

## Licence Department

Application form for permission to exhibit Advertisements on Business premises under section 328/328A of Mumbai Municipal Corporation Act 1888.

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1	Name of the Agency /Firm /Co. alongwith Postal Address & Telephone Nos.	:	
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2	Status	:	Sole Proprietorship / Partnership Firm / Private Limited Co / Public Limited Co. / Trusts / Public Body / Bank
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3	Details of Partners / Directors / Proprietor /Trustees / Authorized Signatory		
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Name	Designation	Mobile No.	PAN No.

4	Name of Applicant - Shri/Smt.	:			
		:	First Name	Middle Name	Last Name

5	Residential Address of the Applicant	:	
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6	Details of the Advertisement	i)	Illuminated / Non-illuminated			
		ii)	No. of Boards			
		iii)	Size of Boards			
			Length	Height		

I have read carefully the approved policy guidelines of the MCGM for above permission and have complied all the conditions. I accept, that, in the event the information submitted by me is found false, I am liable for all such penal actions as prescribed under the law.

**Date:**

**Signature of Applicant**

Sr. No.	Attested copies of following Documents be submitted
<b>A)</b>	<b>Identity Proof (Any One)</b>
	i) PAN Card
	ii) Aadhar Card
	iii) Passport
	iv) Driving Licence
	v) Election ID Card
<b>B)</b>	<b>Proof of Possession of premises (Any one)</b>
	i) Rent Receipt
	ii) Commercial Photopass
	iii) Registered Leave & Licence Agreement
	iv) Lease Deed
	v) PR card
	vi) Allotment Letter
	vii) Maintenance Receipt issued by the C.H.S.
viii) Electricity Bill	
<b>C)</b>	<b>Proof of Business Entity (If applicable)</b>
	i) Copy of Partnership Deed
	ii) Copy of Memorandum of Association
	iii) Certificate of Incorporation under the Companies Act
	iv) Certificate issued by the Charity Commissioner under the Registration of Societies Act and Mumbai public Trust Act
v) Shop and Establishment Certificate	
<b>D)</b>	Sketch of the Advertisement board with dimensions and details of matter to be displayed.

The applicants are requested to refer to the M.C.G.M. Website at [www.portal.mcgm.gov.in](http://www.portal.mcgm.gov.in) for the schedule of fees / charges and also Addresses and Contact nos. of various Municipal Ward Offices where the applications are required to be submitted.