

Procedure for Renewal of Establishment Under Section 13 of the Punjab Shop and Commercial Establishment Act 1958

Step 1:

- Open browser and go to <http://eodb.chd.gov.in/>
- Applicant create an account
- Investor can login into the EODB, by clicking on the **LOGIN** link at the top in the menu bar as well as on main screen of home page
- Choose the form “Renewal under The Shops and Establishment Act” and applicant has to start filling form and provide:-
 - a) Name and Address of Factory
 - b) Total number of workers
 - c) Total Power installed
 - d) Brief of manufacturing process
 - e) Land Details
 - f) Details of Factory Manager/CEO
 - g) Occupier Details: Name, Address, Email Id, Phone Number
 - h) Land/Building Owner details
- Online Registration form is submitted by the Applicant

Step 2:

- Submit required fee online, if applicable

Step 3:

- Scrutiny by Desk Officer of Industries Department and further, forward to Labour Department.

Step 4:

- Site visit by Concerned Inspector of Labour Department.

Step 5:

- Forwards recommendations to Assistant Labour Commissioner(ALC) for Renewal of License

Step 6:

- Renewal of License.

- Online application process requires no physical touch point.
- Renewal will be granted within 15 days
- In case of any clarifications, the applicant is informed on actions to be taken and start date will be after all the clarifications have been received.

Documents Required for Registration and Grant of Licence

- Pan Card
- Aadhaar Card
- Rent deed/Lease deed
- Partnership
- Other papers as required by Inspector.

FORM A

Intimation Under Section 10(2) (I) of the Punjab Shops & Commercial Establishment Act, 1958

(Rule 3 of the Punjab Shops & Commercial Establishment Rule, 1958)

To

The Inspector
Shops and Commercial Establishment
Chandigarh Circle

I hereby furnish the following information which is correct to the best of my knowledge.

The working hours and the period of interval of the persons employed in my establishment are fixed below and shall take effect from (date)

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FORM B

Notice to be Exhibited Under Section 20(1) of the Shops and Commercial Establishment
Act, 1958
(Rule 4 of the Punjab Shops & Commercial Establishment Rule, 1958)

1. Close day, if any*

2. Opening hours of the Establishment*

3. Closing hours of the Establishment*

4. Name and parentage of Establishment*

5. Name of the Manager, if any*

6. Name of the Establishment*

7. Nature of Business*

8. Full Address*

Fill Employee Detail

Name of employee	Working Hour From	Working Hour To	Weekly of Day	Interval From	Interval To
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Add

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FORM F

Statement of Registration of Establishment Under Section 13 of the Punjab Shops and Commercial Establishment Act, 1958

(Rule 13 of the Punjab Shops & commercial Establishment Rule, 1958)

To

The Inspector
Shop and Commercial Establishment
Chandigarh Circle.....

I hereby submit this statement for the Registration/
Renewal of my Establishment for the year

The information furnished hereunder is correct to the best of my knowledge.

1 Name and parentage of employer*

2 Name of the manager, if any*

3 Name of the Establishment*

4 Full Postal Address of the Establishment *

5 Nature of Business*

6 No. of young employees, if any*

7 No of Other Employees, if any*

8 No. and date of previous Registration
Certificate surrendered*

Yes No

a) Registration No*

b) Date*

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