. Orders of Chief Rev. Officer \_\_\_\_\_

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**SRINAGAR MUNICIPAL CORPORATION**

**APPLICATION FORM FOR REGISTRATION OF BANKS  
WITHIN MUNICIPAL JURISDICTION**

**ANNEXURE-“B”**

**AFFIDAVIT**

I \_\_\_\_\_ S/o \_\_\_\_\_

R/o \_\_\_\_\_ do hereby solemnly affirm as follows:

1. That I am the branch head of (Name of bank) branch (Name of Branch) situated at Location of Branch, which is not as yet registered with the SMC for the purpose of running business of banking.

That all the documents annexed with the registration form provided by the Corporation, are genuine and the information recorded therein is true & correct.

That the statement tendered herein is true and correct to the best of my knowledge and belief that the nothing material stands suppressed or concealed herein.

Hence this affidavit is sworn in at Srinagar on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Deponent.

Deponent

Witness.

1. \_\_\_\_\_

S/o \_\_\_\_\_

R/o \_\_\_\_\_

2. \_\_\_\_\_

S/o \_\_\_\_\_

R/o \_\_\_\_\_

(Note: To be typed out on stamp paper duly authenticated  
by the Judicial Authority)

**SRINAGAR MUNICIPAL CORPORATION**

**APPLICATION FORM FOR REGISTRATION OF BANKS  
WITHIN MUNICIPAL JURISDICTION**

**ANNEXURE-“A”**

**UNDERTAKING**

I \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_  
do hereby undertaking in favour of Srinagar Municipal Corporation as under:-

1. That I have applied before Municipal Authority for registration of (Name of bank) Branch (Name of branch), covered under survey No. \_\_\_\_\_ in estate \_\_\_\_\_
2. That I shall pay all taxes, cess, and fee to SRINAGAR Municipal Corporation regularly & punctually to which my branch shall be assessable.
3. That I will not use any polythene material in my business in the above said branch.
4. That I shall not deal in any offensive or inflammable or immoral trade nor shall sell liquor or contraband material in the above said branch.
5. That the registration shall be merely for carrying the banking business and related works within Municipal limits for which fee is imposed under section-324 of Municipal Corporation Act 2000 & relevant orders issued by the corporation pursuant to the said Act from time to time
6. That I shall abide all the rules & regulation of the Corporation currently in vogue or to be imposed in future by the Corporation.
7. That the Srinagar Municipal Corporation will be free to cancel my registration, if any violation on my part is found.
8. That I shall be squarely liable for legal consequences in case the annexed documents or any information contained therein prove to be fabricated or manipulated at any stage.

Executant .

Witnesses:

1. \_\_\_\_\_  
S/o \_\_\_\_\_  
R/o \_\_\_\_\_
2. \_\_\_\_\_  
S/o \_\_\_\_\_  
R/o \_\_\_\_\_

(Note: To be typed out on stamp paper duly authenticated  
By Judicial authority)

## APPLICATION FORM FOR REGISTRATION OF EDUCATIONAL INSTITUTIONS

Form No. SMC/Rev/W \_\_\_\_\_ / \_\_\_\_\_ , Receipt No. \_\_\_\_\_ Date \_\_\_\_\_

1. Name of the Educational Institute: \_\_\_\_\_
2. Name of the Head: \_\_\_\_\_
3. S/o/D/o/W/o: \_\_\_\_\_
4. Residence: \_\_\_\_\_
5. Municipal Ward Name & No. \_\_\_\_\_
6. D.O.B. / Age: \_\_\_\_\_
7. Contact No. \_\_\_\_\_
8. Location of Educational Institute: \_\_\_\_\_
9. Size of the Premises: \_\_\_\_\_
10. Type of Structure: (Tick one of the following)
  - a) Wooden Shop: \_\_\_\_\_ b) Tin Shed: \_\_\_\_\_
  - c) Kachha Structure : \_\_\_\_\_ d) Concrete Structure: \_\_\_\_\_
  - e) Other (if any specify) : \_\_\_\_\_
11. Specification of Business Establishment: (Tick one of the following)
  - a) Creche: \_\_\_\_\_ b) Primary School: \_\_\_\_\_
  - c) Middle School: \_\_\_\_\_ d) High School: \_\_\_\_\_
  - e) Higher Sec. School: \_\_\_\_\_ f) College: \_\_\_\_\_
  - g) Technical College: \_\_\_\_\_ h) B.Ed College: \_\_\_\_\_
  - I) Coaching Centre: \_\_\_\_\_ j. Computer Institute: \_\_\_\_\_
12. Age of Structure: \_\_\_\_\_
13. No. of employees working in the premises: Male \_\_\_\_\_ Female \_\_\_\_\_
14. Name of Trade/Business: \_\_\_\_\_
15. Number of Share Holders (other than applicant): \_\_\_\_\_
16. Particulars of Share Holders (other than applicant):
  - a) Name: \_\_\_\_\_  
S/o/D/o/W/o: \_\_\_\_\_  
Residence: \_\_\_\_\_  
Number of Dependents: \_\_\_\_\_  
Contact No.: \_\_\_\_\_
  - b) Name: \_\_\_\_\_  
S/o/D/o/W/o: \_\_\_\_\_  
Residence: \_\_\_\_\_

Photograph attested by Ward Officer
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**Cost of Form:- Rs.50/- only  
(Non-Refundable)**

# SRINAGAR MUNICIPAL CORPORATION

## APPLICATION FORM FOR REGISTRATION OF EDUCATIONAL INSTITUTIONS

- Number of Dependents: \_\_\_\_\_  
Contact No.: \_\_\_\_\_
- c) Name: \_\_\_\_\_  
S/o/D/o/W/o: \_\_\_\_\_  
Residence: \_\_\_\_\_  
Number of Dependents: \_\_\_\_\_  
Contact No.: \_\_\_\_\_
- d) Name: \_\_\_\_\_  
S/o/D/o/W/o: \_\_\_\_\_  
Residence: \_\_\_\_\_  
Number of Dependents: \_\_\_\_\_  
Contact No.: \_\_\_\_\_
17. Roll of Students: \_\_\_\_\_
18. Whether Building Permission obtained (Y/N) \_\_\_\_\_
19. Whether recognized/registered by the Government (Y/N) \_\_\_\_\_
20. If yes to S.No. (19) give No. / details: \_\_\_\_\_
21. Whether involved in any road widening scheme or any other scheme (Y/N) \_\_\_\_\_
22. If yes to S. No. (21) give details: \_\_\_\_\_
23. Waste Generation Details:
- ( i ) Solid Waste Disposal:
- a) Total Solid Waste generation in the premises \_\_\_\_\_
- b) Whether waste is segregated at source (Y/N) \_\_\_\_\_
- c) Any Hazardous waste is produced in the premises (Y/N) \_\_\_\_\_
- d) Whether Solid Waste is handed over to SMC staff for disposal (Y/N) \_\_\_\_\_
- ( ii ) Liquid Waste Disposal:
- a) Whether Lavatory / Convenience available in the premises (Y/N) \_\_\_\_\_
- b) Waste of Lavatory disposed in:  
Sewer / Open Drain / Deep Drain / Soakage / Septic Tank
- c) Whether separate toilet/lavatory facility available for men & women (Y/N) \_\_\_\_\_
24. Enclosures : -
- a) Election ID Card. b) Rent Deed / Ownership Deed c) Site plan copy (vetted by W.O)  
d) Photograph of premises. e) Undertaking. f) Affidavit.  
(as per given format) (as per given format)  
g) Building Plan. h) Recognition/Reg. Certificate.

### DECLARATION

# SRINAGAR MUNICIPAL CORPORATION

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## APPLICATION FORM FOR REGISTRATION OF EDUCATIONAL INSTITUTIONS

It is solemnly affirmed that the statements tendered hereinabove from S.No. 01 to S.No.21 are true and correct to the best of my knowledge and belief and nothing material stands suppressed or concealed herein above.

Signature of the Applicant

### FOR OFFICE USE ONLY

25. Remarks/Assessment of T.A/A.T.I/J.T.I/T.I (After spot inspection): \_\_\_\_\_

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26. Recommendation of Ward Officer: \_\_\_\_\_

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SRINAGAR MUNICIPAL CORPORATION

APPLICATION FORM FOR REGISTRATION OF EDUCATIONAL INSTITUTIONS

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27. Recommendations of S.O/A.R.O/R.O

Lined area for text entry.

28. Orders of Chief Rev. Officer

Lined area for text entry.

**SRINAGAR MUNICIPAL CORPORATION**

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**APPLICATION FORM FOR REGISTRATION OF EDUCATIONAL INSTITUTIONS**

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**ANNEXURE-“B”**

**AFFIDAVIT**

I, \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_  
\_\_\_\_\_ do hereby undertaken and solemnly affirm as follows:

That I am the genuine proprietor of the educational institution viz \_\_\_\_\_  
situated at \_\_\_\_\_, which is not as yet registered with the SMC.

That all the documents annexed with the registration form provided by the  
Corporation, are genuine and the information recorded therein is true and correct.

That the statement tendered herein is true and correct to the best of our knowledge  
and belief that nothing material stands suppressed or concealed herein.

It is However, undertaken that I shall be squarely liable for legal consequences in  
case the annexed documents or any information contained therein prove to be fabricated  
or manipulated at any stage.

I undertake to surrender the possession of shop in case the same proves to be on  
State or Nazool land. I shall adhere strictly all rules and regulations of the corporation  
currently in force or to be imposed in future.

Deponent

Deponent

# SRINAGAR MUNICIPAL CORPORATION

## APPLICATION FORM FOR REGISTRATION OF EDUCATIONAL INSTITUTIONS

Witnesses:

1.

2.

### ANNEXURE-“A”

#### UNDERTAKING

I \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_

aged \_\_\_\_\_ undertaken on oath as under: -

1. That I have applied before Municipal Authority for registration of my educational institution under Municipal rules, situated at \_\_\_\_\_, covered under survey No. \_\_\_\_\_ in estate \_\_\_\_\_
2. That I shall pay all taxes, cess, and fee to Srinagar Municipal Corporation regularly and punctually to which my business shall be assessable.
3. That I am not serving in any Government or Semi-Government or in any Government Owned Corporation.
4. That I shall not encroach upon public lanes/ foot path/ road in any way nor shall dump articles of trade on the road side etc. in case of default/ violation, the municipal Corporation shall be empowered to remove such articles and confiscate them in the public interests.
5. That I shall not damage or cause damages to the Public road/lane/bye-lane/ drain/deep drain/surface drain in any way failing which I shall be liable to pay indemnity to Srinagar Municipal Corporation for such damages done/ caused.
6. That I shall install fire extinguishing equipments in the premises.
7. That in case of change of trade, I Shall inform the Srinagar Municipal Corporation about the new changed trade and I shall be ready to pay the charges/fee/taxes due on the said changed trade by the corporation.

## SRINAGAR MUNICIPAL CORPORATION

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### APPLICATION FORM FOR REGISTRATION OF EDUCATIONAL INSTITUTIONS

8. That I will not claim for any rehabilitation on the basis of Municipal Registration, if premises of the institute comes under any road widening program of the Government.
9. The registration shall be merely for running the institute within Municipal limits for which fee is imposed under section-324 of Municipal Corporation Act-2000.
10. That I shall abide all the rules and regulation of the corporation currently in vogue or to be imposed in future by the corporation.
11. That the Srinagar Municipal Corporation will be free to initiate cancellation process of my registration, if found violation from my part.

Deponent.

Witness.

1. \_\_\_\_\_

S/o \_\_\_\_\_

R/o \_\_\_\_\_

2. \_\_\_\_\_

S/o \_\_\_\_\_

R/o \_\_\_\_\_

## APPLICATION FORM FOR REGISTRATION OF HEALTH INSTITUTES

Form No. SMC/Rev/W \_\_\_\_\_ / \_\_\_\_\_ , Receipt No. \_\_\_\_\_ Date \_\_\_\_\_

1. Name of the Health Institute: \_\_\_\_\_
2. Name of the Head \_\_\_\_\_
3. S/o/D/o/W/o: \_\_\_\_\_
4. Residence: \_\_\_\_\_
5. Municipal Ward Name & No. \_\_\_\_\_
6. D.O.B. / Age: \_\_\_\_\_
7. Contact No. \_\_\_\_\_
8. Location of Health Institute : \_\_\_\_\_
9. Size of Health Institute: \_\_\_\_\_
10. Type of Structure: (Tick one of the following)
  - a) Wooden Shop: \_\_\_\_\_ b) Tin Shed: \_\_\_\_\_
  - c) Kachha Structure : \_\_\_\_\_ d) Concrete Structure: \_\_\_\_\_
  - e) Other (if any specify) : \_\_\_\_\_
11. Nature of Health Institute: (Tick one of the following)
  - a) Sample Collecting Unit: \_\_\_\_\_ b. Clinical Laboratory: \_\_\_\_\_
  - c) Referral Laboratory: \_\_\_\_\_ d. Diagnostic Centre: \_\_\_\_\_
  - e) Doctor's Clinic: \_\_\_\_\_ f. Poly Clinic: \_\_\_\_\_
  - g) Nursing Home: \_\_\_\_\_ h. Private Hospital: \_\_\_\_\_
  - i.) If other Health concern (Specify): \_\_\_\_\_
12. Age of Structure: \_\_\_\_\_
13. No. of workers working in the premises: Male \_\_\_\_\_ Female \_\_\_\_\_
14. Number of Share Holders (other than applicant): \_\_\_\_\_
15. Particulars of Share Holders (other than applicant):
  - a) Name: \_\_\_\_\_  
S/o/D/o/W/o: \_\_\_\_\_  
Residence: \_\_\_\_\_  
Number of Dependents: \_\_\_\_\_  
Contact No.: \_\_\_\_\_
  - b) Name: \_\_\_\_\_  
S/o/D/o/W/o: \_\_\_\_\_  
Residence: \_\_\_\_\_  
Number of Dependents: \_\_\_\_\_  
Contact No.: \_\_\_\_\_

Photograph attested by Gazetted Officer
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**Cost of Form:- Rs.50/- only  
(Non-Refundable)**

# SRINAGAR MUNICIPAL CORPORATION

## APPLICATION FORM FOR REGISTRATION OF HEALTH INSTITUTES

16. No. of beds (in case of Hospital): \_\_\_\_\_
17. Whether Building Permission obtained (Y/N) \_\_\_\_\_
18. Whether recognized / registered by the government (Y/N) \_\_\_\_\_
19. If yes to S.No. (18) give No. / details: \_\_\_\_\_
20. Whether involved in any road widening scheme or any other scheme (Y/N) \_\_\_\_\_
21. If yes to S. No. (20) give details: \_\_\_\_\_
22. Procedure for disposing of Bio-Medical waste: \_\_\_\_\_
- \_\_\_\_\_
23. Waste Generation Details:
- ( i ) Solid Waste Disposal:
- a) Total Solid Waste generation in the premises \_\_\_\_\_
- b) Whether waste is segregated at source (Y/N) \_\_\_\_\_
- c) Any Hazardous waste is produced in the premises (Y/N) \_\_\_\_\_
- d) Whether Solid Waste is handed over to SMC staff for disposal (Y/N) \_\_\_\_\_
- ( ii ) Liquid Waste Disposal:
- a) Whether Lavatory / Convenience available in the premises (Y/N) \_\_\_\_\_
- b) Waste of Lavatory disposed in:  
Sewer / Open Drain / Deep Drain / Soakage / Septic Tank
- c) Whether separate toilet/lavatory facility available for men & women (Y/N) \_\_\_\_\_
24. Enclosures : -
- a) Election ID Card. b) Rent Deed / Ownership Deed c) Site plan copy (vetted by W.O)  
d) Building Plan . e) Photograph of Building/Premises. f) Undertaking. (as per given format)
- g) Affidavit. h) Recognition / Registration Certificate. (as per given format)

### DECLARATION

It is solemnly affirmed that the statements tendered hereinabove from S.No. 01 to S.No.23 are true and correct to the best of my knowledge and belief and nothing material stands suppressed or concealed herein above.

Signature of the Applicant

**SRINAGAR MUNICIPAL CORPORATION**  
**APPLICATION FORM FOR REGISTRATION OF HEALTH INSTITUTES**

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**FOR OFFICE USE ONLY**

25. Remarks of T.A/A.T.I/J.T.I/T.I (After spot inspection) with Tax Assessment\_\_\_\_\_

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26. Remarks of Ward Officer:

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**SRINAGAR MUNICIPAL CORPORATION**

**APPLICATION FORM FOR REGISTRATION OF HEALTH INSTITUTES**

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27. Recommendations of A.R.O/S.O (Rev.) (For specific cases only)

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**SRINAGAR MUNICIPAL CORPORATION**  
**APPLICATION FORM FOR REGISTRATION OF HEALTH INSTITUTES**

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**ANNEXURE-“B”**

**AFFIDAVIT**

I, \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_ aged \_\_\_\_\_ years do hereby undertaken and solemnly affirm as follows:

That I am the genuine proprietor of \_\_\_\_\_ situated at \_\_\_\_\_, which is not as yet registered with the SMC for the purpose of running the \_\_\_\_\_.

That all the documents annexed with the registration form provided by the Corporation, are genuine and the information recorded therein is true and correct.

That the statement tendered herein is true and correct to the best of our knowledge and belief that nothing material stands suppressed or concealed herein.

It is However, undertaken that I shall be squarely liable for legal consequences in case the annexed documents or any information contained therein prove to be fabricated or manipulated at any stage.

I undertake to surrender the possession of shop in case the same proves to be on State or Nazool land. I shall adhere strictly all rules and regulations of the corporation currently in force or to be imposed in future.

Deponent

Deponent

**SRINAGAR MUNICIPAL CORPORATION**  
**APPLICATION FORM FOR REGISTRATION OF HEALTH INSTITUTES**

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Witnesses:

1.

2.

**ANNEXURE-“A”**

**UNDERTAKING**

I \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_  
aged \_\_\_\_\_ undertaken on oath as under: -

1. That I have applied before Municipal Authority for registration of my Health Institute under Municipal rules, situated at \_\_\_\_\_, covered under survey No. \_\_\_\_\_ in estate \_\_\_\_\_
2. That I shall pay all taxes, cess, and fee to Srinagar Municipal Corporation regularly and punctually to which my business shall be assessable.
3. That I am not serving in any Government or Semi-Government or in any Government Owned Corporation.
4. That I will not use any polythene material in my business on the said shop/business establishment.
5. That I shall not encroach upon public lanes/ foot path/ road in any way nor shall allow the parking of vehicles on the road side etc. in case of default/ violation, the municipal Corporation shall be empowered to cancel the registration at that time.
6. That I shall not damage or cause damages to the Public road/lane/bye-lane/ drain/deep drain/surface drain in any way failing which I shall be liable to pay indemnity to Srinagar Municipal Corporation for such damages done/ caused.
7. If needed, I shall engage the qualified staff to run the Health Institute.

## SRINAGAR MUNICIPAL CORPORATION

### APPLICATION FORM FOR REGISTRATION OF HEALTH INSTITUTES

8. That I shall dispose of the medical waste of the Health Institute scientifically or tie-up with the agency who shall scientifically dispose of the medical waste of the Health Institute.
9. That in case of change of trade, I Shall inform the Srinagar Municipal Corporation about the new changed trade and I shall be ready to pay the charges/fee/taxes due on the said changed trade by the corporation.
10. That I will not claim for any rehabilitation on the basis of Municipal Registration, if it comes under any road widening program of the Government.
11. The registration shall be merely for running the Health Institute within Municipal limits for which fee is imposed under section-324 of Municipal Corporation Act-2000.
12. That I shall abide all the rules and regulation of the corporation currently in vogue or to be imposed in future by the corporation.
13. That the Srinagar Municipal Corporation will be free to initiate cancellation process of my registration, if found violation from my part.

Deponent.

Witness.

1. \_\_\_\_\_

S/o \_\_\_\_\_

R/o \_\_\_\_\_

2. \_\_\_\_\_

S/o \_\_\_\_\_

R/o \_\_\_\_\_

**SRINAGAR MUNICIPAL CORPORATION**  
**APPLICATION FORM FOR REGISTRATION OF HEALTH INSTITUTES**

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SMC DEMO FORM

Rs. 50/- only

## SRINAGAR MUNICIPAL CORPORATION

### APPLICATION FORM FOR CHANGE OF NAME

Form No. SMC/Rev/W \_\_\_\_\_/\_\_\_\_\_

Dated: \_\_\_\_\_

1. Name of the Company/Firm/Business Estb.: \_\_\_\_\_
2. Name of the Proprietor/Manager: \_\_\_\_\_
3. S/o/D/o/W/o: \_\_\_\_\_
4. Address: \_\_\_\_\_
5. Municipal Ward No. & Name: \_\_\_\_\_
6. D.O.B. / Age: \_\_\_\_\_
7. Contact No. \_\_\_\_\_
8. Location of Business Establishment/Concern : \_\_\_\_\_
9. Size of Business Establishment/Concern: \_\_\_\_\_
10. Nature of Structure: (Tick one of the following)
  - a) Wooden Shop: \_\_\_\_\_ b) Tin Shed: \_\_\_\_\_
  - c) Kachha Structure : \_\_\_\_\_ d) Concrete Structure: \_\_\_\_\_
  - e) Other (if any specify) : \_\_\_\_\_
11. Type of Business Establishment: (Tick one of the following)
  - a) Shop: \_\_\_\_\_: b) Showroom : \_\_\_\_\_
  - c) Godown: \_\_\_\_\_: d) Workshop: \_\_\_\_\_
  - e) Other (if any specify): \_\_\_\_\_
12. Name of previous trade: \_\_\_\_\_
13. Particulars of previous Shop keeper: -
  - a. Name: \_\_\_\_\_
  - b. S/o/D/o/W/o: \_\_\_\_\_
  - c. Residence: \_\_\_\_\_

Photograph attested by Gazetted Officer
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# SRINAGAR MUNICIPAL CORPORATION

## APPLICATION FORM FOR CHANGE OF NAME

- d. Plate No.: \_\_\_\_\_
14. Name of new trade: \_\_\_\_\_
15. Age of structure: - \_\_\_\_\_
16. Enclosures: -

- a. State Subject of previous trader.      b. Pan Card/Ration Card/Voter Card /  
Driving License of previous trader
- c. State Subject of new trader      d. Pan Card/Ration Card/Voter Card /  
Driving License of new trader
- e. Affidavit by previous trader/businessman (as per given format).
- f. Undertaking by new trader/businessman (as per given format).

Signature of New Trader / Businessman

### **DECLARATION.**

It is solemnly affirmed that the statements tendered above from S.No.01 to S.No.16 are true and correct to the best of my knowledge and belief and nothing material stands suppressed or concealed herein above.

Signature of New Trader / Businessman



**SRINAGAR MUNICIPAL CORPORATION**

**APPLICATION FORM FOR CHANGE OF NAME  
FOR OFFICE USE ONLY**

18. Remarks/Report of A.T./J.T./T.I: \_\_\_\_\_

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19. Remarks of Ward Officer: \_\_\_\_\_

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20. Remarks of Section Officer (Revenue): \_\_\_\_\_

**SRINAGAR MUNICIPAL CORPORATION**

**APPLICATION FORM FOR CHANGE OF NAME**

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Lined area for writing the application details.

22. Orders of Chief Revenue Officer: \_\_\_\_\_

Lined area for writing the orders of the Chief Revenue Officer.

SRINAGAR MUNICIPAL CORPORATION

APPLICATION FORM FOR CHANGE OF NAME

Chief Revenue Officer.

**ANNEXURE-“B”**

**AFFIDAVIT**

I, Name of previous trader/businessman S/o Parentage R/o Address do hereby declare and affirm on oath as follows:

1. That I was holding the possession of a shop belonging to the Name of Landlord the said shop is registered on the deponents name under plate No. \_\_\_\_\_.
2. That I have surrendered the possession and occupation of the said shop in favour of Name of new trader/businessman S/o Parentage R/o Address with the permission of landlord.
3. That the deponent has NO OBJECTION in case the competent authority of SMC records the name Name of new trader against the same plate number i.e. \_\_\_\_\_.
4. That the statement has been produced into writing with free will and consent and without any undue influence, in view of which the Chief Revenue Officer, SMC may rectify the records showing therein the name of the occupant of the shop vice the name of the deponent against the same plate number.

Place: - Srinagar.

Dated: - \_\_\_\_\_

Deponent  
(Sig. of Previous trader)

Witnesses:

1. \_\_\_\_\_

S/o \_\_\_\_\_

R/o \_\_\_\_\_

Contact: \_\_\_\_\_

2. \_\_\_\_\_

S/o \_\_\_\_\_

R/o \_\_\_\_\_

Contact: \_\_\_\_\_

**VERIFICATION.**

Verified the contents of this affidavit at Srinagar. The same are true and correct. Nothing herein stands suppressed or concealed.

Deponent

# SRINAGAR MUNICIPAL CORPORATION

## APPLICATION FORM FOR CHANGE OF NAME

(Sig. of Previous trader)

Accepted by.

### ANNEXURE-"A"

#### UNDERTAKING

I Mr. Name of new trader/businessman S/o Parentage R/o Address  
aged \_\_\_\_\_ undertaken on oath as under: -

1. That I am dealing with the Name of new trade and I have taken over the possession of shop from the erstwhile tenant namely Mr. Name of previous trader/businessman S/o Parentage R/o Address after seeking permission from the landlord i.e Name of Landlord.
2. That in case any arrears are due from the erstwhile tenant the same would be cleared by the executants personally and it is undertaken that I shall follow all the stipulation envisaged for transfer of shop under reference from the erstwhile tenant to the name of the executants.
3. That I shall be liable to indemnify the corporation against any loss or damage if sustained due to change of the name of the occupant of the shop from Mr. Name of previous trader/businessman S/o Parentage R/o Address to Mr Name of new trader/businessman S/o Parentage R/o Address against the plate No. \_\_\_\_\_.

Hence this undertaking is submitted to Chief Revenue Officer, SMC to serve as an evidence for future.

Place:- Srinagar.

Dated: - \_\_\_\_\_

EXECUTANT.

**APPLICATION FORM FOR CHANGE OF TRADE**

Form No. SMC/Rev/W \_\_\_\_\_ / \_\_\_\_\_

Dated: \_\_\_\_\_

1. Name of the Company/Firm/Business Estb.: \_\_\_\_\_
2. Name of the Proprietor/Manager: \_\_\_\_\_
3. S/o/D/o/W/o: \_\_\_\_\_
4. Address: \_\_\_\_\_
5. Municipal Ward No. & Name: \_\_\_\_\_
6. D.O.B. / Age: \_\_\_\_\_
7. Contact No. \_\_\_\_\_
8. Location of Business Establishment/Concern : \_\_\_\_\_
9. Size of Business Establishment: \_\_\_\_\_ Plate No.: \_\_\_\_\_
10. Nature of Structure: (Tick one of the following)
  - a) Wooden Shop: \_\_\_\_\_
  - b) Tin Shed: \_\_\_\_\_
  - c) Kachha Structure : \_\_\_\_\_
  - d) Concrete Structure: \_\_\_\_\_
  - e) Other (if any specify) : \_\_\_\_\_
11. Type of Business Establishment: (Tick one of the following)
  - a) Shop: \_\_\_\_\_
  - b) Showroom : \_\_\_\_\_
  - c) Godown: \_\_\_\_\_
  - d) Workshop: \_\_\_\_\_
  - e) Other (if any specify): \_\_\_\_\_
12. Age of Structure: \_\_\_\_\_
13. Name of previous trade / business: \_\_\_\_\_
14. Name of new trade / business: - \_\_\_\_\_
15. Enclosures: -
  - a. State Subject.
  - b) Election ID card.
  - c. Affidavit (as per given format)
  - d) Undertaking (as per given format)

Photograph attested by Gazetted Officer
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Signature of the Applicant

16. **DECLARATION**

It is solemnly affirmed that the statements tendered above from S.No.01 to 15 are true and correct to the best of my knowledge and belief and nothing material stands suppressed or concealed herein above.

SRINAGAR MUNICIPAL CORPORATION

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APPLICATION FORM FOR CHANGE OF TRADE

Signature of the Applicant

**FOR OFFICE USE ONLY**

18. Remarks of A.T./J.T./T.I: \_\_\_\_\_

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*SMC DEMO FORM*

19. Remarks of Ward Officer: \_\_\_\_\_

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**SRINAGAR MUNICIPAL CORPORATION**

**APPLICATION FORM FOR CHANGE OF TRADE**

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20. Recommendations of Section Officer (Revenue): \_\_\_\_\_

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**SRINAGAR MUNICIPAL CORPORATION**

**APPLICATION FORM FOR CHANGE OF TRADE**

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21. Orders of Chief Revenue Officer: \_\_\_\_\_

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# SRINAGAR MUNICIPAL CORPORATION

## APPLICATION FORM FOR CHANGE OF TRADE

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### ANNEXURE-“B”

#### AFFIDAVIT

I, Name of Trader S/o Parentage R/o Address do hereby declare and affirm on oath as follows:

1. That I am the genuine proprietor of the business concern viz Title of Shop situated at \_\_\_\_\_.
2. That the previous trade in the shop/premises was Name of previous trade under plate No. \_\_\_\_\_, which has been closed down by me on \_\_\_\_\_.
3. That I shall clear all the dues of the previous business within seven days.
4. That all the documents annexed with the requisite form provided by the Corporation, are genuine and the information recorded therein is true and correct.
5. That the statement tendered herein is true and correct to the best of our knowledge and belief that nothing material stands suppressed or concealed herein.
6. It is However, undertaken that I shall be squarely liable for legal consequences in case the annexed documents or any information contained therein prove to be fabricated or manipulated at any stage.

I undertake to surrender the possession of shop in case the same proves to be on State or Nazool land. I shall adhere strictly all rules and regulations of the corporation currently in force or to be imposed in future.

Deponent

# SRINAGAR MUNICIPAL CORPORATION

## APPLICATION FORM FOR CHANGE OF TRADE

Deponent

Witnesses:

1.

2.

### ANNEXURE-“A”

#### UNDERTAKING

I \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_  
aged \_\_\_\_\_ undertaken on oath as under: -

1. That I have applied before Municipal Authority for registration of my shop/ business establishment under Municipal rules, situated at \_\_\_\_\_, covered under survey No. \_\_\_\_\_ in estate \_\_\_\_\_, registered under plate No. \_\_\_\_\_ on \_\_\_\_\_.
2. That I am intending to change my trade from Name of previous trade to Name of new trade.
3. The registration of new trade shall be merely for carrying the trade/ business within Municipal limits for which fee is imposed under section-324 of Municipal Corporation Act-2000.
4. That I shall pay all taxes, cess, and fee to Srinagar Municipal Corporation regularly and punctually to which my business shall be assessable.
5. That I am not serving in any Government or Semi-Government or in any Government Owned Corporation.
6. That I will not use any polythene material in my business on the said shop/business establishment.
7. That I shall not encroach upon public lanes/ foot path/ road in any way nor shall dump articles of trade on the road side etc. in case of default/ violation, the municipal Corporation shall be empowered to remove such articles and confiscate them in the public interests.

# SRINAGAR MUNICIPAL CORPORATION

## APPLICATION FORM FOR CHANGE OF TRADE

8. That I shall not damage or cause damages to the Public road/lane/bye-lane/drain/deep drain/surface drain in any way failing which I shall be liable to pay indemnity to Srinagar Municipal Corporation for such damages done/caused.
9. That I shall not deal in any offensive or inflammable or immoral trade nor shall sell liquor or contraband material in the said shop/ business establishment.
10. That I shall conduct the authorized trade/ business in the said shop.
11. That I will not claim for any rehabilitation on the basis of Municipal Registration, if it comes under any road widening program of the Government.
12. That I shall abide all the rules and regulation of the corporation currently in vogue or to be imposed in future by the corporation.
13. That the Srinagar Municipal Corporation will be free to initiate cancellation process of my registration, if found violation from my part.

Deponent.

Witness.

1. \_\_\_\_\_

S/o \_\_\_\_\_

R/o \_\_\_\_\_

2. \_\_\_\_\_

S/o \_\_\_\_\_

R/o \_\_\_\_\_

**SRINAGAR MUNICIPAL CORPORATION**

**APPLICATION FORM FOR CHANGE OF TRADE**

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SMC DEMO FORM