

## A.P. SHOPS AND ESTABLISHMENTS ACT, 1988

Procedure for making application for grant of Certificate of Registration /renewal of Certificate of Registration of Establishments under A.P. (Issuance of Integrated Registration and Furnishing of Combined Returns under Various Labour Laws by certain Establishments) Act, 2015(amdmended in 2016) and covered by Andhra Pradesh Shops and Establishments Act, 1988.

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### **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 either apply online or 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]**

	<b>Number of employees</b>	<b>Fees (Rs.)</b>
	Shops/Establishments employing no persons.	30
	Shops/Establishments employing up to 5	100

	Shops/Establishments employing 6 to 10	200
	Shops/Establishments employing 11 to 20	350
	Shops/Establishments employing 21 to 50	1,000
	Shops/Establishments employing 51 to 100	2,000
	Shops/Establishments employing 101 and above	2,500

**Registration validity period:**

Registration /renewal of registration issued under the Act is valid upto 31<sup>st</sup> March of the third year. As per the AP Integrated Registrations Act, 2015, the registration, wherever requires renewal, shall be renewed for a further period of 3 years. The Registration certificate shall be issued instantaneously. 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
2. Asst. Commissioner of Labour.
3. Dy. Commissioner of Labour.
4. Jt. Commissioner of Labour.

**How to make application for Registration / renewal of registration:**

Submission of physical application form and other document including photo graph of the employer has been dispensed with in view of the amendment to the A.P. Integrated Registration Act. Spot approvals are generated and certificate is issued instantly.

**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 Centres:** 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.