FREQUENTLY ASK QUESTION'S

1. **How to apply for shop establishment (New Registration)?**

   ➢ Select Shop and Establishment Registration – Form 'A'
   ➢ Fill information in form as per requirement.(Note : If Category of Establishment Type is **Partnership** , then add Details of Establishment Type i.e. partner names including **Name of the employer** at 1st position)
   ➢ Attach documents as per requirement and proceed for payment.

2. **How to apply for shop establishment (Renewal Registration)?**

   ➢ Select Shop and Establishment Registration – (Old User).
   ➢ Fill form details as per previous registration certificate in Old User form and it is not available for editing.
   (**Note**: 1. do not make any changes while filling Old User form otherwise it will be wrong for further process.
      2. If Category of Establishment Type is **Partnership,** and then adds Details of Establishment Type i.e. partner names including **Name of the employer** at 1st position).
   ➢ Attach documents as per requirement and proceed.
   ➢ Now, Service Name **Shop and Establishment Registration (Old User)** will open you Shop and Establishment Renewal Certificate option for Renewal of Certificate.
   ➢ Clicking on **Renew Certificate** will show **Form 'B'** that need to be **saved** after defining **Valid up to year.**
   (**Note**: User can only change **Valid up to year** option in **Form 'B'**).
   ➢ Attach documents as per requirement and proceed for payment.

3. **How to apply for shop establishment (Change Request)?**

   ➢ Select Shop and Establishment Registration – (Old User).
   ➢ Fill form details as per previous registration certificate in Old User form as well as it is not available for editing.
   (**Note**: 1. do not make any changes while filling Old User form otherwise it will be wrong for further process.

2. If Category of Establishment Type is **Partnership,** and then adds Details of Establishment Type i.e. partners names including **Name of the employer** at 1st position).

➤ Attach documents as per requirement and proceed.
➤ Now, Service Name **Shop and Establishment Registration (Old User)** will open Shop and Establishment **Change Request** to make changes in RC.
➤ Clicking on **Change Request** will show **Form 'E'** that need to be Saved after defining Changes of following :
  • CATEGORY OF ESTABLISHMENT TYPE
  • NAME AND POSTAL ADDRESS OF ESTABLISHMENT
  • NAME AND RESIDENTIAL ADDRESS EMPLOYER
  • NAME AND RESIDENTIAL ADDRESS OF MANAGER
  • NATURE OF BUSINESS
  • NUMBER OF EMPLOYEES
  • OFFICE/STORE ROOM/GODOWN/WAREHOUSE/WORKPLACE DETAILS
➤ Attach documents as per requirement and proceed for payment.

4. **How applicant Re-apply for rejected application?**

➤ In citizen login **Re-apply** tab is visible only when application get rejected.
  (**Note**: 1. if applicant fails to re-submit rejected application with rectification as directed within 60 days, then applicant have to submit fresh application along with necessary fees.
       2. 60 days validity will be start from 1st Rejection.)
➤ User will go for upload documents after clicking Re-apply tab.
  (**Note**: 1st delete rejected attachments then user can upload new attachments for same option).

5. **What type of Documents will use for attachment?**

➤ Kindly upload scanned copy of documents.(File format - jpg/jpeg, png,pdf and Size jpg/jpeg, png should be minimum 75kb and maximum 100kb and Size of .pdf should be less than 512kb.)

6. **How to apply for Principal Employer Registration - Form 'I' (New Registration)?**

➤ Select Establishment of Principal Employer from option Principal Employer Registration.
➤ Fill information in form as per requirement.

➢ Attach documents as per requirement and proceed for payment.

7. How to apply for Principal Employer Registration - Form 'I' (Amendment)?

➢ Select Principal Employer – (Old User).
➢ Fill form details as per previous registration certificate in Old User form.
(**Note**: 1. do not make any changes while filling Old User form otherwise it will be wrong for further process as well as it is not available for editing.).
➢ Attach documents as per requirement and proceed.
➢ Now, Service Name **Principal Labour Registration (Old User)** will open you Principal Employer **Amendment** form.
➢ Clicking on Amendment will show **Form 'I'** (**Amendment**) that need to be saved after defining **Estimated date of commencement of each contract work under each contractor** & **Particulars of contractors and contract labour.**
➢ Attach documents as per requirement and proceed for payment.

8. How to apply for Contractor Licence - Form 'IV' (New Licence)?

➢ Select **New Licence** option from Contractor Licence.
➢ Fill information in form as per requirement.
➢ Attach documents as per requirement and proceed for payment.

9. How to apply for Contractor Licence - Form 'IV' (Renewal of Licence)?

➢ Select Contract Labour Licence – (Old User).
➢ Fill form details as per previous licence certificate in Old User form.
(**Note**: 1. do not make any changes while filling Old User form otherwise it will be wrong for further process as well as it is not available for editing. like - **Number of Contractor Labour** please mention same as per old license**)**
➢ Attach documents as per requirement and proceed.
➢ Now, Service Name **Contract Labour Licence (Old User)** will open you **Renewal Licence form**.
➢ Clicking on **Renewal Licence** will show **Form 'IV'** (**Renewal of Licence**) that need to be Saved after defining Contractor **Start work Date & Contractor End work Date** & **Maximum No. of Employees proposed to be employed on any date as contract labour in Establishment.**
(**Note**: 1. **Number of Contractor Labour –** Update as per new Count.
2. **Security deposit** – Update as per amount paid in previous **License**)
➢ Attach documents as per requirement and proceed for payment.

10. How to apply for Contractor Licence - Amendment?

- Select Contract Labour Licence – (Old User).
- Fill form details as per previous licence certificate in Old User form.
  (**Note**: 1. do not make any changes while filling Old User form otherwise it will be wrong for further process like - **Number of Contractor Labour** please mention same as per old license)
- Attach documents as per requirement and proceed.
- Now, Service Name **Contract Labour Licence (Old User)** will open you **Amendment** tab.
  Clicking on **Amendment** will show **Form for Amendment of Licence** that need to be saved after defining Amendments in licence & **Maximum No. of Employees proposed to be employed on any date as contract labour in Establishment.** (**Note**: 1. **Number of Contractor Labour –** Update as per new Count Contractor Labour.
  2. **Security deposit** – Update as per amount paid in previous **License**)
- Attach documents as per requirement and proceed for payment.

11. How applicant will make changes in Licence or in RC after signature?

- In Shop and Establishment **Change Request** option is shown and in Contractor, Principle Employer **Amendment** option is shown to make **changes or amendment** for respective completed application.

--**Thanks** --