



PROCESS TO APPLY NEW D&O LICENSE

STEP 1

URL - <https://tnurbanepay.tn.gov.in>

STEP 2

SELECT : NEW USER REGISTRATION

← → ↻ 🔒 tnurbanepay.tn.gov.in

மழைநீர் சேமிப்போம் மழைநீர் உயிர்நீர்

The screenshot shows the homepage of the tnurbanepay.tn.gov.in website. The page features a navigation bar with the text 'மழைநீர் சேமிப்போம்' and 'மழைநீர் உயிர்நீர்'. Below this, there are several circular images representing various urban infrastructure projects. On the right side, there is a white box containing the logo of the Commissionerate of Municipal Administration and the text 'Commissionerate of Municipal Administration' and 'நகராட்சி நிர்வாக ஆணையரகம் Enabling ULBs for better services'. Below this, there is a green bar with 'Quick Links' and 'Login' options. The 'Quick Links' menu is open, and the 'New User Registration' option is highlighted with a yellow arrow. Other options in the menu include 'New User Activation Code', 'Forgot Password?', 'Quick Payment', 'Dashboard', and 'Help'. To the right of the menu, there are input fields for 'Mobile No or Email', 'Password', and 'Captcha Code', along with a 'DHPPOH' button and 'Login' and 'Reset' buttons. At the bottom of the page, there is a green bar with the text 'This is the end to end online service.No physical touch point required'.

Quick Links ↗ Login ↗

- 🔗 New User Registration
- 🔗 New User Activation Code
- 🔗 Forgot Password?
- 🔗 Quick Payment
- 🔗 Dashboard
- 🔗 Help

Mobile No or Email *

Password *

Captcha Code *

DHPPOH ↻

Login Reset

This is the end to end online service.No physical touch point required

STEP 3

UNDER NEW REGISTRATION : FILL THE USER DETAILS AND CLICK SUBMIT

tnurbanepay.tn.gov.in/NewUserRegistration.aspx

Commissionerate of Municipal Administration
நகராட்சி நிர்வாக ஆணையரகம்
Enabling ULBs for better services

New Citizen Registration

Citizen Name *	SARA	<input checked="" type="checkbox"/> Please select if the Citizen belongs to Municipality/Corporation[except Chennai]	
Email ID *	ccmc123@gmail.com	Municipality/Corporation Name	COIMBATORE CITY MUNICIPAL CORPORATION
Mobile Number *	+91 9685741238	Pin Code	641006
Password *	*****	Area	NORTH ZONE
Confirm Password *	*****	Locality	WARD-041
Date of Birth *	12/Jun/1997	Street	E.B.COLONY
Gender *	Female	Building/Apartment/Landmark Name	
		Door No	
		Captcha Code *	PZPYHI

Note :

1. After submitting this form ,An activation code will be snt to the registered mobile no. This code will be valid only for 12 Hrs.
2. Pl. Click on the "New User Verification" tab in the citizen portal <https://tnurbanepay.tn.gov.in>
3. You will be prompted to enter the activation code.
- 4.After validating the Activation code, you will be redirected to the Home page

[Go to Home Page](#) 

Activate Windows

STEP 4

AFTER SUBMITTING : ACTIVATION CODE WILL BE SENT TO REGISTERED MOBILE NUMBER

STEP 5

CLICK →NEW USER ACTIVATION CODE IN HOME PAGE

மழைநீர் சேமிப்பேரம்

மழைநீர் உயிர்நீர்



Commissionerate of Municipal Administration
நகராட்சி நிர்வாக ஆணையரகம்
Enabling ULBs for better services

Quick Links

- New User Registration
- New User Activation Code**
- Forgot Password?
- Quick Payment
- Dashboard
- Service Request Status
- Download Certificate
- Assessee History
- Report
- Help

Login

Mobile No or Email *

Password *

Captcha Code *

VYOBES

Login Reset

This is the end to end online service.No physical touch point required

STEP 6

ENTER YOUR MOBILE NUMBER AND ACTIVATION CODE



Commissionerate of Municipal Administration
நகராட்சி நிர்வாக ஆணையரகம்
Enabling ULBs for better services

Activation Code

Mobile No or Email : 9854789652

Activation Code : 383466

[Resend Activation Code](#)

Submit Cancel

[Go to Home Page](#)

STEP 7

CLICK → SUBMIT , USER WILL BE REGISTERED SUCCESSFULLY

← → ↻ 🔒 tnurbanepay.tn.gov.in/ActivationCode.aspx



Commissionerate of Municipal Administration
நகராட்சி நிர்வாக ஆணையரகம்
Enabling ULBs for better services

Activation Code

Mobile No or Email :

Activation Code :

[Resend Activation Code](#)

User has been activated successfully...

[Go to Home Page](#)

STEP 8

LOGIN WITH YOUR USERID AND PASSWORD

← → ↻ 🔒 https://tnurbanepay.tn.gov.in

மழைநீர் சேமிப்போம்

மழைநீர் உயிர்நீர்



Commissionerate of Municipal Administration
நகராட்சி நிர்வாக ஆணையரகம்
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Quick Links

- New User Registration
- New User Activation Code
- Forgot Password?
- Quick Payment
- Dashboard
- Service Request Status
- Download Certificate
- Assessee History
- Report
- Help

Login

Mobile No or Email *

Password *

Captcha Code *

AIDQYB

This is the end to end online service.No physical touch point required

Activate Windows
Go to Settings to activate Windows

STEP 9

IN CITIZEN WEB PORTAL

CLICK → SERVICE REQUEST → CREATE

The screenshot shows the Citizen Web Portal interface. The browser address bar displays 'tnurbanepay.tn.gov.in/LandingPage.aspx#'. The page header includes the Commissionerate of Municipal Administration logo and name in Tamil, the text 'Citizen Web Portal', and a user greeting 'Welcome Sandhya S'. The main navigation menu is highlighted in green and includes: Home, My Properties, Service Request (circled in red), My Grievances, Services, Make Payment, Feedback, My Profile, Contact, Help, and Logout. A yellow arrow points to the 'Create' dropdown menu under 'Service Request', which lists: My Requests, My Dues, Service Request Status, Partial Service Request, and My Payment Status. The main content area features six service tiles: 'My Properties' (with a house icon), 'My Tax' (with a calculator icon), 'Make Payment' (with a credit card icon), 'My Grievances' (with a document icon), 'My Request' (with a person and speech bubble icon), and 'My Profile' (with a person and pencil icon). Each tile contains a brief description and links to related services.

STEP 10

SELECT

NAME OF ULB → COIMBATORE CITY MUNICIPAL CORPORATION

SERVICE CATEGORY → TRADE LICENCE

SERVICE NAME → NEW TRADE LICENSE REQUEST

Services

- Service Request
- My Requests
- My Dues
- Service Request Status

Service Request - Create

Name of ULB * **COIMBATORE CITY MUNICIPAL CORPORATION**

Service Category * **Trade License**

Service Name * **New Trade License Request**

Mobile Number *

Applicant * **Mr/Mrs** First Name Middle Name Last Name

Other Information

Aadhaar Card No.

Please select if citizen not living in the ULB limit

Pincode *

Door No *

Locality *

Submit Back

STEP 11

FILL THE APPLICANT DETAILS

Name Of ULB * **COIMBATORE CITY MUNICIPAL COF**

Service Category * **Trade License**

Service Name * **New Trade License Request**

Applicant Name

* **--Select--** * First Name (English) Middle Name (English) Last Name (English)

* **--Select--** * First Name (Tamil) Middle Name (Tamil) Last Name (Tamil)

Guardian Name

Applicant Guardian Type **--Select--**

--Select-- First Name (English) Middle Name (English) Last Name (English)

--Select-- First Name (Tamil) Middle Name (Tamil) Last Name (Tamil)

Applicant Address

Please select if the Citizen is not living in same ULB

Pincode * Area * **--Select--**

Locality * Street *

Door No * Apartment

STEP 12

CLICK → VIEW FOR TRADE RATE

Street *

Ward *

Land Mark

View Trade Rate

View Trade Rate : [View](#)

Machinery capacity greater than

Trade List

SNo

1 --Select--

Building Owner Detail

Applicant & Building Owner as same

Building Owner Name

* --Select--

* First Name Middle Name Last Name

Generated Date:08-Feb-2022 11:13:12 AM

S.No	Trade Name	SubTradeName	Unit Rate
1	101 - AMMUNITION MANUFACTURING STORING AND CLEANING - STORING AND CLEANING	N/A	3000.00
2	10001- keeping hair dressing sallon -one person	N/A	75.00
3	1001-Blood Storing Cleaning or Selling - Cleaning or Selling	N/A	500.00
4	201 - ARECANAT - WHOLE SALE	N/A	750.00
5	202-Arecanat-retail	N/A	150.00
6	10301-Leather storing cleaning selling- Storing, cleaning, selling	N/A	1000.00
7	10501-Manufacture of oil clothes selling etc - Manufacturing, storing & selling	N/A	300.00
8	10601-Manufacture of Paper storing selling - Wholesale	N/A	750.00
9	10602-Manufacture of paper storing selling -Retail sales	N/A	300.00
10	10701-Manufacture of resin storing selling - Manufacture, Storing, Selling	N/A	150.00
11	10801 -Manufacture of Sago Distiling etc - Manufacture Storing Selling	N/A	450.00
12	Manufacture of Salptre storing etc - Manufacturing, storing, selling	N/A	300.00
13	11001-Manufacture of Sugar Candy Storing etc - Manufacture, Storing, Selling	N/A	750.00
14	1101- Paper Storing Cleaning or Selling - Cleaning or Selling	N/A	275.00

Units

STEP 13

BASED ON SELECTED TRADE →UNIT VALUE

TEXT BOX WILL BE ENABLED →FILL THE UNIT VALUE

https://tnurbanepay.tn.gov.in/TraderegisterNew.aspx?S=5183&O=184&T=184-6-162#

WhatsApp | Inbox (1,219) - commr... | CMA

Land Mark

View Trade Rate

View Trade Rate : [View](#)

Machinery capacity greater than equal to 5 HP

Trade List

SNo	Trade Name	Unit Value	Unit Value as Per Site	Sub Trade Des
1	--Select--			
	--Select--			
	- Firewood storing and selling - Above 1000 Sqft-7903			
	- Firewood storing and selling - Above 500 Sqft below 1000 Sqft-7902			
	- Firewood storing and selling - below 500 Sqft-7901			
	-Electric Motor run by Electricity - above1 HP Upto5HP-14915			
	-Electric Motor run by Electricity - above10 HP Upto 20HP-14914			
	-Electric Motor run by Electricity - for every additional Hp above 400 HP-14911			
	-Electric Motor run by Electricity -Maximum-14912			
	10001- keeping hair dressing sallon -one person-10001			
	10002 - KEEPING HAIR DRESSING SALOON - ABOVE ONE PERSON-10002			
	1001-Blood Storing Cleaning or Selling - Cleaning or Selling-1001			
	101 - AMMUNITION MANUFACTURING STORING AND CLEANING - STORING AND CLEANING-101			
	10101 - KEEPING PIGS GOATS CATTLES - KEEPING GOAT CATTLES (10 OR MORE)-10101			
	10201 - KHADI MANUFACTURE - MANUFACTURE-10201			
	10301-Leather storing cleaning selling- Storing, cleaning, selling-10301			
	10401 - LEATHER STORING PRODUCT SELLING - WHOLE SALE-10401			
	10402 - Leather Storing Production Selling - Retail Sales-10402			
	10501-Manufacture of oil clothes selling etc - Manufacturing, storing & selling-10501			
	10601-Manufacture of Paper storing selling - Wholesale-10601			
	10602-Manufacture of paper storing selling -Retail sales-10602			

Unit Value:

Unit Value as Per Site:

Sub Trade Des:

Last Name:

--Select--

--Select--

STEP 13

CHOOSE FILE → TO UPLOAD DOCUMENTS
THEN VERIFY ALL THE DETAILS AND
CLICK → SUBMIT

NOTE:

MANDATORY DOCUMENTS { Document Size (Max 1MB) }

- ✓ ADDRESS PROOF
- ✓ ID PROOF
- ✓ COPY OF SALE DEED/ LEASE DEED/ GIFT DEED

✓ SUBMITTED APPLICANT REQUEST WILL BE FORWARD TO CONCERNED WARD SI's

tnurbanepay.tn.gov.in/TraderegisterNew.aspx?S=5183&O=184&T=184-6-162#

Please select if the Building Owner is not living in same ULB

Pincode * Area * --Select--

Locality * Street *

Door No * Apartment

Additional Trade Detail

Trade Usage Business Trade

Building Monthly Rent Business Name *

Business Name(Tamil) *

Documents to be Uploaded

S.No	Check List Description	Documents (Max 1 MB)(pdf/jpeg)
1	Address Proof (Residence Certificate issued by the Revenue Authority,Ration Card/ Aadhaar etc) *	<input type="button" value="Choose File"/> No file chosen
2	ID Proof (AADHAR/PAN/Driving License etc) *	<input type="button" value="Choose File"/> No file chosen
3	Copy of Sale Deed/ Lease Deed/ Gift Deed *	<input type="button" value="Choose File"/> No file chosen
4	NOC from Police, Fire, Revenue, PWD, TNEI, Public Health (if applicable)	<input type="button" value="Choose File"/> No file chosen

Submit

Activate Windows
Go to Settings to activate Windows...