

## **PROCEDURE FOR MAKING APPLICATION FOR GRANT OF REGISTRATION CERTIFICATE UNDER PAYMENT OF GRATUITY ACT, 1972**

The Payment of Gratuity Act applies to every Factory, mine, oilfield, plantation, port, Railway Company, every shop or establishment 10 or more persons are employed or were employed on any day during the preceding 12 months and any establishment Central Govt. may, by notification, specify.

### **Registration of Establishments:**

Every employer in relation to an establishment to which the Act applies shall make an application in Form-A (AP Integrated Registration Act, 2015) online at <http://ap.meeseva.gov.in/> and the fee as specified shall be paid in the citizen service center or online payment. A System generated license will be available on the spot.

### **Registration validity period & renewal:**

Registration / renewal of registration issued under the Act is valid upto 31<sup>st</sup> 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 Asst. Commissioners of Labour who are notified as Controlling Authorities under the Payment of Gratuity Act, 1972 are the registering Authorities (Rule 4(1) of the A.P. Compulsory Insurance Gratuity Rules, 2011).

**Online Application and Payment:** Application for Registration /renewal of registration shall be submitted online through the Single Desk Portal <https://www.apindustries.gov.in/> or Online Meeseva portal <https://onlineap.meeseva.gov.in> by filling in the Integrated Registration form. After online payment of license fee as specified above, a system generated registration certificate is downloadable on the spot.

**Application through Meeseva Citizen Service Centers:** Application form for registration / renewal can be downloaded from Meeseva portal: <http://ap.meeseva.gov.in/DeptPortal/Application%20Forms%20New/Labour-Pdf/Integrated%20Application%20Form.pdf>

Filled in application forms can be submitted at Meeseva citizen service centres. Department user can login on <http://ap.meeseva.gov.in/> to submit applications and process payments on behalf of applicant. System generated certificates are then given to applicants instantly.

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