

INSTRUCTIONS

For getting licence under section 394 of MMC Act 1888

- 1) Applicant is required to pay Rs. 200/- online as Scrutiny fees for trade and storage licence.
- 2) Applicant may refer schedule of fees for selected trade/storage on MCGM Portal.
- 3) Before filling application for licence party may refer required documents list and Schedule 'M' for ready reference, which is available on MCGM Portal.
- 4) While filling application for licence online, party have to mention ancillary commodities after selecting trade activity of part-IV, IV(I), IV(II) of Schedule 'M' and quote 'Yes' for the same, so as to enable system not to calculate any fee.
- 5) If the application is incomplete then the concerned Sr. Inspector will give remarks and system generated mail will be send to the applicant about the necessary compliance to be done within 15 days.
- 6) In case of incomplete application 15 days' time will be granted for compliance, failing which application shall be cancelled.
- 7) The licence fees shall be payable within 10 days from the receipt of notice or a letter of demand. If applicant is not paid within that time they will still be received within 20 days from the date of receipt thereof if paid together with composition equal to 25 per cent of the fees demanded. If applicant fails to pay fees then application shall be cancelled.
- 8) Licence will be granted subject to the proper compliance of conditions stipulated with licence and conditions conveyed by Chief Fire Officer.
- 9) Party have to make payment of fees online via MCGM enabled banking/ Card system, which is mentioned in the payment process system.
- 10) Upon payment of licence fees within 10 days, licence will be issued immediately on registered email.
- 11) After actual issuing of licence online concerned Sr. Inspector licence/Inspector will visit the same premises within 30 days and confirm the details of licence, If found incorrect/ inadequate information licence will be cancelled and prosecution will be launched against the concerned.
- 12) Licence fees once paid shall not be refundable under any circumstances, even if the licence is cancelled or revoked during the validity period for any reason and Security Deposit will be forfeited.