

GREATER HYDERABAD MUNICIPAL CORPORATION

**Office of the
Commissioner,
GHMC**

PRESS NOTE

No. 122/TL/GHMC/2025

Dated: 19.11.2025

Sub: GHMC – Trade Licence – Renewal of Existing Trade Licence / Issue of New Trade Licence for the period 1.1.2026 to 31.12.2026- Reg.

Ref: 1. The Hyderabad Municipal Corporation Control and Supervision of Premises used for certain purposes Bye-laws, 1973' issued vide GO Ms No. 288 MA, dated 04.07.1973
2. Resolution No. 146, dated 7.9.2017 of the Corporation



The Hyderabad Municipal Corporation Control and Supervision of Premises used for certain purposes Bye-laws, 1973' issued vide GO Ms No. 288 MA, dated 04.07.1973 specifies the time frame for submission of application for New Trade Licence and Renewal of Existing Trade Licence. As per the said Bye-laws, an application for new/renewal of licence shall be made within 30 days before the expiry of the previous licence. The licence period issued during the last year was valid from 1.1.2025 to 31.12.2025, as such, the application for new/ renewal of licence for the year 2025 i.e., 1.1.2026 to 31.12.2026 is required to be submitted by 1.12.2025. However, on account of Model Code of Conduct being in force till 16.11.2025 for the Bye-elections to 61-Jubilee Hills Assembly Constituency, the last date for submission of application is deferred by 20 days. As per Bye-Law 4 (i) and 4 (ii), in case of belated application, an additional fee shall be charged @ 25% for delay upto 60 days and @ 50% for delay over 60 days. Therefore, the following schedule is hereby issued:

Time Frame	Imposition of Penalty	Remarks
On or before 20.12.2025	0%	Deferred the last date of application from 1.12.2025 to 20.12.2025 due to MCC
On or before 19.2.2026	25%	Upto 60 days delay from the due date of application, as per Bye-law 4 (i)
From 20.2.2026 onwards	50%	Over 60 days delay from the due date of application, as per Bye-law 4 (ii)

In addition to the Licence Fee, an amount @ 10% on trades/operations with Trade Licence Fee upto Rs. 5,000/- rounded to next fifty and an amount of Rs. 1,000/- on trades/operations with Trade Licence Fee above Rs. 5,000/- shall be levied for every new licence or renewal of trade licence as Telangana Green Fund.

As per Resolution No. 146, dated 7.9.2017 *“If a trade is identified to be carried on without licence, 100% penalty will be imposed on the trader at the time of identification, followed by the fine @ 10% every month until the trader obtains trade licence”*

Hence, all the Traders/Shops/Establishments are requested to obtain New Trade Licence through GHMC Website @ <https://ghmc.gov.in/> or at the nearest Mee-seva or Renew the existing Trade Licence in any Citizen Service Centre available in all Circles of GHMC, Head Office, GHMC Website or Mee-seva on or before 20.12.2025. Failure to do so would attract penalties specified in the aforementioned schedule. Further information can be obtained from GHMC website <https://ghmc.gov.in/>.