

Registration and issue of Certificate under Shops and Establishments
Act 1988

Procedure:

Steps	Forms	Documents to be Attached	Fee	Timelines
Submit application for registration online	Online application form "Form I"	*Follow Check List below	Online fee payment (As per the 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 of online registration certificate	Form II			

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.

Check List

1. Form No-I i.e Application for Registration
2. Telugu Name Board Photo graph of the particular shop or establishment
3. List of Employees
4. Copy of Rental deed or sale deed of the particular shop or establishment
5. I.D. proof of employer
6. Two passport size photographs of the employer

Fee Details

Fees Structure for obtaining Registration Certificate	
1 0 Employees	₹ 100/-
2 1-5 Employees	₹ 500/-
3 6-10 Employees	₹ 1000/-
4 11-20 Employees	₹ 2000/-
5 21-50 Employees	₹ 5000/-
6 51-100 Employees	₹ 10,000/-
7 101 and Above Employees	₹ 10,000/- + 5000 for additional 50 Persons.