

Procedure for Registration under the Building and Other Construction Workers Act, 1996

Step 1:

Submit following document in Labour Department i.e. Sector 30, Chandigarh

- Application Form XII (triplicate)
- Required fee offline mode
- Aadhaar Card
- Bank Account
- Address Proof
- 2 Passport Size Photo

Step 2:

- Scrutiny by Office clerk

Step 4:

- Site visit by Concerned Inspector of Labour Department.

Step 5:

- Forwards recommendations to Assistant Labour Commissioner(ALC) for allotment of registration

Step 6:

- Allotment of Registration Certificate

- Registration and licence will be granted within 15 days
- Every Employer who employs ten or more building workers in any building or other construction work has to obtain Registration Certificate

FORM-XII
[See Rule 23(1)]

**Application (In triplicate) for Registration of Establishments Employing Workers
for Building and other Construction Work.**

1.	Name and address of the employer	
2.	Name and location of the establishment where the building or other construction work is to be carried on	
3.	Postal address of the establishment	
4.	Full name and address of the Principal Employer, if any.	
5.	Full name and address of Manager or person responsible for the supervision and control of the establishment.	
6.	Nature of building or other construction work carried on or to be carried on in the establishment.	
7.	Maximum number of building workers, to be employed on any day during the work.	
8.	Estimated date of commencement of the building or other construction work.	
9.	Estimated date of completion of the building or other construction work.	
10.	Particulars of fee deposited:	

Declaration by the employer:

- i) I hereby declare that the particulars given above are true to the best of my knowledge and belief.
- ii) I undertake to abide by the provisions of the Building and other Construction workers (Regulation of Employment and Conditions of Service) Act, 1996 and Rules made there under.

Date.....

Signature and Seal of the employer

**CHANDIGARH BUILDING AND OTHER CONSTRUCTION WORKERS
WELFARE BOARD FORM No. XXVIII**

Application for registration as Member
[See Rule 269 (4)]

1	Name	
2.	Address	
3.	Whether SC/ST	
4	Name of Father/Husband	
5.	Marital Status	
6.	Date of Birth	
7.	Name, Address and Register No. of the Establishment where the applicant is working	
8.	E.S.I. No. and P.F.N (If any)	
9.	Name and address of employer	
10.	Total Service	
11.	Rate of Subscription	
12.	Name of Bank and Branch where subscription is to be paid	
13.	If the applicant is already a Member of any other Welfare Board, the name of such Boards and Registration no. of the applicant	

The above facts are true to the best of my knowledge and information.

Place: Chandigarh

Signature of the Applicant

FORM No. XXVII

[See Rule 269 (3)]

No.....

Date:.....

To whom So Ever It my Concern

This is certify that Sh..... Son/daughter/wife of

Sh..... r/o..... is

Employed with my/our establishment as..... since.....

Signature & Seal
Employer/contractor
If any

