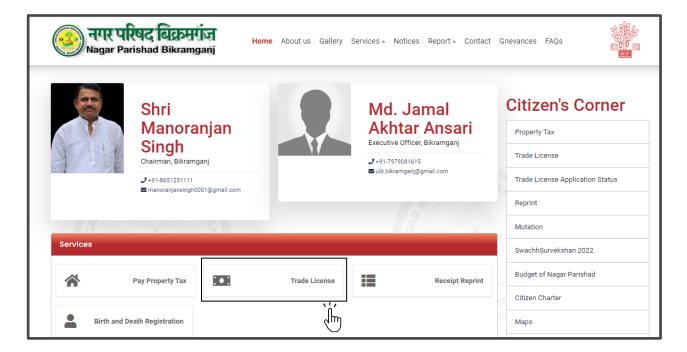
Step By Step Guide for Applying Trade License and making necessary License Fee Payment:

1. Accessing the Website:

- Open Google Chrome or any web browser.
- Open Bikramganj Nagar Parishad Website.
- Click on the link to navigate to the Bikram Ganj Nagar Parishad website.

2. Navigating to Trade License Application:

- On the homepage, scroll down and select the "Service" option.
- Click on "Trade License" from the available services.



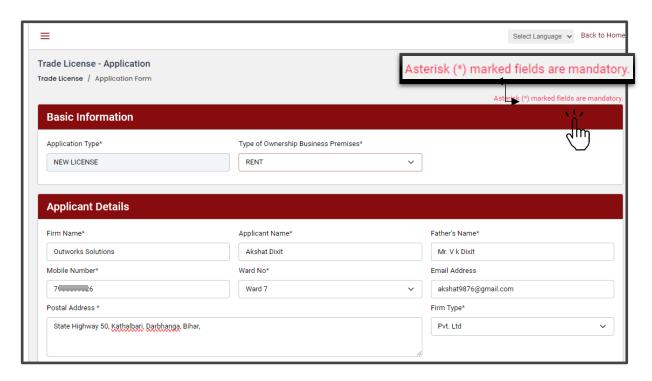
3. Initiating the Application:

- Enter your mobile number in the provided field.
- Click "Send OTP" to receive a verification code.



4. Steps for Filling Out the Trade License Form

- Initial Info: Choose property type (Self-owned/Rental).
- Applicant Details: Provide personal information.



(Note: Please make sure to fill out all fields marked with an asterisk (*) as they are required to complete the application.)

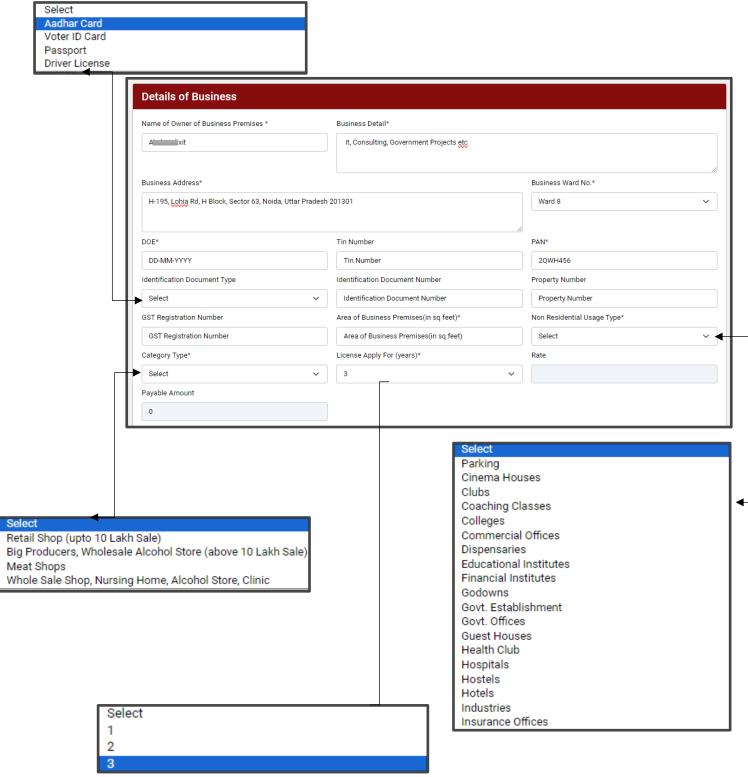
• Business Details: Fill in required business information.

• **ID Document:** Select type.

• Category: Choose business type.

• **Usage Type:** Specify non-residential usage.

• **Duration:** Indicate license duration (years)



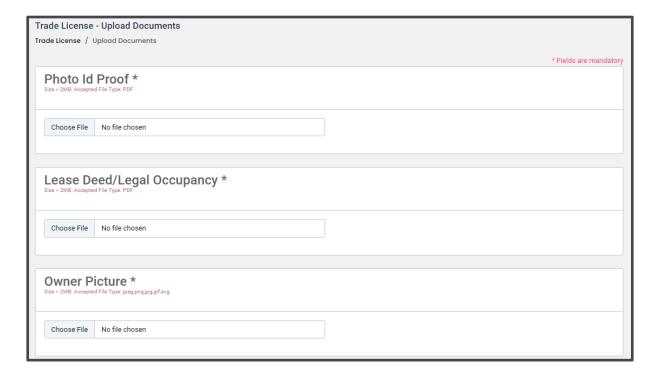
(Note: Please make sure to fill out all fields marked with an asterisk (*) as they are required to complete the application.)

- **Select Category Type:** Choose from dropdown.
- Specify License Duration: Select from dropdown.
- Review Payable Amount: Calculated rate will display automatically.
- Click Submit: Finalize the submission.



5. Uploading Documents:

- After submission, you will be prompted to upload necessary documents.
- Follow the instructions to upload all required documents.

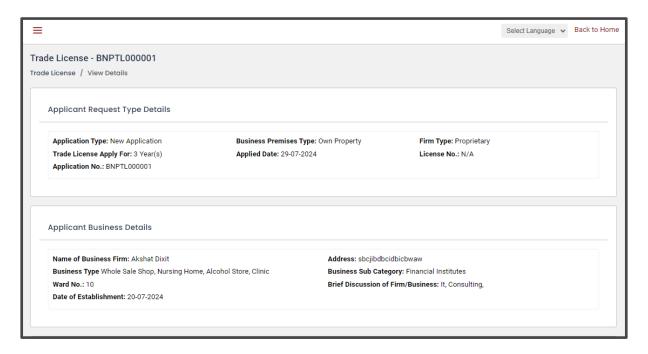


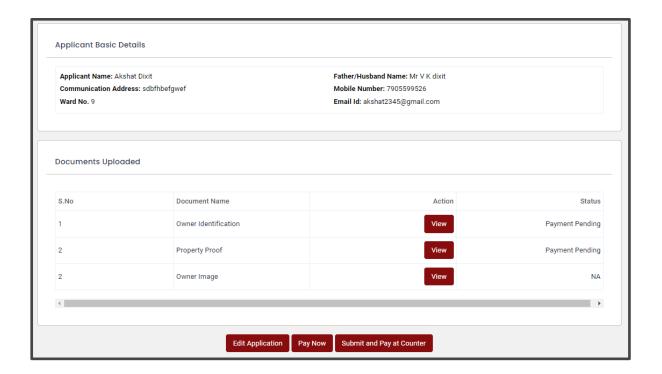
(Note: Please make sure to fill out all fields marked with an asterisk (*) as they are required to complete the application.)

6. **Application Number:** Issued after successful submission and document upload.

7. Payment Options:

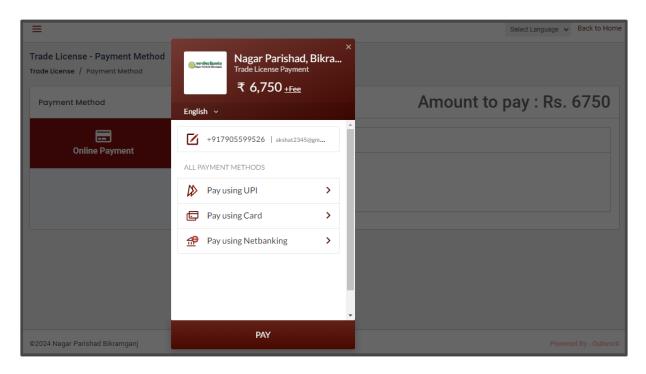
- **Edit Application:** Modify if needed.
- Pay Now:
 - o **Online Payment:** Choose Pay Online, Debit/Credit Card, UPI, or Net Banking.
 - o **Offline Payment:** Submit payment slip at the authorized office.



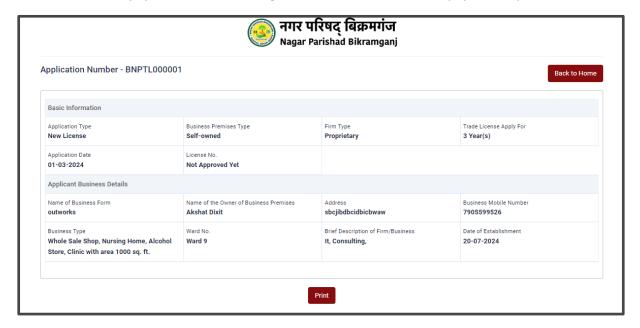


8. Final Steps:

- Complete Online Payment: Use available payment gateways.
- Options: Razorpay, Debit/Credit Card, UPI, Net Banking.



For offline payments, visit the designated counter to submit the payment slip.



Finalize online payment or submit the payment slip at the authorized office.

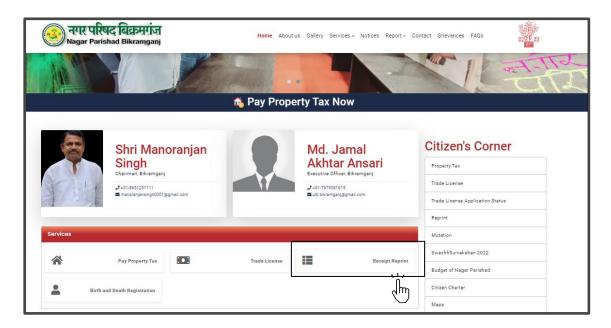
After Successful Submission of your Application, you will be provided with an application number. Please keep it with you, as it will be used in the future for communication with the ULB.

You will be provided with your license post Document Verification and Approval by the ULB which will have your license number on it. These are the steps required to complete the trade license application process on the Bikramganj Nagar Parishad website.

Step-by-Step Guide for Receipt Reprint

1. Accessing the Website:

- Open Google Chrome or any web browser.
- Open Bikramganj Nagar Parishad Website.
- Click on the link to navigate to the Bikram Ganj Nagar Parishad website.



2. Enter Required Information:

- The Receipt Reprint page will display four input fields:
 - 1. **Property** Enter property details if available.
 - 2. **QR Code** Scan or enter the QR code information if applicable.
 - 3. **Owner Name** Input the name of the property owner.
 - 4. **Mobile Number** Provide the mobile number associated with the property.

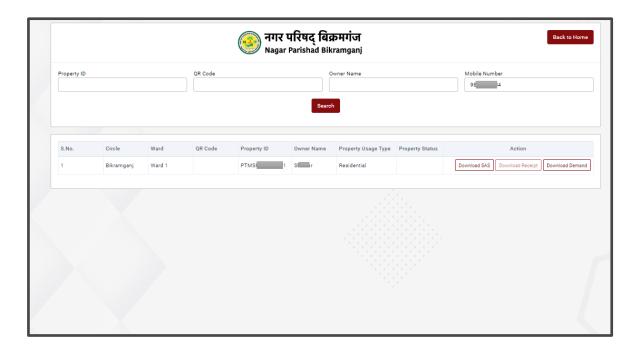


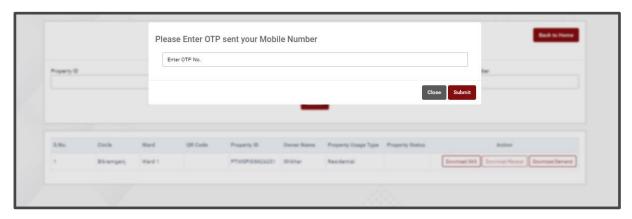
3. Retrieve Property Details

• Fill in any one of the above fields to retrieve the associated property details.

4. Download Required Documents

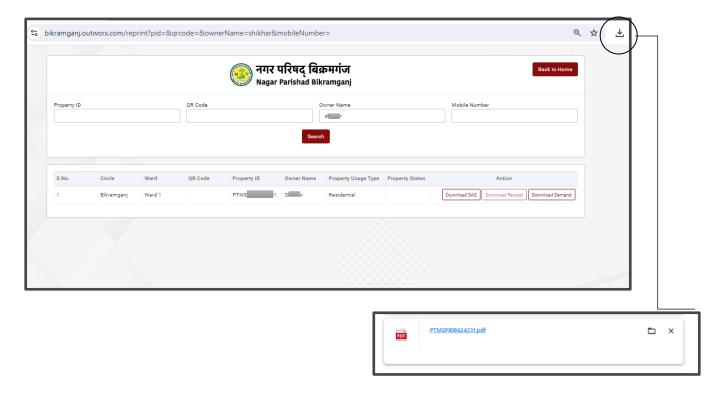
- After retrieving property details, the page will provide options to download documents:
 - o **Download SAS** Click on this option to receive the SAS form.
 - An OTP (One-Time Password) will be sent to your registered mobile number.
 - Enter the OTP in the designated field to download the SAS form.
 - o **Download Demand** Click on this option to receive the Demand form.
 - An OTP will also be sent to your registered mobile number.
 - Enter the OTP to download the Demand form.





• Save Documents

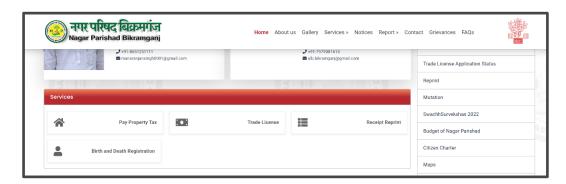
- The selected documents (SAS and/or Demand) will be downloaded to your system.
- o Save the files to your preferred location for future reference.



This guide outlines the process clearly and should help users navigate the receipt reprint function efficiently. This structured approach ensures clarity and precision in the receipt reprint process, facilitating accurate execution of the procedure.

Step By Step Guide for Property Tax Payment:

1. On <u>Bikramganj Nagar Parishad Website</u>, Click on "Pay Property Tax" from the available services.

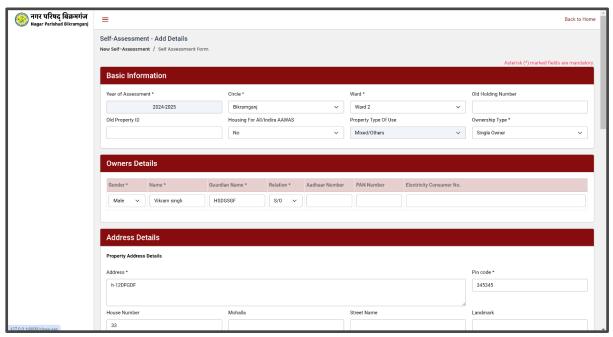


2. Select Assessment Option

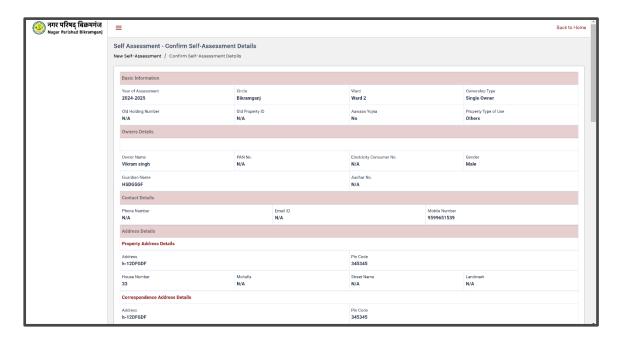
- On the homepage, you will see three options:
- 2.1 New Self Assessment
 - o Enter your mobile number and click on send OTP.



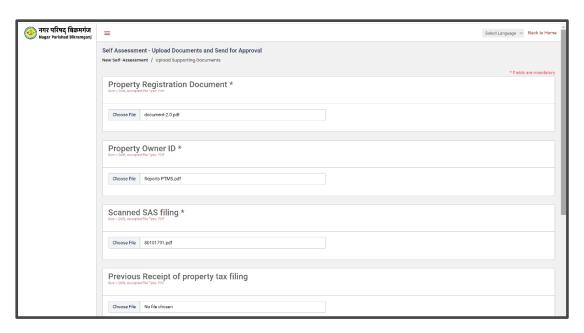
- Fill out the Self-Assessment Form that appears next.
 (Note: Fields marked with an asterisk (*) are mandatory.)
- o Enter all mandatory details accurately



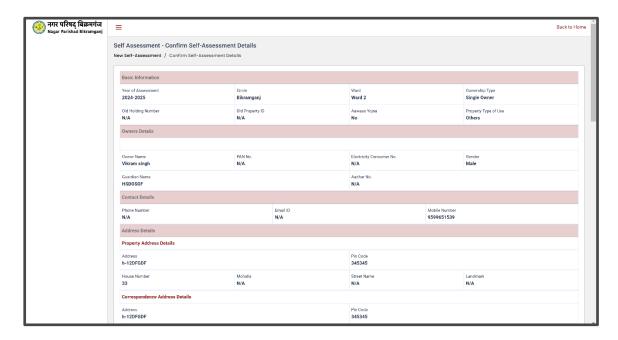
- o The confirmation page will appear after filling the form
- o Check out all the details properly then coniform the details and submit the form.



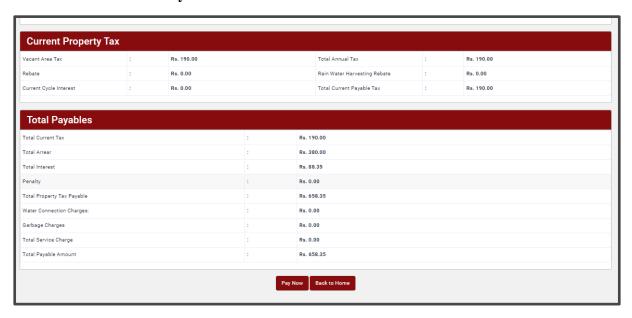
• Upload all required documents as indicated in the form.



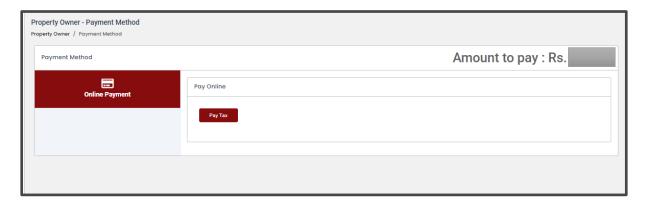
• **Submit the form** for approval by clicking the appropriate button.



• Click on Pay Now.

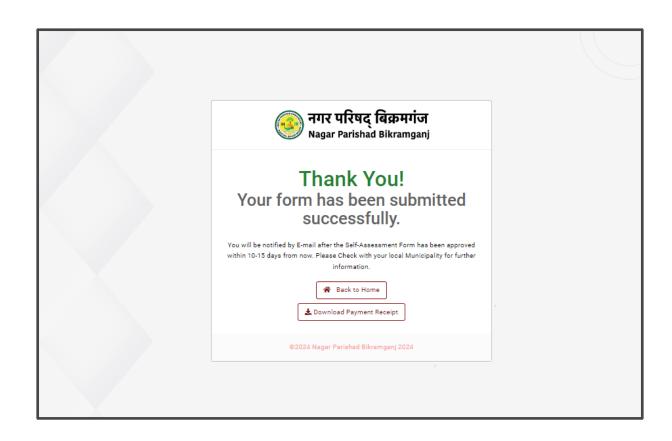


- You will be redirected to the payment page.
- Click on Pay Tax
- Choose a payment method from the available options and pay.



(Click on Pay Tax option then you will get 2 options **Debit Card/ Credit Card & Net Banking** you can choose a one of them for payment purpose)

You will be redirected to the confirmation page where you can download your payment receipt.



By following these steps, you can successfully complete your property tax payment online. This structured approach ensures clarity and precision in the property tax payment process, facilitating accurate execution of the procedure.

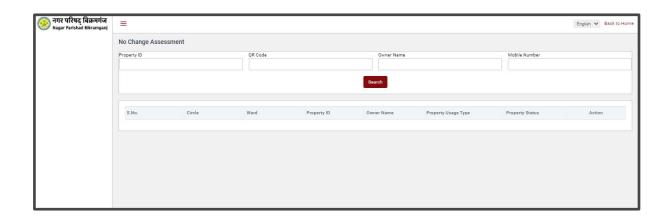
• 2.2 No Change

- On the homepage, click on the "No Change" option.
- o A "Proceed" button will appear below. Click on "Proceed."



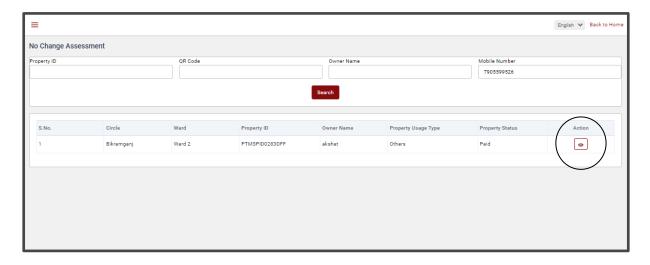
• Enter Property Details:

- O You will be taken to a page with four blocks:
 - o Property ID
 - o QR Code
 - o Owner Name
 - o Mobile Number
- o Fill in any one of these fields that is easiest for you.
- o Click on the "Search" button.



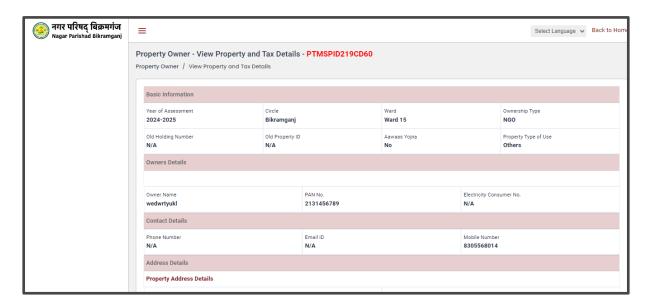
View Property Details:

- o After searching, details will appear, showing the property details.
- o In the last column labelled "Action," click on the **eye icon** to view more details.

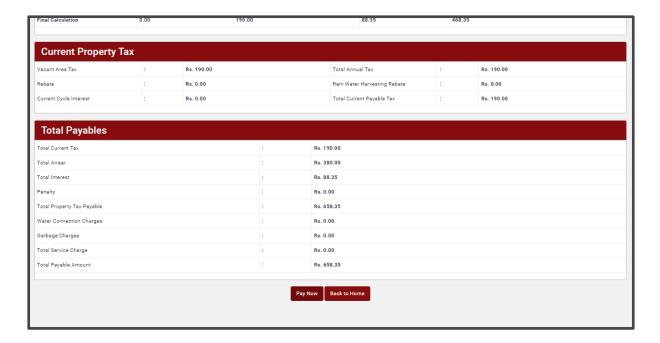


• Access View Property Details Showing details:

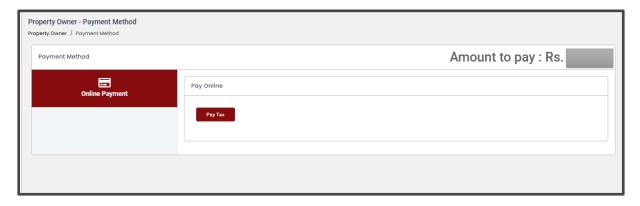
- o The View Property Details will appear, displaying the property details.
- o Scroll down the form to the bottom.



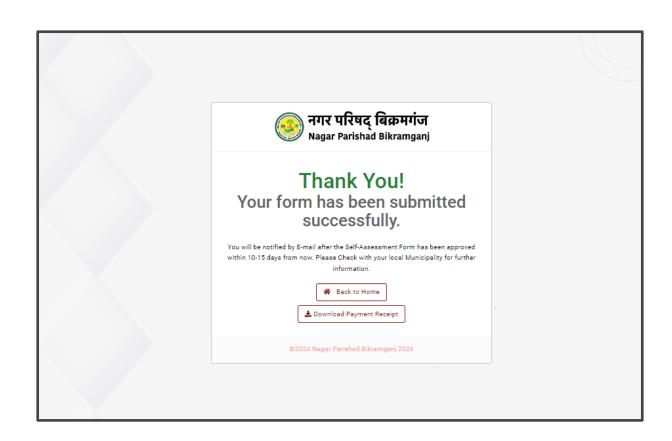
- At the bottom of the form, you will see the option "Pay Now."
- Click on "Pay Now" to proceed to the payment page.



- You will be redirected to the payment page.
- o Click on Pay Tax
- Choose a payment method from the available options and pay.



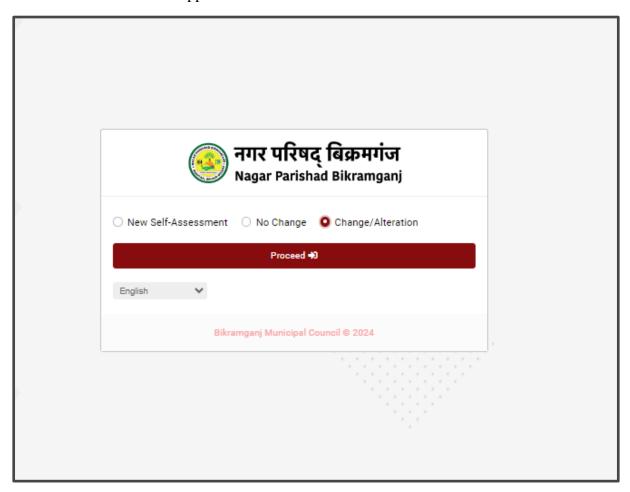
You will be redirected to the confirmation page where you can download your payment receipt.



By following these steps, you can successfully complete your property tax payment online. This structured approach ensures clarity and precision in the property tax payment process, facilitating accurate execution of the procedure.

2.3 Change/Alteration

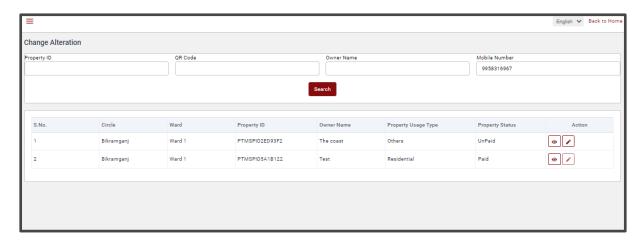
- On the homepage, click on the "Change/Alteration" option.
- A "Proceed" button will appear below. Click on "Proceed."



- Fill in any one of these fields that is easiest for you.
- Click on the "Search" button.

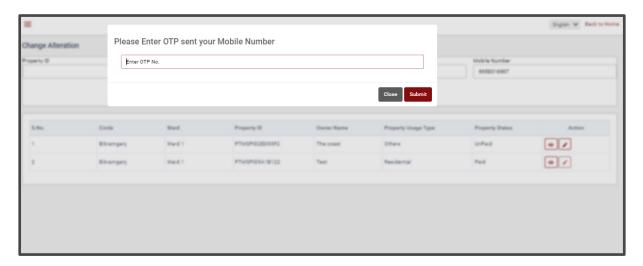
• View Property Details:

- o After searching, you will see the property details displayed.
- o In the last column labelled "Action," both an **eye icon** and an **edit icon** will appear.
- Note: The edit icon will only be enabled for unpaid properties.
- o Click on the **edit icon** to proceed.



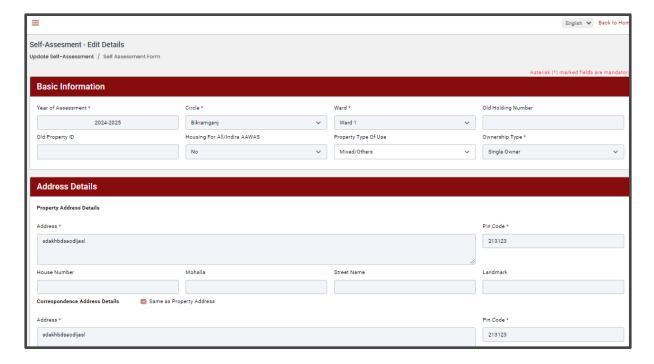
Verify with OTP:

- o An OTP will be sent to your registered mobile number.
- Enter the OTP to verify and proceed.



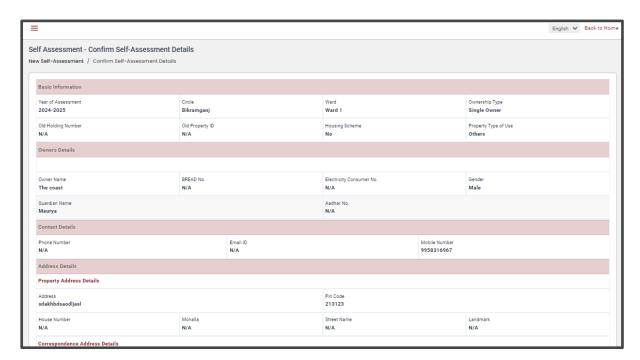
• Edit Self-Assessment Form:

- o The Self-Assessment Form will appear after OTP verification.
- Edit the fields as needed.
- Scroll down after making your changes and click on Submit.

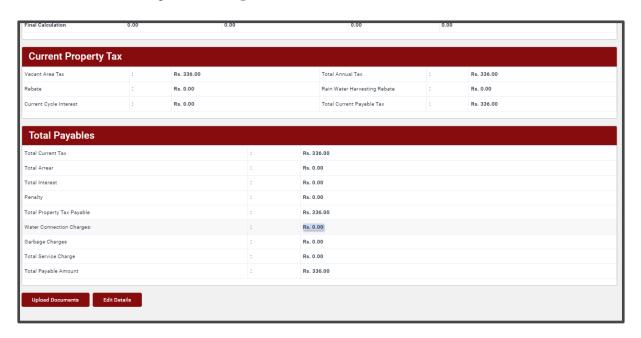


• Review and Confirm Changes:

- o A Self-Assessment Confirmation Form will appear.
- o Review the changes you've made.
- o After reviewing, click on **Upload Documents**.

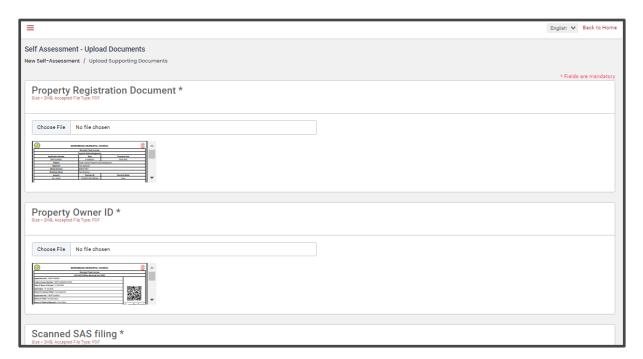


o After reviewing, click on **Upload Documents**.



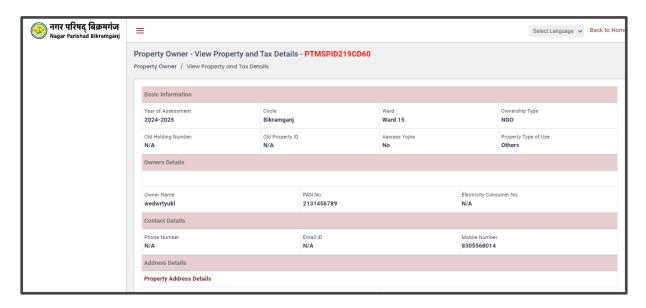
• Upload or Edit Documents:

- o You will be redirected to the Document Upload page.
- o **Upload or edit** the required documents.
- o Click on **Submit Documents** after making the changes.

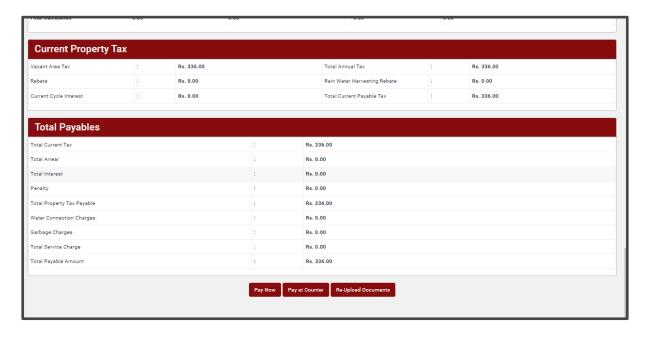


• Access View Property Details:

- o The View Property Details will appear, showing the updated property details.
- o Scroll down to the bottom of the form.

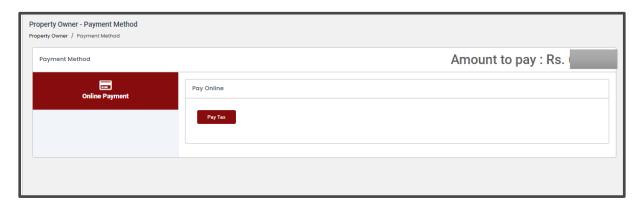


- o At the bottom, you will see options to "Pay Now" or "Pay at Counter."
- Click on "Pay Now" to proceed to the payment page.

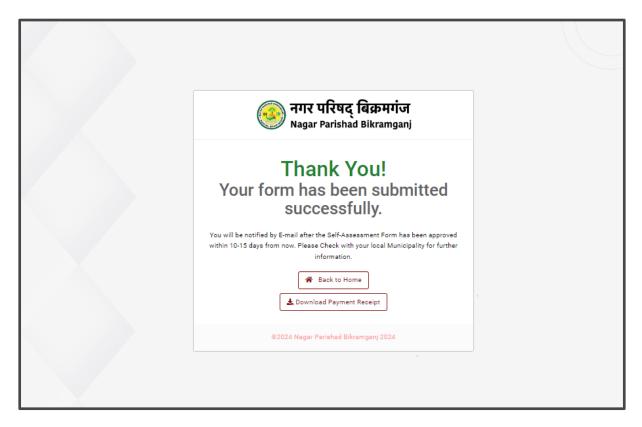


You will be redirected to the payment page.

- Click on Pay Tax
- Choose a payment method from the available options and pay.



You will be redirected to the confirmation page where you can download your payment receipt.



By following these steps, you can successfully complete your property tax payment online. This structured approach ensures clarity and precision in the property tax payment process, facilitating accurate execution of the procedure.