

SHOPS AND ESTABLISHMENT ACT 1988-AMENDMENT

Procedure:

Steps	Forms	Documents to be Attached	Fee	Timelines
Submit	Online application form "Form E/VII"	*Follow Checklist below	Online fee payment (As per fee structure given below)	7 Days from the date of submission of complete application as per Citizen's Charter. Deemed Registration at the end of 30 days from date of application if no adverse orders passed
Issue	Form E			

System sends SMS to respective applicant at each progression.

In case of any clarifications, the applicant is informed on actions to be taken and start date will be after all the clarifications have been received.

Online application process requires no physical touch point.

Checklist:

Form No-E i.e Application for Notice of Change/ Amendment

Fee Details:

Fees Structure for Amendment		
1	Fee - When total number of employees is 0	₹ 100/-
2	Fee - When total number of employees is > 0	₹ 200/-
3	Difference of fee for increase in number of employees	₹ Applicable difference in fee

Fee Structure for Amendment - Contractor		
S No.	Employees Between	Amount
1	0	₹ 100/-
2	1-5	₹ 500/-
3	6-10	₹ 1000/-
4	11- 20	₹ 2000/-
5	21-50	₹ 5000/-
6	51-100	₹ 10,000/-
7	100 and above	₹ 10,000/- + 5000 for additional 50 Persons.