

SHOP AND ESTABLISHMENT LICENSE

INTRODUCTION:

Shops and Establishments Act License in India have been authorised by the state governments to regulate conditions of the workplace and employment. It gives the statutory commitments of the businesses and the rights of employees and workers. Every shop and establishment is required to enrol itself under the Act within 30 days of the beginning of work.

The Shop and Establishment Act is one of the few work laws ordered and authorised by state govt in India. It is one of the significant guidelines to which most business subject to. The Act is intended to control the instalment of wages, long periods of work, leave, occasions, terms of administration and other work states of individuals utilised in the shop and business establishments.

The Shop and Establishment Act is regulated by the Department of Labour who oversees premises wherein any trade, business or calling is completed. The show controls the working of business foundations, yet moreover social requests, helpful trusts, printing foundations, educational associations continue running for increment and premises in which banking, assurance, stock or offer lender is proceeded. This exhibition coordinates locales, for instance, working hours, rest between time for agents, opening and closing hours, shut days, national and religious events, additional time work, rules for work of youths, yearly leave, maternity leave, sickness and nice leave etc.

The Shop and Establishment Act controls premises wherein any exchange, business or calling is completed. The demonstration manages the working of business establishments. The rundown incorporates social orders, magnanimous trusts, printing establishments and instructive foundations keep running for the increase. Furthermore, it incorporates the premises of banking, protection, stock or offer business. The Shop and Establishment Act in India is declared by the state and may slightly vary from state to state.

According to the Act, all shops and business establishments working inside each state are secured by the individual Shop and Establishments Act as below:

1. A business or exchange or banking or protection establishment, or
2. An establishment or authoritative administration where people are utilised or for the most part occupied with office work, or
3. An inn, eatery, boarding or eating house, a bistro or some other refreshment house or
4. A theater, film or some other spot of open theater or diversion.
5. A shop where merchandise are sold, either by retail, discount, or where administrations are rendered to clients. It incorporates an office a store-room, godown, distribution center or working environment, regardless of whether in similar premises or something else, utilised regarding such exchange/business.

SALIENT FEATURES OF SHOP AND ESTABLISHMENT ACT:

1. The Fundamental Objective of the Act:

One of the fundamental purposes behind The Shops and Establishment Act thereby mandating Establishment registration is to make sure all employees are given equal rights and benefits in all foundations, be it the movie theatres, or other places of entertainment.

2. Protocol of Shop and Establishment Act and its Registration:

The Shop and Establishment Act that comes under the labor laws frames the rules for employers to carefully heed to the number of working hours day-by-day and consistently adhere to the stipulated time for opening and shutting the shop. It also requires the management to observe national and religious leaves, set guidelines for the enlistment of juveniles and women, leaves for maternity and casual leaves. Guidelines for hiring and termination of work, managing annual leaves, maintaining records and register is also mandatory.

3. Upkeep of Records:

All organizations need to request for the approval or endorsement of the labor department and be up-to-date on the particulars of hiring, pay, credit reductions, leaves and so forth under the Shops and Establishment Act. Evidence of yearly leaves, an all-out check of representatives ought to be given up to the MC otherwise called the Municipal Corporation, every year. Nevertheless, these guidelines may vary from one state to the other.

4. Authorize Prerequisite for the Shops and Establishment Act & Registration Process:

In accordance to the labor laws, the Shops and Establishment Act permit is an obligatory prerequisite and along these lines, all shops and foundations should join under the businesses and organisation within 30 days from the date of commencing. Additionally, this enlistment is the essential permit which is a necessity for other certificate license.

ADVANTAGES OF SHOP AND ESTABLISHMENT LICENSE:

- **It establishes a current account:** It can help an individual to open the current account with the bank by getting this certificate from Chartered Accountant.
- **Smooth inspector visits:** Any inspector from the state government or local municipality visits the premises of your office, then you can easily flow from his trap as you are already registered.
- **No Compliance:** It does not require any compliance after registration. Hence, there will be only a one-time cost.
- **Registrations:** It is online and the whole process can be completed within two days only.

DOCUMENTS REQUIRED FOR REGISTRATION:

- PAN card of the shop proprietor or the foundation itself,
- Photograph of the Shop or Establishment with name board
- Photocopy of the rental agreement or deal deed
- Data about the representatives is required

REGISTRATION PROCESS FOR DELHI:

Step-1: Go to url: www.labourcis.nic.in:



Step-2: Click on “Online Registration” link. The following page will appear:

The screenshot shows a web browser window with the URL `labourcis.nic.in/FSE01_Registration.asp`. The page header includes the Department of Labour logo and the text "Govt. of NCT of Delhi". The main content area is titled "Form A (See Rule 3)" and is divided into "PART - I".

Form Fields:

- Name of the Establishment:
- Address:
- City:
- Pin:
- Tel:
- Email:
- Category of Establishment:
- State:
- Mobile:
- Fax:
- Website:

Details of the Shops/Establishment:

- Name of the Occupier/Employer:
- Name of the Manager:
- Nature of Business:
- Father's/Husband's Name of the Occupier/Employer: (Please See Relation)
- Father's/Husband's Name of Manager: (Please See Relation)

NOTE: If the Nature of Business is not available in the List, kindly mail your business nature to helplab.delhi@gmail.com, and try registering after 3 days.

Buttons:

Fill in the details like Name of Entity, Select Category of business- whether hotel / retail trade business / commercial establishment, etc.

This screenshot shows the same registration form as above, but with some fields filled and a dropdown menu open.

Form Fields:

- Name of the Establishment:
- Address:
- City:
- Pin:
- Tel:
- Email:
- Category of Establishment:
- State:
- Mobile:
- Fax:
- Website:

Details of the Shops/Establishment:

- Name of the Occupier/Employer:
- Name of the Manager:
- Nature of Business:
- Father's/Husband's Name of the Occupier/Employer: (Please See Relation)
- Father's/Husband's Name of Manager: (Please See Relation)

NOTE: If the Nature of Business is not available in the List, kindly mail your business nature to helplab.delhi@gmail.com, and try registering after 3 days.

Buttons:

Dropdown Menu (Category of Establishment):

- Select--
- Shop
- Commercial Establishment
- Residential Hotel
- Restaurant
- Theatre
- Public Amusement
- Retail Trade or Business

Also fill other details and click on “Continue” option:

The screenshot shows the 'Form A (See Rule 3)' registration page. The form is divided into two parts: PART - I and Details of the Shops/Establishment. PART - I includes fields for Name of Establishment (Raj & Associates), Address (New Delhi House), City (New Delhi), Pin (110001), Tel (23456789), Email (rajkumar.rao99@gmail), Category of Establishment (Retail Trade or Business), State (Delhi), and Mobile (7503827109). The Details of the Shops/Establishment section includes Name of the Occupier/Employer (Rajkumar), Name of the Manager (Sachin), and Father's/Husband's Name of the Occupier/Employer (Om Prakash) and Manager (Mahinder). A 'Continue' button is highlighted with a mouse cursor. A note at the bottom states: 'NOTE:- If the Nature of Business is not available in the List, kindly mail your business nature to labour.delhi@gmail.com, and try registering after 3 days.'



Step-3: Fill in the other details regarding number of employees, date of commencement of business, other key persons, etc and click on “Register” tab:

The screenshot shows the 'Shops/Establishment Registration Form' (PART - II). It includes fields for Number of Employees (Male: 2, Female: 1, Young Person: 0, TOTAL: 3), Date of Commencement of Establishment (13/Aug/2020), No. of Members of Employer's family working in the establishment (1), Name (Sumit) and Age (28) of the family member, and Name (Rahul) and Age (35) of another person occupying a position of management or employees engaged in confidential capacity. A declaration statement is present: 'I hereby solemnly declare that details given above are correct to the best of my knowledge and and the establishment is functioning from the aforesaid premises which is in my legal possession.' A 'Register' button is highlighted with a mouse cursor.

Step-4: After successful submission of details, Registration Certificate is granted online in Form C.

Online Registration x Form C x +

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 **Department of Labour**
Government of National Capital Territory of Delhi
5- Shammath Marg, Delhi-110054 

Form C
Registration Certificate of Establishment

Certificate No. :2020113013 Date :13/8/2020

Name of the establishment : Raj Associates

Name of the Occupier/Employer : Rajkumar S/o Om Prakash

Postal address of the establishment : New Delhi House
New Delhi Delhi 110001

Registration No. : 2020113013

Category of Establishment : **Retail Trade or Business**

Nature Of Business : **Cutting Tools, Broaches & Cutters**

It is hereby certified that the establishment as mentioned herein has been registered as a Retail Trade or Business under Delhi Shops & Establishment Act, 1954, on this 13 day of August ,2020.

Disclaimer

- This Certificate is based on the information provided by the Occupier/ Employer and has not been verified. **Therefore, it shall not be valid for opening of Bank Account/Grant of loan and Execution of any agreement.**

NOTE:

1. The Occupier/ Employer is required to notify the Chief Inspector of any change in respect of information contained in the form.
2. This is computer generated certificate and does not require signature.

[Print](#)

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