

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 The Andhra Pradesh Shops and Establishments Act, 1988, in accordance with The A.P. (Issuance of Integrated Registration and Furnishing of Combined Returns under Various Labour Laws by certain Establishments) Act, 2015 (amended in 2016) called A.P. Integrated Registration Act, for convenience.

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APPLICABILITY:

Every establishment including 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 State Government may, by notification, declare to be an establishment for the purposes of the A.P. Shops and Establishments Act, 1988.

APPLICATION FOR GRANT OF REGISTRATION / RENEWAL:

Every employer of an establishment / Shop / Commercial Establishment covered by the A.P. Integrated Registration Act shall, within 30 days from the date of commencement of business, apply online or approach a Citizen Service Centre (Meeseva, APOnline) for grant of Registration Certificate / renewal of registration. (Section 3 & 4 of The A.P. Shops and Establishments Act, 1988 read with Section 4 of the A.P. Integrated Registration Act, 2015).

Registration / Renewal Fee:

[Schedule I of APSE Act, 1988 & Rule-3 of APSE Rules, 1990]

| Category of Establishments & No.of employees | Fees (Rs.) |
|---|-------------------|
| Shop/Establishment employing no persons. | 30 |
| Shop/Establishment employing up to 5 | 100 |
| Shop/Establishment employing 6 to 10 | 200 |
| Shop/Establishment employing 11 to 20 | 350 |
| Shop/Establishment employing 21 to 50 | 1,000 |
| Shop/Establishment employing 51 to 100 | 2,000 |
| Shop/Establishment employing 101 and above | 2,500 |

Registration validity period:

Registration/renewal of registration issued under the A.P. Integrated Registration Act is valid from the date of issue, up to 31st March of the third year. As per the A.P. Integrated Registration Act, 2015, the registration shall be renewed once in every three years. Application for grant of renewal of Registration shall be made at least 31 days before expiry

of the Certificate of registration (Section 4 of The A.P. Shops and Establishments Act, 1988, read with Section 4(4) of the A.P. Integrated Registration Act, 2015).

Registering Authority:

The following officers of Labour Department have been notified as the Registering Authority (G.O.Ms.No.33 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 documents was dispensed with, as provided in the A.P. Integrated Registration Act, 2015 amended in 2016.

Application through Citizen Service Centres(Meeseva,APOnline):

Applicant may approach any Citizen service center to avail the service of registration/renewal of registration of establishment, along with details of the establishment to be registered and the fee payable as shown in the above table. On furnishing the information to be filled up in the application, to the kiosk operator and on payment of requisite fee, registration/renewal of registration certificate is generated instantaneously and handed over to the applicant.

Application Online:

The citizen may also apply for registration/renewal of registration of establishment online following the procedure specified below.

Step 1: Go to meeseva portal. URL: <https://onlineap.meeseva.gov.in/>

Step 2: complete profile registration so that citizen can get user credentials to log into the portal.

Step 3: select required service from Labour dept. section

Step 4: Fill up the form and pay the requisite fee online

Step 5: Payment receipt will be generated.

Step 6: Registration certificate will be generated instantaneously.

Step 7: Take a printout of the receipt as well as certificate.

Application through Single Desk Portal :

Application for Registration /renewal of registration may also be submitted online through Single Desk Portal, if the applicant wants to get the application processed for certain incentives and other benefits provided by the Industries Department.

The citizen intending to apply through Single Desk Portal will have to make the application by following the above procedure shown under "application online".

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