

PROCEDURE FOR MAKING APPLICATION FOR GRANT OF CERTIFICATE OF REGISTRATION /RENEWAL OF CERTIFICATE OF REGISTRATION UNDER ANDHRA PRADESH SHOPS AND ESTABLISHMENTS ACT, 1988

APPLICABILITY:

Every establishment which include a shop (any premises where any trade or business is carried on or where services are rendered to customers and includes a shop run by a co-operative society, an office, a storeroom, godown, warehouse or work place whether in the same premises or otherwise, used in connection with such trade or business), restaurant, eating-house, residential hotel, lodging house, theatre or any place of public amusement or entertainment and includes a commercial establishment and such other establishment as the Government may, by notification, declare to be an establishment for the purposes of this Act are covered by the A.P. Shops and Establishments Act, 1988.

APPLICATION FOR GRANT OF REGISTRATION / RENEWAL:

Every employer of establishment / Shop / Commercial Establishment covered by the Act shall, within 30 days from the date of commencement of business submit an Application in Form-A to the Inspector for grant of Registration Certificate / renewal of registration. (Section 3 &4 r.w. Section 4 of the A.P. Integrated Registration Act, 2015).

Registration / Renewal Fee:

[Schedule I [See Rule 3]

S.No.	Number of employees	Fees (Rs.)
1	Shops/Establishments employing no persons.	30
2	Shops/Establishments employing up to 5	100
3	Shops/Establishments employing 6 to 10	200
4	Shops/Establishments employing 11 to 20	350
5	Shops/Establishments employing 21 to 50	1,000
6	Shops/Establishments employing 51 to 100	2,000
7	Shops/Establishments employing 101 and above	2,500

Registration validity period:

Registration /renewal of registration issued under the Act is valid upto 31st March of the third year. Application for grant of renewal of Registration shall be made at least 31 days before expiry (Section 4 r.w. Section 4(4) of the AP Integrated Act, 2015).

Registering Authority:

The following officers of Labour Department have been notified as licensing authorities.(G.O.Ms.No.30 of LET&F Dept. Dated:27.08.2002)

1. Asst. Labour Officer : Establishments up to 10 employees.
2. Asst. Commissioner of Labour: above 11and to 30 employees.
3. Dy. Commissioner of Labour: above 30 employees.
4. Jt. Commissioner of Labour: IT Estts, Star Hotels, SEZ , Bio-Tech and Tourism promotion establishments.

How to make application for Registration / renewal of registration:

Application for Registration /renewal of registration shall be submitted online at <http://ap.meeseva.gov.in/> and the license fee as specified above shall be paid in the citizen service center or online payment. A System generated license will be available on the spot.

APPLICATION FOR INTEGRATED REGISTRATION OF ESTABLISHMENT UNDER LABOUR LAWS (Second Schedule (Sec. 2(d) & Sec. 4(1))

FORM -A

REGISTRATION / LICENSE REQUIRED UNDER (Specify with Tick Mark)						
1. A.P Shops & Establishments Act			2. Motor Transport Workers Act.			
3. Contract Labour Act			4. Inter-state Migrant Workmen Act			
5. Building & Other Construction Workers Act			6. Payment of Gratuity Act			
A.P. Shops & Estt. Act.						
Category of Establishment						
Date of Commencement of Business						
Nature of Business						
Details of nature of other Business						
No. of Workers (enclose the List of employees in excel format)	Male		Female		Total	
MOTOR TRANSPORT WORKERS ACT.						
Category of Establishment						
Nature of Business						
No. of Vehicles						

Vehicle Nos.	Enclose the list of Vehicles with Registration Nos.					
No. of Workers (enclose the List of employees in excel format)	Male		Female		Total	
CONTRACT LABOUR ACT.						
Category of Establishment						
Nature of Business						
Date of Commencement of Business						
Probable date of Completion						
Date of Agreement						
No. of Workers (enclose the List of employees in excel format)	Male		Female		Total	
INTER-STATE MIGRANT WORKMEN ACT.						
Category of Establishment						
Nature of Business						
Date of Commencement of Business						
Probable date of Completion						
No. of Workers (enclose the List of employees in excel format)	Male		Female		Total	
BUILDING & OTHER CONSTRUCTION WORKERS ACT.						
Category of Establishment						
Nature of Construction						
Date of Commencement of Construction						
Probable date of Completion						
Estimated Cost of Construction						
Constructed area (plinth area in Sq. Mts)						
Basis for estimation						
Plan Approval No.						
No. of Workers	Male		Female		Total	

Documents required to be attached:

1. Physical Application form
2. In case of renewal, copy of certificate of Registration already issued
3. Photograph of the employer.

ESTABLISHMENT DETAILS	
Name of the Shop / Establishment	
Classification of Establishment	
Street / Door No.	
Locality	
District	
Mandal	
Village /Ward / Division	
Pin Code	
Mobile No.	
eMail Address	
EMPLOYER DETAILS (Enclose Passport size Photo)	
STATE	
EMPLOYER AADHAR NO.	
EMPLOYER'S NAME	
FATHER / HUSBAND'S NAME	
MOBILE NO.	
DESIGNATION	
MANAGER / AGENT if any(with residential address)	
STATE	
AADHAR NO.	
NAME	
FATHER / HUSBAND'S NAME	
MOBILE NO.	
DESIGNATION	
APPLICANT DETAILS	
Applicant Aadhaar No.	
Applicant Name	
Father / Husband Name	
District	
Mandal	
Village /Ward / Division	
Pin Code	
eMail Address	
Mobile No.	
Relationship with Estt. / Employer	

I hereby declare that the above information is true to the best of my knowledge and belief. I have not suppressed any material information. If any of the above information is found to be not correct or any material information is not furnished, I am liable for other legal consequences besides the cancellation of the Certificate of Registration.

Signature

Note: List of Employees in Excel Format with the following details shall be enclosed.

Sl. No.	Act applicable	Employee Name	Gender	State	District	Mandal / Taluk	Village / Block	Designation	Working Since
1	2	3	4	5	6	7	8	9	10
Aadhaar No.	Mobile No.	Bank A/c. No.	Bank Name	Branch Name	IFSC Code	Category			
11	12	13	14	15	16	17			