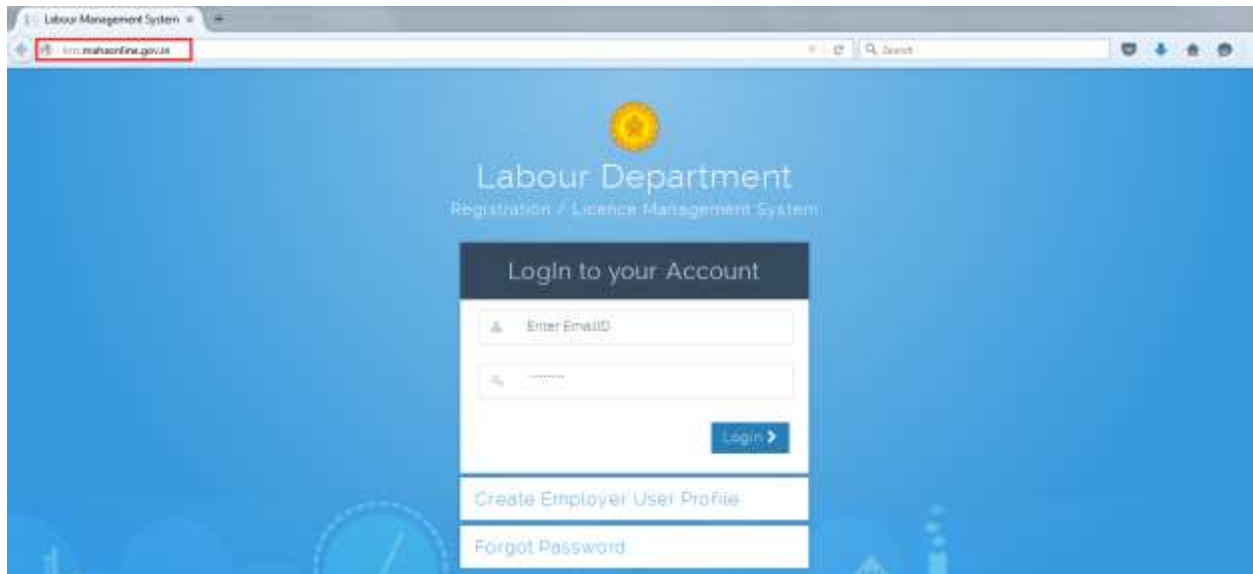


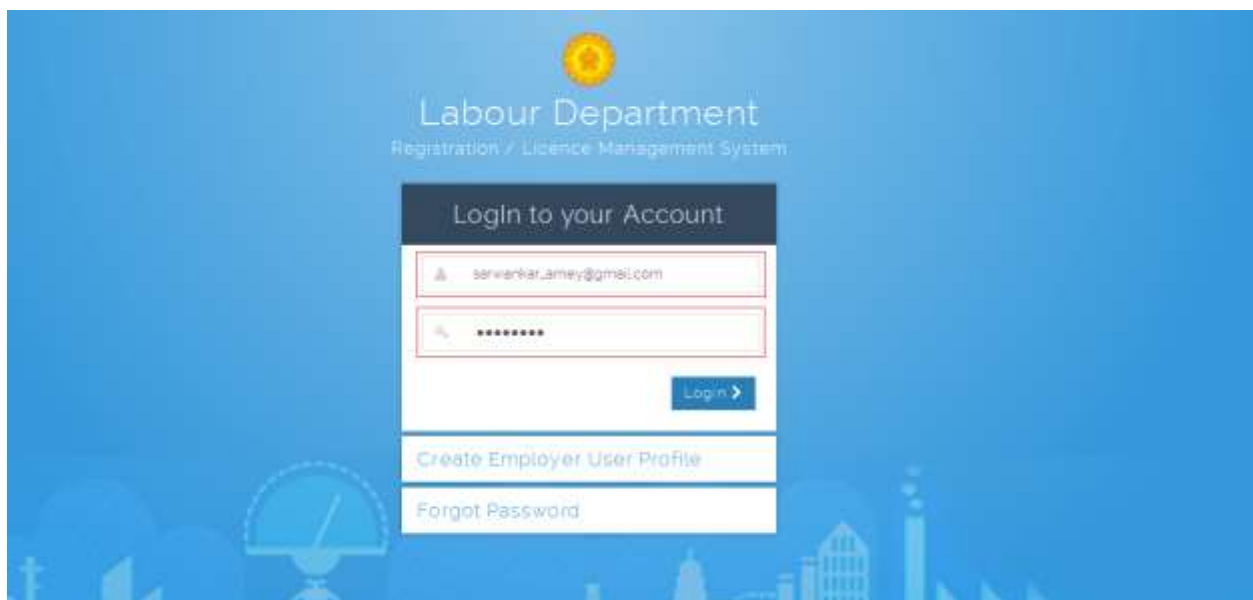
User Manual for Shop & Establishment

Intimation Service(0-9 Workers)

Step 1: Enter this URL: ims.mahaonline.gov.in



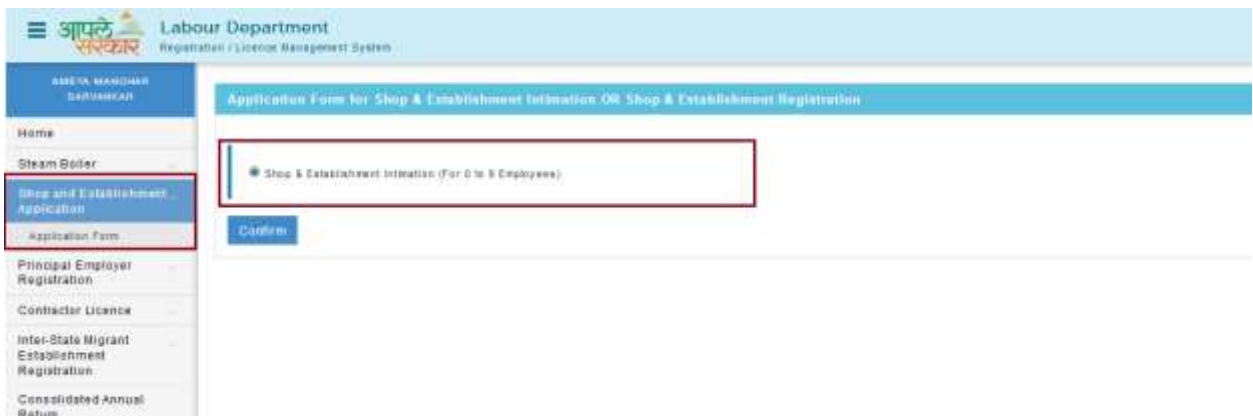
Step 2: Enter Login Credentials (User ID, Password)



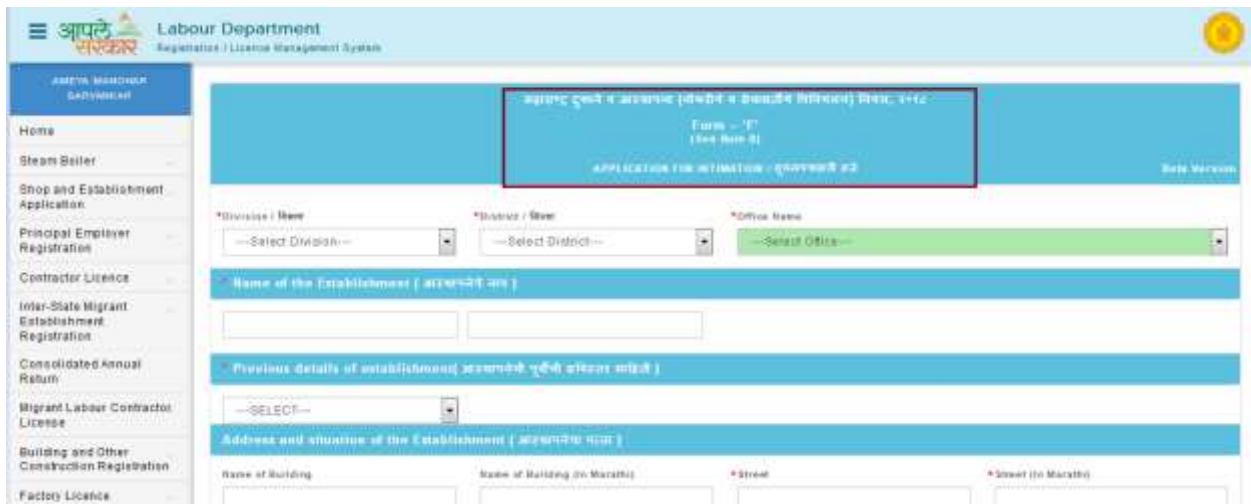
Step 3: After login with User Name & Password, on left side menu user can see labour department Service like **Shop and Establishment Application, Principal Employer Registration & Contract License** application forms.

Click of **Shop and Establishment Application** User can see -

A. Application Form for – Shop & Establishment Intimation (For 0 to 9 Workers)



Step 1: Click of **Application Form** from menu **Shop and Establishment Application**. User can see Form for **Shop & Establishment Intimation. (For 0 to 9 Employees)**



Note: Form for intimation of commencement of business by such employer engaging less than ten employees.—The employer of every establishment engaging less than ten employees shall submit an online intimation in Form ' F ' of commencement of the business along with the required documents as specified in Part ' C ' of the Schedule.

Issue of Receipt of Intimation.—After receiving an intimation in Form ' F ' along with all the documents, a receipt of such intimation in Form ' G ' shall be issued instantly to the applicant online.

Step 2: Select **Division, District & Office Name** where Postal Address and situation of the establishment and fill whole form as per given instruction.

Step 3: After fill application form user can **Upload Document** for generated application ID.

Sr.No.	ApplicationID	Registration No.	Expire Date	Service Name	Maximum Days For Issuing Certificate	Payment Date	Expected Service Delivery Date	Actual Service Delivery Date	Status	Action
1	186022971833	Not Generated	NA	Shop and Establishment Intimation	0		NA		Document Pending	Upload Document Download Form


Step 4: Click of **Upload Document** can show types and name of documents which is need to be Upload.

Step 5: Document upload successfully message will showing **Make Payment** option through **Online** which will give you the transaction successful receipt as well as instant **Intimation receipt**.

Advance Search										
Department SHOP		Services ---Select Service---			Application ID 100000081803		Search			
Shop and Establishment Report										
Sr.No.	ApplicationID	Registration No	Expiry Date	Service Name	Maximum Days for Issuing Certificate	Payment Date	Expected Service Delivery Date	Actual Service Delivery Date	Status	Action
1	100000081803	181020031510428	NA	Shop and Establishment Intimation	0	21/02/2018	NA	21/02/2018 21/01/14	Completed	Download Form Download Intimation Receipt Payment Receipt

Intimation Receipt:

महाराष्ट्र दुकाने व आस्थापना (नोकरीचे व सेवाशर्तीचे विनियमन) नियम, २०१८
नमुना "ग"
(नियम ९ पहा)

सूचना दिल्याबाबत पावती


अर्जदाराने नमुना फ द्वारा व्यवसाय सुरु केल्याबाबतची सूचना खाली नमूद केलेल्या तपशीलासह या कार्यालयास दिलेली आहे. त्याचा तपशील पुढीलप्रमाणे:

१.	पावती क्रमांक	:	१८१०२००३११५१९४२८			
२.	अर्जाचा (सूचनापत्राचा) आयडी क्रमांक	:	१००००००८१८०३			
३.	आस्थापनेचे नाव	:	अमेय इंटरप्रासेस AMEYA ENTERPRISES			
४.	कामगारांची एकूण संख्या	:	१			
			पुरुष	स्त्री	इतर	एकूण
			१	०	०	१
५.	अ) मालकाचे नाव	:	अमेय सरवणकर Ameya Sarvankar			

THANKS!!!