User Manual for Shop & Establishment

Intimation Service(0-9 Workers)

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

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	LogIn to your Account		
	& EmerEmailS		
	Ligin>		
	Greate Employer User Profile		

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

Labour Department		
Login to your Account		
Create Employer User Profile Forgot Password	àİ.	

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)

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Application Form	Danferm
Principal Employer Registration	
Contractor Licence	
Inter-State Nigrant	
Consolidated Annual Return	

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)

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Factory Licence				

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.

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01/10/2015		31/12/2017			

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

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

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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.**

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Intimation Receipt:

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THANKS!!!