

User Manual for Registration & Renewal Process for Online Shops and Establishment

New Registration Procedure:

1. For Gumasta Registration, you have to visit in www.suratmunicipal.gov.in.
2. Go to Online Services --> Shops & Establishments Certificate --> Shops & Establishments License --> New Registration.
3. Create your Account in Surat Municipal Corporation with your Mobile No. and E-mail address and verified it (both verification required).
4. Login with your Registered Mobile No. or E-mail address (after verified) and complete your profile.
5. Go to Shops & Establishment --> New Registration --> Fill up all details (Establishments & Owner Details) and upload Documents with self attested signature for Registration --> save.
6. Shops & Establishment Inspector will approve your application after satisfy with your uploaded documents.
7. Once Shops & Establishments Inspector approves your application, you get intimation for payment by sms and E-mail.
8. Go to Shops & Establishment --> Check Application Status --> Payment (online Payment within 10 days).
9. After Payment done successfully, Shops and Establishment Registration Certificate is issued immediately.
10. Go to Shops & Establishments --> My Transaction --> Print Receipt & Certificate or Check your E-mail.

Documents to be submitted:

1. Property Tax bill
2. Sale and Purchase bills
3. Ownership / Occupation proof
4. Rent Agreement, if applicable
5. Partnership Deed, if applicable
6. Registration of co-operative institutes including resolution for President and Committee members, if applicable.
7. Articles of Association and / or Memorandum of Association, if applicable
8. Copy of Form No.32 in case of change in name of Director of the Company, if applicable.

Time Line for Processing of Application: 30 Days

Renewal Procedure:

1. Follow the Steps 1 to 4.
2. Go to Shops & Establishment --> Check & Pay Renewal Charges --> Fill up your Shops & Establishment Registration Details --> Payment.
3. After Payment successfully done, Shops and Establishment Registration Certificate is issued immediately.
4. Go to Shops & Establishment --> My Transaction --> Print Receipt & Certificate.

Time Line for Processing of Application: Immediate

Facility for Online Payment: www.suratmunicipal.gov.in/onlineservices

Note: -

1. If your Online Payment Transaction Failed, your money will be credited with in 8-10 working days in your account.

Surat Municipal Corporation
Head Quarter and Zone Address and Contact Details

Head Quarter

"Surat Mahanagar Seva Sadan", Gordhandas Chokhawala Marg, Muglisara, Surat - 395003, Gujarat, INDIA
Contact No. +91-261-2423750 to 2423756, +91-261-2422285 to 2422287
Chief Gumasta Insp. Bhupendra K. Lapsiwala
Fax No. +91-261-2452937, 2422110

West Zone

West Zone Vahivati Bhavan, Bala Saheb Devrash Road, New Rander Road, Tadwadi, Surat.
Gumasta Insp. Chandrakant A. Patel
Contact No. 2786181 to 83
Fax No. 2791690, 3062345

Central Zone

Central Zone Vahivati Bhavan, Gordhandas Chokhawala Marg, Muglisara, Surat-395003
Gumasta Insp. Ashwin M. Jariwala
Contact No. 2427726, 9724346019-20, 2423751-56 (Ext.205, 421, 422, 423)
Fax No. 2420548

North Zone

North Zone Vahivati Bhavan, Behind Gajera school, B/s Ramjirupa Raw-House, Katargam, Surat
Gumasta Insp. Mahesh C. Photographer
Contact No. 2480518, 2485700
Fax No. 2486300

East Zone A & B

East Zone Vahivati Bhavan, Nr. Saifee Society, Opp. Panchwati Wadi, Lambe Hanuman Road, Surat
Gumasta Insp. Jagdish R. Shukla
Contact No. 2547750, 2548365, 2551363
Fax No. 2543640

South Zone

South Zone Vahivati Bhavan, Udhana Main Road, Opp. Satya Nagar, Udhana, Surat
Gumasta Insp. Arun B. Rathod
Contact No. 2278429, 2277043, 2275651
Fax No. 2272147

South West Zone

South West Zone Vahivati Bhavan, Municipal Shopping Center, Near Aadarsh Nagar Society, Athwalines, Surat.
Gumasta Insp. Jayanti B. Patel
Contact No. 2663049-50 / 2667926
Fax No. 2668426

South East Zone

Behind Vatika Township, Bh. Model Township, Dumbhal, Surat.
Gumasta Insp. Ramesh T. Chaudhari
Contact No. 2331903-04-05
Fax No. 2335455