



**METROPOLITAN CORPORATION ISLAMABAD**  
(Directorate of Municipal Administration)

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**APPLICATION FOR THE GRANT OF A TRADE LICENSE/SANCTION/PERMISSION**

To,

The Director.  
Municipal Administration  
MCI, Islamabad

Subject: - **REQUEST FOR ISSUANCE/RENEWAL OF TRADE LICENSE**

1. Title/Business Name: \_\_\_\_\_
2. Name of Applicant: \_\_\_\_\_
3. Present/Business Address: \_\_\_\_\_
4. Category/ Purpose for which trade license / sanction / permission is required  
Category: \_\_\_\_\_ Class: \_\_\_\_\_
5. Period for which the trade license / sanction / permission is required  
\_\_\_\_\_
6. Amount of fee to be Paid for the grant of trade license:-  
\_\_\_\_\_
7. Any other information which applicant desire to give in support of this  
Application:- \_\_\_\_\_

The conditions on which the trade license/ sanction/permission will be given to me/us have been read over to me I/we and I/we undertake to abide by them.

**Documents required:-**

1.	Copy of CNIC of the applicant.	
2.	Copy of lease/rent agreement/ownership proof	
3.	Vaccination Certification (Dtc. Of Health Service MCI, Markaz F-11/4)	

Signature of applicant/ applicants

CNIC No. \_\_\_\_\_

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

**FOR OFFICIAL USE**

Site Visit Report: \_\_\_\_\_  
\_\_\_\_\_

Amount Rs: \_\_\_\_\_

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

Book No: \_\_\_\_\_

Recpt No: \_\_\_\_\_

Signature: \_\_\_\_\_

Name/Designation of the official